



PANGBOURNE PARISH COUNCIL VILLAGE HALL COMMITTEE MINUTES

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on **Wednesday 16 July 2025** commencing at 6:30pm.

Present: I. Walker, J. Higgs, J. Palfrey, M. Rimmer, C. Ellis, C. Williams,
Also Present: S. Lomer (Asst Clerk), F. House (Booking Clerk), B. Elkin (Clerk)
Apologies: None
Absent Without Apologies: None
M.O.P.: None

Section 1 – Procedural

	Action
VH/334 <u>TO APPOINT CHAIRMAN AND VICE CHAIRMAN</u>	
I. Walker proposed, seconded and elected as Chairman. J. Higgs proposed, seconded and elected as Vice Chairman.	
VH/335 <u>APOLOGIES FOR ABSENCE</u>	
VH/336 <u>DECLARATION OF INTERESTS</u>	
J. Palfrey is a member of the PCC.	
VH/337 <u>MINUTES OF THE LAST MEETING</u>	
The minutes of the last meeting held on 19 March 2025 were approved and signed by the Chairman as an accurate record.	
VH/338 <u>OUTSTANDING ACTIONS FROM PREVIOUS MINUTES</u>	
Outstanding actions	
<ul style="list-style-type: none">- The <u>clock tower</u> refurbishment is scheduled to take place 24 & 25 July at the agreed cost of £3,850.00 + VAT = £4,620.00. B. Elkin advised that there was approximately £1,500.00 in donations.- The <u>Millennium award board</u> was rehung today, having been updated with the 2024 award winner at a cost of £70.- <u>REPF funding</u> data is ready to obtain and needs to be submitted. This is to show the benefit of works carried out.	Asst Clerk

Matters completed

- Storage container was replaced on 10 June at the agreed cost of £2,690.00 + VAT = £3,228.00
- PAT testing was completed and passed on 20 May.
- Radiator by the table store has been knocked off the wall many times and a leak was fixed in May. To stop this being repeated a replacement radiator was relocated on the corner, away from the table access at an estimated cost of £370.00 + VAT = £444.00

Section 2 – Decision Making

		Action
VH/339	<u>TO CONSIDER CURRENT FIRE SAFETY INSPECTION WITH QUOTATIONS AND AGREE ON EXPENDITURE OR WORKS TO BE COMPETED</u>	
	<p>Asst Clerk shared that RES Fire confirmed fire extinguishers are still required in corporate buildings. The <u>RES Fire safety survey</u> was reviewed along with quotes for three failed emergency lights and the recommended smoke detector in the ladies WC lobby, plus a call point in the kitchen. Having the work carried out together is more cost effective.</p> <p>Quote for emergency lighting replacements: £460.43 + VAT @ £92.02 = £552.52 Quote for smoke detector and emergency point: £604.34 + VAT @ £120.87 = £725.21 A discount of £118.00 + VAT was offered to have both jobs done together.</p>	
	<p>RESOLVED to approve £946.77 + VAT = £1,136.13 for the fire safety works</p>	Asst Clerk
	<p>A quote was reviewed for a <u>replacement fire door</u> between the main hall and corridor. Asst Clerk to obtain additional quotes and report back.</p>	Asst Clerk
VH/340	<u>TO CONSIDER VILLAGE HALL USAGE REPORTS AND AGREE ON ANY ACTIONS NECESSARY</u>	
	<p>F. House presented 2024/25 data, noting an obvious dip in June and the summer months, with no interest from any school holiday clubs.</p> <p>The Friday Market will drop in the top 20 hirers now it is running monthly not weekly. F. House has been actively searching for more children's groups. Ecstatic Dance is leaving. However, a replacement has been identified. The WI transferred to the Pangbourne Club. Physically setting up the tables and chairs had become an issue. Monday morning toddler group will no longer be run by the playgroup and had planned to stop. However, two volunteers plan to take over until Christmas. Guides only use the hall in the winter as do Twinning for their film nights.</p>	
	<p>Often bookings require a low level of sound so can't be accommodated when the other hall is in use. B. Elkin suggested adding a table store in between the two halls, which would provide some sound proofing, emptying the current table store, to potentially create some office space. It was agreed that estimates should be obtained for the table store. Asst Clerk to obtain and report back.</p>	Asst Clerk
	<p>Competition is high with function and meeting rooms offered in and around Pangbourne. Further thought is to be given to air conditioning as well as heating, plus the idea to encourage more corporate use of the small hall, offering catering facilities such as cups, saucers and trolleys.</p>	
	<p>F. House to put together a SWAT, including free parking, garden, proximity to train station.</p>	F. House
	<p>Berserk Theatre is looking to do a tour. C. Williams to get update.</p>	C. Williams
VH/341	<u>TO RECEIVE AN UPDATE ON TABLE AND CHAIRS STOCK AND REPLACEMENT</u>	
	<p>At least four art tables have been lost to breakage. The Wednesday art group have requested 14 tables, or a minimum of 12. They currently have 10 available to the large hall. The previous order in 2019 was reviewed for an idea of pricing but it was questioned as to whether we should continue using this style of table as they don't clean well and can only be used for art groups. Replacement brown tables are much more expensive and have a lip that some groups have a problem with.</p>	

Asst Clerk to obtain quotes for easier to clean tables.

Asst Clerk

It was suggested that hirers should be reminded to clean up afterwards. Deposits are not retained for long term hirers.

F. House

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

Action

VH/342 TO RECEIVE AN UPDATE FROM COUNCILLORS ON ANY WORKING GROUPS OR OUTSTANDING ACTIONS

An update on parking permits was given. Currently 5 out of 6 spaces are taken. It was agreed that marking up bays for permits at the side and hall hirers at the back would be useful. Asst Clerk to research and update at next meeting. I. Walker stated councillors to have a right to parking at the village hall. F. House to generate and distribute permits for councillors.

F. House

Village Hall parking for councillors was discussed at the meeting of 21.1.26.

The storage container is tidy and accessible. However, some type of storage system would be useful.

Asst Clerk

Hooks specifically designed for shipping container storage are available. Asst Clerk to obtain quotes for these along with other suitable storage support.

The London Plane Tree next to the car park was raised as a concern following a report from the Senior Tree Officer at West Berkshire Council. A resistograph is to be carried out next week to provide a survey detailing required works, which potentially will need to be carried out prior to the next committee meeting.

R. Elkin

VH/343 ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE NEXT MEETING'S AGENDA

J. Higgs shared that the Pangbourne Flood Committee were meeting at the same time as the next Village Hall Committee meeting is scheduled in October.

Section 4 - Closure

Action

VH/344 The meeting closed at 7.30pm there being no other business apart from one amendment to the previous minutes by Councillor M. Rimmer who would have sent apologies when the meeting was rearranged.

The next meeting is scheduled for **5 November 2025**.

Chairman

Date