

## BENSON PARISH COUNCIL

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### Benson Parish Council Extraordinary Halls Committee meeting held on Thursday 18<sup>th</sup> February 2016 at 7:30PM in the Parish Hall Lounge

#### MINUTES

Present: Cllr T McTeague (Chair) (CTM) Cllr J Fowler (CJF)  
Cllr R Jordan (CRJ) Cllr F Lovesey (CFL)  
Cllr P Peers (CPP) Cllr M Winton (CMW)

Proper Officer: P Eldridge (CLK)

Halls Manager: Mrs T Ellis (HMR)

Members of the Public: There were no members of the public present.

The minutes of the previous meeting held on Thursday 14<sup>th</sup> January 2016 was approved at the council meeting held on Thursday 28<sup>th</sup> January 2016.

1. **Apologies.** Cllr R Workman
2. **Declarations of Interest.** – There were no declarations of interest.
3. **Public Session.** There were no members of the public present.
4. **Parish Hall.**
  - a. To discuss the arrangements for the public meeting to display plans for the parish hall regeneration. Cllr T McTeague produced a set of A3 plans for the regeneration project for Cllrs to view. Cllr McTeague continued that the plan was to use A1 versions of the plans to display during the public meeting and not the computer model. Cllr J Fowler asked if the computer model was not used would the council get a refund on the cost of the model. Cllr McTeague responded that currently she did not know but would check if and when the final decision not to use the model was made. Cllr Fowler commented that the model should be made available for the meeting and Cllr P Peers commented that she felt the model would give a better representation of the changes than the plans. Cllr Peers continued that the phases for the work to be carried out should be marked on the plans and Cllr Fowler said his understanding was the work would be carried out in 2 phases. Cllr R Jordan commented that a narrative is required to define work phases. Cllr Peers noted that costings will also be required for the public meeting. Cllr McTeague finished the discussion with a summary of the requirements for the public meeting:
    - i. Contact will be made with the architect to get additional information on displaying the computer model of the plans in the lounge.
    - ii. Phases will be noted on the paper plans.
    - iii. An estimate of costing will be available for the public meeting.
    - iv. Asked members of the halls committee to let the chair know of availability for the meeting so that she can produce a schedule for manning the display.
  - b. To receive an update on the refurbishment of the main hall floor. Cllr P Peers explained a requirement for the badminton club to confirm that they would be happy to play on the wooden floor of the hall if lines were painted on to it. Cllr Peers continued that confirmation that the badminton club had the necessary insurance to cover any injuries during badminton sessions was also required. Cllr J Fowler made the following points:

- i. Currently there is no funding in this year's for refurbishment or maintenance of the mail hall floor.
- ii. Personally I object to the painting of lines on to the main hall floor but if halls committee wanted to pursue the option to do this it would need to be a recommendation to full council.
- iii. Need to assess the projects priority as there is a finite amount of funding available and we could run out of funding for projects.

Cllr M Winton responded by saying that funding had been in the budget but was taken out. Cllr P Peers answered that it was not in the pre-amended budget for this year. Cllr Fowler explained that there use to be a process where each committee would present a project form for each project and this included the projects level of priority. Cllr T McTeague commented that she would support the reintroduction of the project form and that her aim had been to get some of the old projects completed.

**Action:** Clerk to write to the badminton club for confirmation that they would be happy to use the hall with badminton court lines painted on the floor and that the club has the relevant insurance policy in place.

CLK

c. To select a contractor to install the new automatic disabled door system to the entrance of the parish hall. Cllr P Peers asked which of the 2 Executive Security Locksmiths Ltd quotes is the one to be used 16<sup>th</sup> September 2015 or 1<sup>st</sup> October 2015 Cllr T McTeague answered that the correct quote was dated 16<sup>th</sup> September 2015 as this included the externally mounted push pad. Cllr J Fowler went through a list of questions and points on the selection of the contractor:

- i. Was a written specification provided to each contractor? Cllr M Winton answered that each contractor was briefed on the requirement when visiting the site.
- ii. Looking at the quotes they are difficult to compare.
- iii. Are the quotes still valid? Cllr Winton said this would need to be confirmed.
- iv. Will 2 separate sets of doors be retained? Cllr Winton answered that once the work was complete there would be a single set of outer doors.
- v. Would there be a service level agreement in place to deal with maintenance and emergency repair? Clerk to check.
- vi. Due to the lack of information it is difficult to make a decision and select a contractor. Cllr R Jordan responded that the quotes were based on solutions that were not necessary comparable.

