

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ
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Benson Parish Council Halls Committee meeting held on Thursday 14th January 2016 at 7:30PM in the Parish Hall Lounge

MINUTES

Present: Cllr T McTeague (CTM) Cllr R Jordan (CRJ)
Cllr F Lovesey (CFL) Cllr P Peers (CPP)
Cllr M Winton (CMW) Cllr R Workman (CRW)

Proper Officer: P Eldridge (CLK) Halls Manager: Mrs T Ellis (HMR)

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

The minutes of the previous meeting held on Thursday 15th October 2015 was approved at the council meeting held on Thursday 22nd October 2015.

1. **Apologies.** Cllr J Fowler

2. **Declarations of Interest.** – There were no declarations of interest.

3. **Public Session.** A member of the Benson Badminton Club addressed the chairman explaining that the club was once again in the process of trying to obtain a sports grant to replace the current badminton mat which is permanently stored in the hall. The representative continued that before completing the forms for the application the club wished to know what the Benson Parish Councils position would be on the continuing storage of the mat in the hall. It was noted that the storage container would need to be locally manufactured and would be slightly bigger than the current mat. Cllr R Jordan commented that a more convenient solution would be to paint badminton lines directly on the floor. The representative responded that if this was the only option available to the club it would be acceptable.

4. **Youth Hall:**

a. To note that work to replace the hall and kitchen floor is complete and that a new cooker has been installed. Cllr T McTeague noted that feedback on the new floor had been positive. Cllr M Winton noted that work to replace the skirting boards had not been carried out and that the contractor should be contacted to find out why and either get a reduction in the final price or some additional carpeting carried out in one of the side rooms.

Action: Halls Manager to contact flooring contractor.

HMG

b. Issues. Clerk noted that once the recently received Fire Safety Management Plan had been reviewed there would likely be some requirement to update the provision of fire equipment in the youth hall. Clerk continued that a report would be ready for Cllrs to discuss at the April 2016 halls meeting.

c. Maintenance issues. Halls manager noted that some of the doors on the kitchen cupboards needed replacing due to damage. It was agreed that the halls manager should replace the doors, funding to be from the maintenance budget.

Action: Halls manager to replace damaged kitchen cupboard doors.

HMG

5. **Pavilion:**

a. To note that a new fire alarm panel has been installed. Cllr T McTeague noted that the installation of the new fire panel resolved the immediate issues concerning fire safety in the pavilion. Cllr McTeague continued that any additional

requirements based on the new fire Safety plan would be reviewed and brought to the April 2016 meeting.

b. Issues. Cllr R Jordan commented that he had feedback from Benson United Football Club that Pavilion kitchen sink tap was not working. Clerk explained that the water supply to the sink was via a 'vented tap' and that a plumber was currently in the process of getting a quote to fix it.

Action: Halls manager to contact plumber and get an update on the repair.

HMG

c. Maintenance issues. No other maintenance issues were brought to the meeting.

6. Parish Hall.

a. To receive an update on the Halls Regeneration. Cllr T McTeague reported that the public meeting on the plans for the parish hall regeneration was now confirmed for Friday 4th March 2016 from 7PM – 9PM.

b. To receive an update on the replacement of the parish hall doors with disabled friendly access. Cllr M Winton noted that for the installation of the doors to be expedited once the allocation of any possible grants was known the order for them should now be placed ready for the 31st March 2016. Cllr P Peers responded that first full council should review the selection of the doors to ensure that they are suitable. Cllr Winton commented that the ordering of the doors did not constitute the start of the work and would enable the installation to proceed without further delay once the result of grant applications was made. After further discussion it was agreed that the ordering of the doors should only be made once the council had been made aware of the availability of a grant. It was also agreed after further discussion that:

i. A grant is sought from the Benson Bulletin to help offset the cost of the doors.

Action: Clerk to contact the Benson Bulletin to obtain Benson Bulletin grant application forms.

CLK

ii. It was unanimously resolved to make a recommendation to full council:

Recommendation to full council that the main doors to the parish hall are replaced with an automatic disabled friendly sliding door cost not to exceed £11,100 +VAT. Price to include entry and exit push pads and an extension to the current halls security locks for which the main infrastructure has already been purchased.

c. To receive an update on the replacement of the parish hall lobby flooring. Held over to the next ordinary meeting.

d. To receive an update on the refurbishment of the main hall floor. Cllr T McTeague noted that until a final decision had been made on how to provide markings for the badminton this would be held over to the next meeting.

e. To discuss notification from the Benson Badminton Club that they intend to seek a sports grant to replace the old and worn out badminton mat. Cllr T McTeague commented that the information provided during the public session indicated that the badminton club would accept that lines be painted on the hall floor. The provision of lines being painted on the hall floor was discussed and generally agreed. Cllr Winton agreed to provide the clerk with information on the costs of white lining floor with badminton pitch markings ready for the next meeting.

Action: Cllr Winton to provide information to the clerk on floor marking.

