

PANGBOURNE PARISH COUNCIL

At a meeting of the Village Hall Committee held in Pangbourne Village Hall on Wednesday 5th June 2019 commencing at 6.30pm.

Present: C. Rennison (Vice Chairman), C. Williams, J. Hughes, J. Palfrey, B. Kerr Muir. P. Maclver
R. Elkin (Clerk),

Apologies: J. Pearce

MOP, T. Saunders

VH/43 APOLOGIES FOR ABSENCE

J. Pearce

VH/44 Election of Chairman

Outgoing Chairman, T. Saunders attended the start of the meeting and acted as Chairman for the first item on the agenda.

PM proposed JP as Chairman for this year. (JP had agreed in advance to stand).
JH seconded and it was carried unanimously.

PM thanked T. Saunders for acting as Chairman for the previous year and tonight.
As JP had sent apologies, CR continued the meeting as acting Chairman for the remainder and TS left the meeting.

VH/45 Election of Vice Chairman

PM proposed CR, JH seconded, and it was agreed unanimously

VH/46 DECLARATIONS OF INTEREST

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

VH/47 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 6th February 2019 were approved and were duly signed by the Chairman.

VH/48 MATTERS ARISING ON THE MINUTES

- RBL Trophy Cabinet at Village Hall. JH has requested that James Blandy from RBL send a formal request to the Parish Council so that this can proceed. The Clerk confirmed that she had not yet received a letter. JH confirmed that a cabinet was being organised. **JH**
- L. Peters has looked at the switch for the small hall entrance and it needs replacing entirely, currently it does not work at all. It was questioned whether this is actually required, but it was noted that the hirers sometimes leave this light on as they close up. It was suggested that the PIR (motion sensitive light) be sought as a replacement. JH to follow up and ask LP to put in a PIR light. **JH**
- JH noted that the plumber has fixed the running tap in the 'new' loos. The cistern work and tiling in the 'old' loos is still to be done **JH**
- PM suggested that there should be a second / other plumbers on hand to do work rather than just relying on one plumber to be available. It was proposed that the plumber be asked to complete these outstanding jobs by mid-July, or they would be given to someone else. Steve Wale was suggested as an alternative **JH**

VH/49 **TO DISCUSS AND AGREE ANY ACTIONS WHICH NEED TO BE TAKEN REGARDING THE WATERMILL THEATRE PRODUCTION VISIT INCLUDING VOLUNTEERS FOR THE EVENING AND SET UP, BAR AND DOOR**

- 56 tickets sold up to this week.
- It was agreed that:
 - JH will arrange the cast supper
 - CM TS BKM JH and CR will help on the night.
 - 2 people are needed for the bar and 2/3 for the door.
 - 2 people are required at 4.30/4.45 to set out chairs and everyone else to arrive at 6.45pm
 - Program takings need to be kept separate and paid directly to the Watermill
 - PM to sort out the drinks, snacks and float
 - All takings and receipts to be given to Clerk for reconciliation after the event

JH

CM TS
BKM JH
CR

PM

VH/50 **TO AGREE ACTIONS OUTSTANDING FROM THE PRESENTATION OF THE MILLENNIUM AWARD INCLUDING ARRANGING THE INSCRIPTION ON THE AWARDS BOARD.**

- Following the presentation of the award to Angela Cullinan at the Annual Parish Meeting, the names need to be updated on the awards board
- BKM suggested Allum Signs (01491 681040).
- JH will contact Allum and also L. Crimp to find out who has inscribed the boards before

JH

VH/51 **TO REVIEW HALL MAINTENANCE SCHEDULE AND AGREE ANY ACTIONS NECESSARY TO TAKE THE MATTER FORWARD**

- Piano tune is booked in for 20th June 2019
- The first aid kits (one held in each kitchen) need to be re-stocked annually. It was proposed to buy an additional one as a spare. JH to follow up
- The dishwasher is still not working after many months. The recommendation from the committee is to buy a new one. JH to source and come back to council with proposals

JH

JH

VH/52 **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA (including but not only)**

- Noticeboard acquisition. CR and Clerk have started work on a proposal. It will come back to committee when complete and priced.
- Update on purchase price of tables and chairs, previously approved – to be actioned. JH provided an updated price at £2,756.66 plus vat. Clerk to order.
- JH to arrange disposal of Brown Chairs if necessary
- Update on Hallmaster – now linked to the website. It is to go live in August
- JH has provided a proposed model of laptop within the agreed budget to be used for bookings. Clerk to order

CR
/Clerk

Clerk

Clerk

VH/53 **CLOSURE:**

The meeting closed at 7.37pm there being no other business

The next meeting to be scheduled

_____ Chairman

_____ Date