



Pangbourne Parish Council

Village Hall Committee Minutes

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on Wednesday 17th November 2021 commencing at 6.30pm.

Present: P. MacIver, J. Higgs, I. Walker, J. Hughes,
R. Elkin (Clerk)

Apologies: C. Williams, Jill Palfrey

Resignations since the last meeting: C. Hartley, P. Hawkins

No MoP were present

Section 1 – Procedural

VH/133 TO ELECT A CHAIRMAN FOR THE VILLAGE HALL COMMITTEE AND TO ELECT A VICE-CHAIRMAN FOR VILLAGE HALL COMMITTEE AS NECESSARY

- I. Walker was unanimously elected as Chairman of the Village Hall Committee.
- It was agreed to elect a Vice-Chairman when there are more members of the committee

VH/134 APOLOGIES FOR ABSENCE

C. Williams, Jill Palfrey

VH/135 DECLARATION OF INTERESTS

None

VH/136 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 29th June 2021 were approved and signed by the Chairman as an accurate record.

VH/137 OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

- The faulty hand dryer in the disabled toilet has now been replaced.
- Two barriers will be ordered by the Clerk for the car park to protect the corner of the building and the side porch which has recently been repaired after a collision
- The gas box door has been sanded and replaced
- The door to the small hall is catching and needs to be looked at. IW offered to look at it.
- The rear doors to the main hall have been looked at and are now repaired and painted.
- The garden and grounds maintenance contract improvements are ongoing
- Downpipes at the hall to be repaired properly and thoroughly cleaned
- Buttresses to be investigated and repaired as necessary

- Insulation to be looked into across hall but particularly in small hall – ongoing
- Small Hall door locking mechanism to be repaired – ongoing
- Blinds for both halls to be replaced – CIL – ongoing – Thames Valley Blinds
- Garden Fence to be repaired – ongoing
- CCTV installation to be investigated – ongoing

Section 2 – Decision Making

VH/138 TO REVIEW THE PROPOSED DRAFT BUDGET FOR THE HALL COMMITTEE FOR 2022/23 AND AGREE A RECOMMENDATION TO TAKE TO FULL COUNCIL

- Following on from a recent informal budget meeting, the Committee now formally discussed the proposed Budget and made a recommendation for Full Council as appended to these minutes.

VH/139 TO REVIEW AND AGREE CIL/EMR PROJECT EXPENDITURE FOR 2022/23

- A number of potential projects were discussed for the coming year which would be suitable for CIL expenditure or could be drawn from reserves. These mainly focussed around environmental improvements including possible solar power, heating upgrades and energy efficiencies. It was agreed to focus on heating efficiencies in the first instance.

VH/140 TO APPROVE EXPENDITURE FOR THE REPAIR OF THE 8 FOYER CHAIRS AT THE HALL OF UP TO £1,500 INC VAT

- It was RESOLVED to approve the expenditure proposed in order to recover and restore the hall foyer chairs which are now badly worn and do not meet current fire regulations. The chair frames are of good quality and still sound and so it was agreed to repair rather than replace. The Clerk will make the arrangements with the preferred contractors. Clerk

VH/141 TO REVIEW ROUTINE HALL MAINTENANCE SCHEDULE AND ANY EXISTING WORKS IN HAND

- JH shared the routine maintenance schedule with the committee.
 - JH shared her latest working copy of the hall risk assessment with the committee and this now needs to be compared to the relevant section on the Full risk assessment adopted by the Council and updated by the Clerk
 - PAT Testing was done in August
 - Boilers have been serviced in October
- JH
Clerk

VH/142 TO DISCUSS AND REVIEW HEATING AND PLUMBING ARRANGEMENTS AT THE HALL AND AGREE ANY MATTERS NECESSARY TO TAKE THE MATTER FORWARD

- IW proposed that the Council contracts a local heating & plumbing firm to attend and conduct a thorough inspection of the heating systems to review and suggest any possible improvements. IW proposed a contractor who looks after another local village hall and will contact them to make the arrangements. IW

VH/143 TO DISCUSS AND REVIEW INSULATION ARRANGEMENTS AT THE HALL AND AGREE ANY MATTERS NECESSARY TO TAKE THE MATTER FORWARD

- PM agreed to seek advice and quotations regarding the possibility of installing further insulation at the hall PM

Section 3 – Updates from working groups, councillors, committee members

VH/145 • None not already noted above

VH/146 **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA**

• None, however it was agreed that IW, PM, JH and the Clerk would meet at the hall next week to progress the heating and will report back at the next meeting

**IW PM JH
Clerk**

Section 4 – Closure

VH/147

CLOSURE:

The meeting closed at 7.29pm there being no other business
The next meeting to be scheduled

_____ Chairman

_____ Date