CMW

f. To discuss the recent request from the Benson History Group to facilitate storage space above the lounge by installing flooring and providing access. The committee discussed how best to take the request forward bearing in mind that there were issues with fire safety, the possible provision of a new fire escape, the requirement to ensure that any new floor was structurally suited to the use of the storage space and health and safety of the access. Cllr M Winton reported that he had inspected the area and that currently there was a large area of unfloored space available that could be utilised. Cllr Winton continued that due to all of the fire safety, access and structural requirements to convert the space the best way forward would be to employ a surveyor to review how to utilise the space. Cllr R Jordan commented that it was important to get the hall regeneration project on track before taking on an additional project. Cllr P Peers noted that it would be far easier to provide additional storage space immediately adjacent to main hall that would provide separate access without the requirement to go through the hall. Cllr Jordan noted that since the storage was for the Benson History Group external storage could be provided at the library. Cllr Peers said that this had been tried before and that OCC would not allow additional building in the area of the library. Cllr McTeague brought the discussion to a close by saying that before making any recommendation to full council the results of the public meeting on the hall regeneration and more information on costs of hiring a surveyor should be available.

Action: Clerk to investigate the provision of a surveyor to review options.

CLK

g. Issues. Clerk noted that once the recently received Fire Safety Management Plan had been reviewed there would likely be some requirement to update the provision of fire equipment in the youth hall. Clerk continued that a report would be ready for Cllrs to discuss at the April 2016 halls meeting.

h. Maintenance issues. No other maintenance issues were brought to the meeting.

7. **General Items:**

a. To receive an update on the review of the recently updated hire forms. Cllr T McTeague reported that she had completed the review and the new forms were ready to be taken into use.

b. To review Hall Hire Rates. Cllr T McTeague commented that due to the lateness of the hour this item would be deferred until the next meeting.

c. To give guidance to parish staff on the precedence of bookings. Clerk explained that it was likely that the EU referendum would be announced at short notice and that he was keen to ensure that correct procedures would be carried out if the hall had been booked by another user. Cllr R Jordan commented that the current statements in the hall hire forms needed additional review on the section that rules on the council's right to cancel as they were not legal. After a short discussion Cllrs agreed in the event of an official booking such as a referendum parish staff could negotiate with a hirer to see if they would be will to give up the booking but not force cancellation if the hirer was unwilling. It was also agreed that advice should be sought from the OALC on the current statements on hall hire cancellation.

Action: Cllr Peers to contact OALC for advice on cancellation of hall hire clause.

CPP

d. To discuss the Midsummer murder evening. After a brief discussion it was agreed that the signed photos and the Cooper Hill signage should be donated to a

worthy cause to be raffled off.

Action: Halls manager to review where to donate items.

8. **Any Other Items to Note or for the Next Agenda.**

a. Cllr T McTeague asked for an item on the next agenda to slab over the front garden close to the hall main doors.

Action: Clerk to place item on agenda.

CLK

9. **Date of Next Meeting.** Thursday 18th February 2016.



P Eldridge
Parish Clerk
19th January 2016

Annex A

Actions from Halls Meeting as at 14th January 2015

Ser	Action	Assigned To
1.	Clerk to dispose of wood under stage, Halls Minutes dated 14 th Jul 2015 (6.e.iii.). <i>In progress.</i>	CLK
2.	Halls manager to obtain quotes for new curtain rails in the youth hall, Halls Minutes dated 15 th Oct 2015 (4.b.). <i>In progress.</i>	HMR
3.	Cllr Winton to investigate the provision of disabled grants for new parish hall entrance doors, Halls Minutes dated 15 th Oct 2015 (6,b.). <i>Investigation complete. Item closed.</i>	CMW
4.	Halls Manager to contact flooring contractor, Halls Minutes dated 14 th Jan 2016 (4.a.). <i>In progress.</i>	HMR
5.	Halls manager to replace damaged kitchen cupboard doors, Halls Minutes dated 14 th Jan 2016 (4.c.). <i>In progress.</i>	HMR
6.	Halls manager to contact plumber and get an update on the repair, Halls Minutes dated 14 th Jan 2016 (5.b.). <i>In progress.</i>	HMR
7.	Clerk to contact the Benson Bulletin to obtain Benson Bulletin grant application forms, Halls Minutes dated 14 th Jan 2016 (6.b.i.). <i>In progress.</i>	CLK
8.	Cllr Winton to provide information to the clerk on floor marking, Halls Minutes dated 14 th Jan 2016 (6.e.). <i>In progress.</i>	CMW
9.	Clerk to investigate the provision of a surveyor to review options, Halls Minutes dated 14 th Jan 2016 (6.f.). <i>In progress.</i>	CLK
10.	Cllr Peers to contact OALC for advice on cancellation of hall hire clause, Halls Minutes dated 14 th Jan 2016 (7.d.). <i>In progress.</i>	CPP
11.	Halls manager to review where to donate items, Halls Minutes dated 14 th Jan 2016 (7.c.). <i>In progress.</i>	HMG
12.	Clerk to place item on agenda, Halls Minutes dated 14th Jan 2016 (8.a.). <i>In progress.</i>	CLK