

## BENSON PARISH COUNCIL

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### **Benson Parish Council Halls Committee meeting held on Thursday 12<sup>th</sup> March 2015 at 7:30PM in the Committee Room**

#### **MINUTES**

Present: Cllr P Baylis (Chair of Halls) Cllr G Craig  
Cllr J Fowler Cllr D Rushton  
Cllr M Winton Cllr R Workman  
Cllr E Leppard joined this meeting

Proper Officer: P Eldridge Halls Manager: Mrs T Ellis

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

The minutes of the previous meeting held on Thursday 8<sup>th</sup> January 2015 were approved at the council meeting held on Thursday 22<sup>nd</sup> January 2015.

1. **Apologies.** Cllr R Jordan
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. There were no members of the public present.
4. **Youth Hall.**
  - a. To discuss the possibility that Benson Pre-School may close from September 2015
    - i. Cllr P Baylis noted that the council had received a letter from the preschool explaining difficulties the preschool are having and inviting interested parties to attend a public meeting. Cllr Baylis continued that several councillors had attended the public meeting.
    - ii. Cllr Baylis noted that the Halls Manager had reviewed the use and availability of hall should the preschool close and had some ideas on future use of the hall. Halls Manager explained that if the floor of the hall was upgraded with a laminated surface it would open up the hall to use by other organisations that carry out more physical activities. Cllrs noted the possible upgrade of the floor, Cllr R Workman explained that the installation of a floor on the existing surface would depend on the state of the current floor. Cllr M Winton said that a laminate floor would not be robust and provide a suitable surface for robust activities and would likely not last very long. Cllr J Fowler pointed out that the closure of the preschool was not yet definite and the committee should consider options once any closure is confirmed.
    - iii. Cllr G Craig commented that should the preschool close council will need to decide on the future use and function of the youth hall and how its use should be taken forward. Cllr Fowler noted that there would be an opportunity to discuss the use of the hall with the Church of England Voluntary School Trustees at the meeting to be held on Tuesday 24<sup>th</sup> March 2015 at 7PM in the parish hall lounge.
    - iv. Cllr D Rushton noted that the council did not have a contract with the preschool so they can give up the use of the youth hall at any time without penalty at short notice. Cllr E Leppard observed that the preschool will need to

inform parents if they plan to close and the council should approach them to be informed at the same time. Cllr G Craig commented that there should be a repeat item regarding preschool on each halls agenda until the status of the preschool is resolved.

**Action:** Clerk to write to preschool asking for immediate notification of closure when known.

**Action:** Clerk to ensure there is an item on future halls agendas to discuss the status of Benson preschool.

b. Issues:

i. To discuss the installation of new curtain rails. Cllr P Baylis noted that the Halls Manager was in the process of getting quotes to replace the curtain rails with either new rails or blinds. Cllr E Leppard noted that the provision of blinds would be better than replacing the curtains.

c. Maintenance issues.

i. To note that the painting of the interior hall is complete. Cllr P Baylis commented that the clerk had received favorable reaction from the table tennis club.

ii. To note the emergency repair of the youth hall disabled toilet 'saniflow' pumping unit. Cllr P Baylis reported that due to the nature of incident, a total failure of the 'saniflow' pumping unit she had authorized the clerk to react quickly and get the repair done. Cost of the repair was £606.

5. **Pavilion:**

a. Issues:

i. To note that the pavilion clock has been fixed by tightening the knurled nut on the back of the clock.

ii. To discuss the Fire Risk requirements to be resolved to enable the storage space above the pavilion to be taken back into use. Cllr Baylis reported that the clerk had received information from Executive Fire Protection Ltd that in order to use the loft space over the pavilion all that was required was a local risks assessment and a water base fire extinguisher. Cllr M Winton asked if a non-water extinguisher could be used so that water damage could be minimized on archives and items stored in the loft space. Clerk agreed to investigate.

**Action:** Clerk to produce a risk assessment and investigate the use of non-water fire extinguisher.

b. Maintenance issues. There were no maintenance issues.

