



PANGBOURNE PARISH COUNCIL VILLAGE HALL COMMITTEE MINUTES

At a meeting of the Village Hall Committee held at Pangbourne Village Hall on **Wednesday 5 November 2025** commencing at 6:30pm.

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

Section 1 – Procedural

Action

VH/345 APOLOGIES FOR ABSENCE

Apologies received from M. Rimmer, C. Williams.

VH/346 DECLARATION OF INTERESTS

J. Palfrey is a member of the PCC.

VH/347 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 16 July 2025 were approved and signed by the Chairman as an accurate record.

VH/348 MATTERS COMPLETED

- a. Fire safety works
 - a. Emergency lights replaced (kitchen, small hall lobby, small hall left front)
 - b. Call point in kitchen and detector in electrical cupboard installed
- b. External gas meter cupboard door replaced
- c. Boilers serviced and gas certificate obtained
- d. Sewage drains jet washed as they were blocked, possibly related to a large event at the hall
- e. Work on small hall porch for damp on left side ground. Inside and outside windows have been resealed. Gutter cleared above and ground cleared of leaves and debris that were sitting next to the external wall. The contractor pointed out that the damp course is too low. It sits at ground level and should be 6" above so the bricks are sucking in water, which is being absorbed by the internal floor covering. Potential future works could be to install 3" guttering to either side of the porch roof or/and a French drain. S. Lomer to keep an eye on it and report back if it continues to be an issue. It was discussed that we might need a survey at some point. I. Walker to arrange for a builder to visit.

S. Lomer

I. Walker

Section 2 – Decision Making

Action

VH/349 BUDGET - TO REVIEW THE PROPOSED DRAFT VILLAGE HALL BUDGET FOR 2026/27 AND AGREE A RECOMMENDATION TO TAKE TO FULL COUNCIL

An overview of the current finances in relation to this year's budget was presented by B. Elkin.

Full council funds

- Total opening balance £205k
- Total current balance £362k
- Total forecast year-end balance £265k

£34.8k was spent on the village hall in 2024/25 with a planned spend of £31.2k

£39.3k is the forecast spend for this year

The income for the hall is growing at £40.9k, minus £3k of deposits

Possible capex projects still to be prioritised and phased into subsequent years, supported with grant fund to include,

- Car park resurfacing
- Car park lines painting with 'PERMIT HOLDERS ONLY' painted on ground
- 3 x internal fire doors
- External fire door from main hall to rear car park
- External fire door to side of building by kitchen
- Trolley store/soundproofing project
- Heating works
- Aircon/airflow works
- Office heating (rads moved + replaced)
- Emergency lights
- "Shop window" style notice boards

Estimated at a cost of £84.5k.

RESOLVED to recommend to Full Council a Village Hall budget of £41,086 for 2026/2027 at this stage

R. Elkin

VH/350 FIRE DOOR - TO CONSIDER PROPOSALS WITH QUOTATIONS FOR THE REPLACEMENT OF DOOR 7 (MAIN HALL TO TABLE STORE) AND AGREE EXPENDITURE

Three quotations were obtained and presented for the replacement of this fire door.

RESOLVED to approve recommended fire door replacement for £3,480.40 + VAT = £4,176.48

S. Lomer

S. Lomer to obtain recommendations from other public buildings for future doors.

S. Lomer

VH/351 CAR PARK – TO RECEIVE AN UPDATE ON SURFACE ISSUES AND ACCIDENT, CONSIDER QUOTATION FOR RESURFACING AND AGREE EXPENDITURE

Maintenance works for the car park were proposed and consisted of levelling areas by a manhole and rodding point, resurfacing the first section (about 25m²), repainting bays with 'PERMIT HOLDERS ONLY' written in front of the 6 bays as you enter the car park.

It was agreed that all works to take place.

RESOLVED to approve spend of £3,500.00 + VAT = £4,200.00

S. Lomer

S. Lomer to obtain 2 further quotes. It was also noted that the seal between new and existing surfaces must be sealed correctly to avoid deterioration. Note to consider fibre broadband installation with any resurfacing.

S. Lomer

VH/352 TABLES – TO CONSIDER REQUIREMENTS ALONGSIDE COSTS AND AGREE EXPENDITURE

Several different options were presented for various table types to support all needs within the small and main hall, replacing 4 broken and an additional 2 cracked tables.

RESOLVED to approve the purchase of 6 new laminated wood tables at a cost of £1,008.00 + VAT = £1,209.60

S. Lomer

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

Action

VH/353 OFFICERS UPDATE

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| a. | Parking permits were discussed and the need for permit holders to have allocated spaces, which will be supported with the marking of new bays. One further permit holders space is available to be advertised as soon as possible. | R. Elkin |
| b. | Racking for storage container was discussed and is still required. S. Lomer to obtain and share options and pricing. | S. Lomer |
| c. | Gutter cleaning & flat roof inspection for insurance purposes has been booked in for 24 & 25 November. | S. Lomer |
| d. | Hall usage | |
| a. | F. House has produced a SWOT, which needs further discussion and a separate meeting should be arranged for this. | F. House |
| b. | It was agreed to waive the hall cost for the Thrive art classes during January to support their work. | F. House |
| e. | The fire exit from main hall to car park is often not closed properly and should not be shut from the outside. It is likely that this will become a higher priority than the internal doors for replacement. | |
| f. | Fire alarm and emergency checks in December. One emergency spotlight fault in main hall. | |
| g. | Toilet drains likely to need an inspection within months. While the drains have very recently been cleared there is an ongoing issue that needs to be understood and rectified. It was discussed that an additional levy could be added for large parties, using the facilities and building more heavily. | |

Section 4 - Closure

Action

VH/354 The meeting closed at 7:30pm there being no other business.

The next meeting is scheduled for **21 January 2026**.

Chairman

Date