

## BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ  
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### Benson Parish Council Halls Committee meeting held on Thursday 8<sup>th</sup> January 2015 at 7:30PM in the Committee Room

#### MINUTES

Present: Cllr P Baylis (Chair of Halls) Cllr G Craig  
Cllr J Fowler Cllr R Jordan  
Cllr M Winton Cllr R Workman

Proper Officer: P Eldridge Halls Manager: Mrs T Ellis

Members of the Public: There were 2 members of the public present.

The minutes of the previous meeting held on Thursday 9<sup>th</sup> October 2014 were approved at the council meeting held on Thursday 23<sup>rd</sup> October 2014.

1. **Apologies.** Cllr D Rushton.
2. **Declarations of Interest.** There were no declarations of interest.
3. **Public Session.** To allow members of the public to ask questions and address the Chairman.
  - a. The chairman of the Benson Badminton Club addressed the chairman reporting that current badminton mat rolling machines used to store mats on a reel were not suitable for the mat they had grant money to purchase. He continued that it would be possible to construct a suitable rolling steel framed wooden box with a hinged lid and ramps for the new mat. This would enable the mat to be rolled away from the stage to allow access to the storage space underneath as requested by the parish council. Alternatively could the council extend the current stage so that mat could be stored underneath it? Badminton chairman finished by noting that the cost of the rolling box was £1250 to make and that as the club only had £600 left in the budget towards the box and asked if there any possibility of a grant from the council. Cllr M Winton noted that many indoor venues have lines painted directly on the floor. Cllr P Baylis answered that it had been concluded at a previous meeting that this wasn't a good idea as the floor needs to be replaced and this cannot be done while the council is deciding on the proposed hall extension. With regards to extending the stage clerk noted there was a stage extension platform currently stored under the stage. Cllr Baylis noted that to extend the stage to cover the mat would be an expensive option and suggested that the badminton club write to the clerk asking the council to consider a grant to cover the shortfall in funding.
4. **Youth Hall.**
  - a. Issues:
    - i. To note issues with the flooring in the youth hall. Cllr P Baylis reported a small crack had appeared in the lino floor. The clerk had investigated the issues and initially would try to find a suitable filler to seal the crack.  
**Action:** Clerk to arrange for crack in youth hall floor to be filled.
  - b. Maintenance issues. There were no maintenance issues.

5. **Pavilion:**

a. Issues:

i. To note that a cracked window needs to be replaced. Clerk is obtaining a quote to repair window

**Action:** Clerk to obtain quote to repair pavilion window.

b. Maintenance issues. There were no maintenance issues.

6. **Parish Hall.**

a. Halls Extension.

i. To receive a report on the progress of the business plan. Cllr P Baylis reported that she had circulated the 3<sup>rd</sup> draft of the business plan to all councillors and unless there were any additional comments she would send the plan to Mr G Cassell for appraisal. Cllr Winton noted that he had indicated his views on the plan by email to all councillors.

b. Issues:

i. To note that new parish hall Christmas decorations and lights have been purchased. To discuss the installation of a festive lighting circuit for the newly purchased laser projectors. After a short discussion it was decided to defer this item to the next meeting while quotes were obtained for the installation of a festive lighting circuit.

**Action:** Clerk to get quotes for festive light circuit.

c. Maintenance issues.

i. To note that the damaged set of fire doors have been repaired. Cllrs noted the repair of the fire doors.

7. **General Items:**

a. To discuss current procedures for extended licenses for hirers and decide if any amendments should be recommended to full council. Cllr P Baylis noted that she planned to hold discussions with council staff on updating requirements for the hiring of halls including extended hours of hire, agreements for the hirers who store items in the hall and updates to hire forms. Cllr M Winton asked if the review would include the new requirements on food allergens. Cllr Baylis agreed that this should be included in the review.

**Action:** Clerk to arrange meetings to review hall hire requirements.

b. To discuss and make a recommendation to council on whether to allow the use of e-cigarettes (vaping) in parish run buildings. Cllr P Baylis and the clerk briefed members on current situation on the use of e-cigarettes, common term 'vaping' inside buildings. Members discussed the vaping in parish council buildings and it was agreed that a recommendation to full council should be made to restrict the use of e-cigarettes inside council buildings.

**Recommendation to full council that the use of e-cigarettes (vaping) is banned inside parish council buildings and that signs are posted in all parish council buildings saying their use is not allowed.**

c. To note work by the unpaid work team painting the parish hall. Cllr P Baylis reported that the work carried out by the Unpaid Work Team painting the parish hall was going well and the results are very good.