6. **Parish Hall.**

a. Halls Extension.

i. To discuss the Hall Extension and the progress of the Business Plan. Cllr J Fowler reported that Cllr P Baylis had carried out an assessment of the parish hall usage of facilities. Results were 20 – 30% utilisation of the lounge and committee room and 40% utilisation of the main hall. Cllr Fowler continued that the low level of utilisation of the current committee room meant that the addition of a new committee room in the current plans could not be justified. It was generally agreed that a review of the plans be carried out and that the work originally identified for the 1<sup>st</sup> floor be removed other than the provision of a lift to give better access for disabled and elderly hall users to the

committee room. This would cut the cost of the hall extension to around £250K before grants.

b. Issues. There were no other issues.

c. Maintenance issues.

i. Councillors noted minor improvements to the parish office with additional shelving and lighting.

ii. To discuss the possibility of replacing paper hand towels dispensers with modern hand dryers. Halls manager provided details of significant savings by renting and installing modern hand dryers in place of using paper towels. After discussion halls manager was asked to obtain costs to buy and install hand dryers to compare with the rental agreement.

**Action:** Halls manager to get quotes to buy and install hand dryers.

iii. To discuss what maintenance and repair to carry out on the parish hall main doors. Halls manager explained that the main doors to the parish hall were in poor repair and unsuitable for disabled entry and exit. She continued that there were also problems with the issue of keys which sometimes generated a requirement for a member of parish staff to open the parish halls out of hours. Cllr D Rushton noted that the lock system he was investigating for the Millstream Toilets could be extended to cover the other parish council properties.

**Action:** Halls manager to investigate the repair or replacement of the parish hall doors including the requirement to be disabled friendly.

7. **General Items:**

a. Update on the requirement to discuss current procedures for extended licenses for hirers and hirer documentation. Cllr P Baylis noted that she, the parish clerk and halls manager planned to meet AM Tuesday 24<sup>th</sup> March 2015.

8. **Items to Note.**

a. Cllr P Baylis noted that the council had received a request from Cornwall Young Farmers for rough sleeping accommodation their annual charity cycle ride from Wembley Stadium to Cardiff stadium to raise money for a children's hospice. Since the parish hall is unavailable clerk has contacted them and they have said that the youth hall would be suitable for their needs. Councillors agreed that the Youth Hall could be made available to the Cornwall Young Farmers at no cost.

b. Cllr D Rushton asked if there was any update on the provision of a mobile phone for parish staff to use out of hours. Cllr P Baylis noted that she planned to include the requirement and provision of a phone during the meeting on the 24<sup>th</sup> March 2015.

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 28<sup>th</sup> May 2015.



P Eldridge  
Parish Clerk  
17<sup>th</sup> Mar 2015

## Annex A

### Actions from Halls Meeting as at 12<sup>th</sup> Mar 2015

<b>Ser</b>	<b>Action</b>	<b>Assigned To</b>
1.	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>Item cancelled. Item closed.</i>	<b>Halls Manager</b>
2.	Clerk to obtain quote to repair pavilion window. Halls Minutes dated 8th Jan 2015 (5.a.i.). <i>Window repair ordered. Item closed.</i>	<b>Clerk</b>
3.	Clerk to get quotes for festive light circuit. Halls Minutes dated 8th Jan 2015 (6.b.i.). <i>Item cancelled. Item closed.</i>	<b>Clerk</b>
4.	Clerk to arrange meetings to review hall hire requirements. Halls Minutes dated 8th Jan 2015 (7.a.). <i>Meeting arranged. Item closed.</i>	<b>Clerk</b>
5.	Clerk to write to preschool asking for immediate notification of closure when known. Halls Minutes dated 12 <sup>th</sup> Mar 2015 (4.a.iv.). <i>In progress.</i>	<b>Clerk</b>
6.	Clerk to ensure there is an item on future halls agendas to discuss the status of Benson preschool. Halls Minutes dated 12th Mar 2015 (4.a.iv.). <i>Repeat item added. Item closed.</i>	<b>Clerk</b>
7.	Clerk to produce a risk assessment and investigate the use of non-water fire extinguisher. Halls Minutes dated 12th Mar 2015 (5.a.ii.). <i>In progress.</i>	<b>Clerk</b>
8.	Halls manager to get quotes to buy and install hand dryers. Halls Minutes dated 12th Mar 2015 (6.c.ii.). <i>In progress.</i>	<b>Clerk</b>
9.	Halls manager to investigate the repair or replacement of the parish hall doors including the requirement to be disabled friendly. Halls Minutes dated 12th Mar 2015 (6.c.iii.). <i>In progress.</i>	<b>Clerk</b>