



Pangbourne Parish Council

Village Hall Committee Minutes

At a meeting of the Village Hall Committee held in Pangbourne Village Hall on Wednesday 25th September 2019 commencing at 6.30pm.

Present: J. Pearce (Chairman), J. Hughes, J. Palfrey, P. MacIver, J. Higgs, C. Williams,
R. Elkin (Clerk),

Apologies: None

VH/63 APOLOGIES FOR ABSENCE

None

VH/64 DECLARATIONS OF INTEREST

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

VH/65 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 17th July 2019 were approved and signed by the Chairman as a true and accurate record with one amendment

VH/66 OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

- VH 57 RBL Trophy Cabinet at Village Hall. JH will follow up with James Blandy when the RBL meet this evening after this meeting. **JH**
- J.Hughes – will chase up as both she and L.P are now around. If the work isn't able to be completed in the next couple of weeks, contractors will be brought in to finally close this job out. 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. 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 this week. If not, alternative plumbers will be asked to quote for the work to finally close this work out. **JH**
- Millennium Award board. JH is meeting with Brian Allum tomorrow to have a look at the board. If the quotation is less than £100 it was agreed to go ahead and instruct the work **JHughes and Clerk**
- JH confirmed that the Piano has been tuned, the Urn descale is in hand and the PAT testing has been done and no issues found.
- Flat roof check. J.Palfrey will provide some contractors details of firms used by the PCC. J.Pearce has recently used contractors for roofing so will contact them regarding the village hall
- Thanks for everyone involved in the acquiring and setting up the new tables and chairs and dishwasher over the summer.

- The fire door stoppers and footplates are still not all working properly. There is a new one in the office. This should be installed and then if necessary, the Clerk asked to order further replacements VHC
 - The “walk around” to create a snagging list of jobs will be scheduled as a separate working group who will bring their findings back to the committee. VHC
 - J.Hughes has sent the Maintenance Schedule to J.Pearce. this needs to be shared with the whole committee. JHughes
 - JH has updated the VH Risk Assessment. This needs to be shared with the committee. The Clerk said she would forward the latest version that she has on file and has shared with the internal auditor. The Committee need to review and comment. Any actions which fall out of it need to be reviewed. JHughes
Clerk
VHC
- VH/67 **TO DISCUSS THE APPOINTMENT OF A VICE CHAIR FOR VILLAGE HALL COMMITTEE AND AGREE TO HOLD OVER UNTIL NEW COUNCILLORS APPOINTED TO THE COMMITTEE**
- It was agreed to hold over the appointment of a Vice Chairman until the next meeting and once the newly co-opted councillors are appointed to committees.
- VH/68 **TO PROVIDE AN UPDATE ON THE DELIVERY OF NEW TABLES AND CHAIRS FOR THE VILLAGE HALL, INCLUDING DISPOSAL OF THE OLD CHAIRS AND CONSIDER SAFE STORAGE OF THE NEW CHAIRS**
- An update was provided on the delivery and installation of the brand new dishwasher, tables and chairs which were received over the summer.
 - There are 40 brown chairs which will be kept in the small hall for use and that leaves a further 28 chairs which are paint stained etc to be disposed of. PM agreed to list these on freecycle or ebay for disposal. Any monies raised will be returned to VH funds. PM
 - The storage requirements of the new chairs were discussed as the trollies are too large to wheel into the storage cupboard. The new “hanging” design needs to be monitored as hall users are overloading the trollies (with the matching blue chairs which should be returned to the cupboard) and also there is a concern regarding children pulling chairs down on themselves. JHughes has put up temporary signage. It was agreed that better permanent signage with correct use pictures would be installed and maybe a strap would be looked into to secure the chairs. JHughes to source straps. JHughes
Clerk
VHC
- VH/69 **TO REVIEW HALL MAINTENANCE SCHEDULE AND AGREE ANY ACTIONS NECESSARY TO TAKE THE MATTER FORWARD TO INCLUDE:**
- **DOORSTOPS**
 - **FLOORING IN SMALL HALL**
 - **LIGHTING**
 - JPearce and PM will look at the flooring in the small hall. It may just need to be pushed back together PM
JPearce
 - Both boilers failed last week, and Henley Heating attended to fix the broken fuse. They will need to re-attend to complete the annual service and certificate in October.
- VH/70 **TO DISCUSS PROGRESS WITH OBTAINING QUOTES FOR POSSIBLE SOLAR PANELS AT THE HALL**
- There has been no progress on this agenda item. CW will provide details of a company that his school used and others that he is aware of. Cllr SF CW

to take this forward outside of the VH Committee, however, progress should continue to be reported.

VH/71 TO DISCUSS OBTAINING QUOTES TO ENHANCE SECURITY MEASURES AT THE HALL INCLUDING

- CCTV FOR THE BUILDING AND OFFICES
- SECURITY FOR THE OFFICE- INCLUDING DOOR AND WINDOWS
- SECURITY OF THE EXTERNAL KEY BOX AND FRONT DOOR KEYS WINDOW GRILLES FOR SMALL HALL

- Clerk will chase up the requested quotations for security measures at the hall. **Clerk**
- It is proposed to consider CCTV for the building and office and address the recent issues with hall users not securing the building properly over the summer period. A review of who holds keys and who SHOULD hold keys and where these should be held was proposed. It was suggested that suggestions are brought to the next meeting. **VHC**
- It was suggested that access codes are changed on a regular basis- to be reviewed **VHC**

VH/72 ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA

- It has been suggested previously that the committee considers a ceiling mounted projector for the large hall. It was agreed to consider this again and progress this as project.
The Clerk noted that the portable projector purchased for planning applications worked well and the supplier specialises in office /meeting room technology and recommended that they should provide one quotation. **JHughes Clerk**
JHughes to progress and Clerk to forward details
- JHiggs raised the purchase of the new defibrillator for the school and a new cabinet at the village hall. It was noted that outside of this committee, this is being followed up by Cllr BKM

VH/73 CLOSURE:

The meeting closed at 7.30pm there being no other business
The next meeting to be scheduled

_____ Chairman

_____ Date