Cllr P Peers stated that for future projects correct procedures needed to be adhered to:

- vii. All quotes should be based on a written approved specification.
- viii. Invitations to tender for work should be processed through the clerk.
- ix. Selection of contractor should be by recommendation to full council prior to any requests for grants.

After some further discussion and due to the urgency of the requirement to either maintain or replace the current out set of doors it was **unanimously resolved that the following recommendation be made to full council:**

**Amendment to Minutes from the Benson Parish Council Meeting held Thursday 25<sup>th</sup> February 2016:**

***Cllr J Fowler noted that his vote for the resolution to make the following recommendation to full council was based on the information that only one quote had been submitted to SODC to support the November 2015 grant application. Cllr Fowler continued that he now had information that 2 quotes had been submitted and that this information would have affected the way he voted for the resolution.***

CLK

**Recommendation to Full Council that Executive Security Locksmiths Ltd be selected as the contractor to replace the main parish hall doors at a cost of £10,670 +VAT.**

**Action:** Clerk to write to Executive Security Locksmiths to confirm quote is still valid, that the installation will comply with BS/EN 16005 and to confirm the warranty period for the work.

**Action:** Clerk to place an item on the next halls agenda to discuss the provision of locks to match the current software based system already purchased by the parish council.

**5. General Items:**

a. To review Hall Hire Rates. Cllr T McTeague explained that she and the halls manager have compared Benson Parish Council rates with other halls in the immediate area but mainly with the Didcot Civic Centre which is of similar size and specification and directed Cllrs attention to the printouts provided. Cllr J Fowler commented that he would not like to see the parishioner rate rise by the 4% indicated in one of the tables. Cllr P Peers commented that it was not necessarily the aim of the parish council to make a profit from hall hire as part of the parish council role was to provide facilities to parishioners. Cllr R Jordan noted that capital projects had not been taken account of and Cllr Peers responded that these should be dealt with by allocation on the precept. Cllr F Lovesey suggested that it would be acceptable to make some profit on hall hire from non-parishioner and commercial rates. Cllr M Winton completed the comments by noting that the parish council did need to spend money on maintenance which needed to be recouped as far as possible. With discussion ended it was **unanimously resolved that the following recommendation be made to full council:**

**Recommendation to Full Council that hall hire rates for the financial year 2016 - 2017 be increased by 2% for parishioners and 4% for non-parishioners and commercial**

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

a. Cllr T McTeague reported that the new floor in the youth hall was attracting many positive comments from hirers and expressed thanks to the halls manager for the excellent work done to fill up the available time since the folding of the Benson Pre-school. Cllr J Fowler agreed that halls manager had done very good work to attract new hirers for the youth hall and also noted that the old cooker had finally be removed from the forecourt.

b. Cllr P Peers noted she had been reviewing the updated hall hire forms and suggested that there should be an item on the next halls agenda. Chair of halls agreed.

**Action:** Clerk to put an item on next halls agenda to discuss the amended hall hire forms.

7. **Date of Next Meeting.** Thursday 10<sup>th</sup> March 2016.



P Eldridge  
Parish Clerk  
22<sup>nd</sup> February 2016

### Annex A

### Actions from Halls Meeting as at 18<sup>th</sup> February 2016

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

11. Clerk to place item on agenda, Halls Minutes dated 14th Jan 2016 (8.a.).  
*Item placed on next ordinary meeting agenda. Action closed.* **CLK**
12. Clerk to write to the badminton club for confirmation that they would be happy to use the hall with badminton court lines painted on the floor and that the club has the relevant insurance policy in place, Halls Minutes dated 18<sup>th</sup> Feb 2016 (4.b.).  
*In progress.* **CLK**
13. Clerk to write to Executive Security Locksmiths to confirm quote is still valid, that the installation will comply with BS/EN 16005 and to confirm the warranty period for the work, Halls Minutes dated 18<sup>th</sup> Feb 2016 (4.c.).  
*Confirmation requested. Action closed.* **CLK**
14. Clerk to place an item on the next halls agenda to discuss the provision of locks to match the current software based system already purchased by the parish council, Halls Minutes dated 18<sup>th</sup> Feb 2016 (4.c.).  
*On Halls agenda for 10<sup>th</sup> Mar 2016. Action closed.* **CLK**