8. **Items to Note.** Cllr P Baylis noted that a kiddies go kart booking had been made in the parish hall and she and the parish staff were enthusiastic about it as the person booking the hall was keen, if it went well, to use the parish hall for future children's go-kart events.
9. **To consider any other items brought to the meeting.** No other items were brought to the meeting.
10. **Date and location of next meeting:** Thursday 12th Mar 2015.



P Eldridge  
Parish Clerk  
14<sup>th</sup> Jan 2015

## Annex A

### Actions from Halls Meeting as at 8<sup>th</sup> Jan 2015

<b>Ser</b>	<b>Action</b>	<b>Assigned To</b>
1.	Complete remedial work to Youth Hall Windows and walls to stop leaks when raining. <i>Added to External Contractor task list. Item closed.</i>	<b>Clerk Outside Contractor</b>
2.	Produce draft article on hall extension consultation for Benson Bulletin. Halls Minutes dated 9th January 2014 (6.a.i.1.). <i>Item closed.</i>	<b>Cllr P Baylis Cllr J Fowler</b>
3.	Cllr Baylis to complete Hall extension business plan. Halls Minutes dated 6th March 2014 (6.a.i.). <i>Action complete. Item closed.</i>	<b>Cllr P Baylis</b>
4.	Clerk to investigate engaging a surveyor. Halls Minutes dated 6th March 2014 (8.b.vi.). <i>Use Monson. Item closed.</i>	<b>Clerk</b>
5.	Clerk to obtain quote for steel letters for parish hall sign. Halls Minutes dated 8th April 2014 (6.b.). <i>Requirement cancelled. Item closed.</i>	<b>Clerk</b>
6.	Clerk to contact insurers. Halls Minutes dated 8th April 2014 (8.a.). <i>Insurers contacted. Item closed.</i>	<b>Clerk</b>
7.	Clerk to arrange for additional quotes for maintenance of the hall windows and doors. Halls Minutes dated 10th Jul 2014 (6.c.i.). <i>Quotes requested. Item closed.</i>	<b>Clerk</b>
8.	Cllr Fowler to do some market research on facilities and costs of other local halls. Halls Minutes dated 9 <sup>th</sup> Oct 2014 (6.a.i.). <i>Research complete. Item closed.</i>	<b>Cllr Fowler</b>
9.	Halls manager to inspect current Christmas decorations and replace those in poor condition. Halls Minutes dated 9 <sup>th</sup> Oct 2014 (6.b.i.). <i>New decorations and lights purchased. Item closed.</i>	<b>Halls Manager</b>
10.	Clerk to arrange meeting to review and amend hire forms. Halls Minutes dated 9 <sup>th</sup> Oct 2014 (6.b.ii.). <i>In progress.</i>	<b>Clerk</b>
11.	Halls manager to arrange for additional quotes for parish hall replacement entrance doors and maintenance for hall and pavilion windows and doors. Halls Minutes dated 9th Oct 2014 (6.c.i.). <i>In progress.</i>	<b>Halls Manager</b>
12.	Halls manager to get a quote to change entrance door lock. Halls Minutes dated 9th Oct 2014 (6.c.ii.). <i>Requirement cancelled. Item closed.</i>	<b>Halls Manager</b>

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| <p>13. Clerk to add an item to next recreation and lands meeting agenda. Halls Minutes dated 9th Oct 2014 (7.a.).<br/><i>Action complete. Item closed.</i></p>                     | <b>Clerk</b> |
| <p>14. Clerk to add an item to next recreation and lands meeting agenda. Halls Minutes dated 9th Oct 2014 (7.b.).<br/><i>Action complete. Item closed.</i></p>                     | <b>Clerk</b> |
| <p>15. RFO to add item to November 2014 finance meeting agenda. Halls Minutes dated 9th Oct 2014 (8.a.).<br/><i>Action complete. Item closed.</i></p>                              | <b>RFO</b>   |
| <p>16. Clerk to arrange for crack in youth hall floor to be filled. Halls Minutes dated 8th Jan 2015 (4.a.i.).<br/><i>Added to external contractor task list. Item closed.</i></p> | <b>Clerk</b> |
| <p>17. Clerk to obtain quote to repair pavilion window. Halls Minutes dated 8th Jan 2015 (5.a.i.).<br/><i>In progress..</i></p>  | <b>Clerk</b> |
| <p>18. Clerk to get quotes for festive light circuit. Halls Minutes dated 8th Jan 2015 (6.b.i.).<br/><i>In progress.</i></p>   | <b>Clerk</b> |
| <p>19. Clerk to arrange meetings to review hall hire requirements. Halls Minutes dated 8th Jan 2015 (7.a.).<br/><i>In progress.</i></p>  | <b>Clerk</b> |