



## PANGBOURNE PARISH COUNCIL

### VILLAGE HALL COMMITTEE MINUTES

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At a meeting of the Village Hall Committee held in Pangbourne Village Hall on Wednesday 17<sup>th</sup> July 2019 commencing at 6.30pm.

Present: J. Pearce (Chairman), J. Hughes, J. Palfrey, P. Maclver  
R. Elkin (Clerk),

Apologies: C. Williams,  
C. Rennison (Vice Chairman) has resigned a councillor since the last meeting

#### **VH/54 APOLOGIES FOR ABSENCE**

C. Williams

#### **VH/55 DECLARATIONS OF INTEREST**

J. Palfrey declared an interest as a member of the PCC

#### **VH/56 MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 5<sup>th</sup> June 2019 were approved and signed by the Chairman as a true and accurate record.

#### **VH/57 OUTSTANDING ACTIONS FROM PREVIOUS MINUTES**

- RBL Trophy Cabinet at Village Hall. JH will follow up with James Blandy when the RBL meet again after the summer. **JH**
- L. Peters has looked at the switch for the small hall entrance. JH will contact him again to arrange to fit a PIR and get the switch working. If this is still unresolved in September, contractors will be asked to quote to get this work completed. PM and JP to have a look at the switch in the meantime. **JH**
- The cistern work and tiling in the 'old' loos is still to be done. It is hoped that this work will be completed by September. If not, contractors will be asked to quote for the work. **JH**
- Millennium Award board. JH has spoken with Brian Allum and needs to arrange a time to get him to come and have a look at the board. L. Crimp will also be asked again for the details of the previous company used by the magazine team. **JH and Clerk**
- JH confirmed that on checking the First Aid boxes, only plasters were found to have been used and so these have been replaced and so they now meet the regulation standard again. No further boxes need to be supplied.

VH/58 **TO PROVIDE AN UPDATE ON THE WATERMILL THEATRE PRODUCTION EVENT, INCLUDING TAKINGS AND LEARNING FOR FUTURE EVENTS**

- The Clerk confirmed that the final ticket sales are now through for the “Our Church” production. With the bar takings and all costs, the event made a profit of £723.90 this year.
- The evening was a great success on a very hot evening and thanks were extended to all members of the village hall committee and councillors who helped with the event. Special thanks went to JH for organising the theatre crew.

VH/59 **TO REVIEW HALL MAINTENANCE SCHEDULE AND AGREE ANY ACTIONS NECESSARY TO TAKE THE MATTER FORWARD TO INCLUDE**

- **FLAT ROOF SURVEY**
  - **GUTTERS AT REAR**
  - **DISHWASHER REPLACEMENT**
  - **CHUBB DOOR STOPS**
  - **A WALK AROUND THE BUILDING WITH THE COMMITTEE TO IDENTIFY SNAGS AND AN ACTION LIST**
  - **KEYS**
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- JH stated that the piano tune and urn descale were due soon. In Aug electrical PAT testing would be due and JH will make the necessary arrangements with Andy Sumner. **JH**
  - JH will share the Hall maintenance calendar with the members of the committee. **JH**
  - JP took an action to provide the PC with details of the roofing contractor who had been contacted recently by the PCC. VH committee members to arrange to get flat roof survey undertaken. JP took this and a review of the gutters as an action **JPalfrey  
VHC  
JPearce**
  - JH has looked at a selection of Dishwashers online and made 2 recommendations. It was agreed to do further investigation and agree a final model via email so that this could be purchased and installed over the summer months in preparation for most hirers return in September. It was **RESOLVED** unanimously to spend up to £1500 (vat ex) as this is a vital piece of equipment for the hall. Clerk to arrange. **JH  
JPearce  
Clerk  
VHC**
  - It was agreed that the replacement Tables and Chairs and trollies for the hall, having previously been approved, would be purchased and installed over the summer. Clerk to place the order. Arrangements to be made for the disposal of the old brown chairs. **JPearce  
Clerk  
PM  
JH**
  - Alise is reviewing all parish keys and is undertaking a full key audit. All village hall keys will be included in this. **Office**
  - PM and JPearce will look at the Chubb fire doorstops and foot plates. Clerk to order necessary spare parts to get these working properly **Clerk  
JPearce  
PM**
  - There was insufficient time this evening to do a snagging walk around the hall, so this will be held over for a future meeting to arrange, and it will likely be done via a break-out working group with the recommendations /actions returning to VHC. **VHC**

VH/60 **TO DISCUSS FIRE SAFETY ARRANGEMENTS TO INCLUDE:**

- **WEEKLY CHECKS**
- **HALL HIRERS DRILLS**
- **MUSTER POINTS**

• It was agreed that the Fire checks MUST be done weekly and recorded and a day and time needed to be set. JH to take this back on as part of her role immediately, however, it was suggested that maybe the Open Spaces Warden could include this as part of her role, to be discussed at a later date. **JH**

• It was further agreed that it be highlighted in the hall hire contracts that hirers undertake their own annual fire drills, are aware of the muster points and that they provide written evidence for the office that these have been undertaken. **JH**

VH/61 **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA**

• J Pearce requested that the Maintenance Schedule was shared with the committee and that the VHC work towards a definitive list of all the contracts in place for all works. For example, Window Cleaning, Hall Cleaning, etc. **VHC**

• Further he requested that the VH revisits the Risk Assessment and reviews whether there are any actions to come out of it. **VHC**

VH/62 **CLOSURE:**

The meeting closed at 7.37pm there being no other business  
The next meeting to be scheduled

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date