

## BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ  
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### Benson Parish Council Halls Committee meeting held on Thursday 28<sup>th</sup> May 2015 at 7:30PM in the Committee Room

#### MINUTES

Present: Cllr P Baylis (CPB) Cllr J Fowler (CJF)  
Cllr R Jordan (CRJ) Cllr T McTeague (CTM)  
Cllr M Winton (CMW) Cllr R Workman (CRW)

Proper Officer: P Eldridge (PClk) Halls Manager: Mrs T Ellis (HMgr)

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

The minutes of the previous meeting held on Thursday 12<sup>th</sup> March 2015 were approved at the council meeting held on Thursday 26<sup>th</sup> March 2015.

1. **To elect the Chairman of the Halls Committee:** Cllr T McTeague was nominated to be chairman of the Halls Committee proposed by Cllr M Winton, seconded by Cllr R Jordan. Cllr P Baylis was nominated to be chairman by Cllr J Fowler there was no seconder. **Cllr T McTeague was elected chairman of the Halls Committee by a majority of 4 with 2 against.** Following the vote Cllr P Baylis resigned from the Halls Committee noting she would be asking to transfer to the Recreation and Lands Committee at the next Benson Parish Council Meeting. Cllr T McTeague took her position as chair and the meeting continued.

2. **Apologies:** Cllr P Peers.

3. **Declarations of Interest:** There were no declarations of interest.

4. **Public Session:** There were no members of the public present.

5. **Youth Hall:**

a. To discuss the possibility that Benson Pre-School may close from September 2015. Councillors discussed the closure of the Pre-School:

i. Clerk reported that the most recent contact from the Pre-School had been to inform the parish office that the last session would be on Friday 17<sup>th</sup> July 2015 and asking how they would proceed with giving notice. Clerk continued that Pre-School had requested they keep their current storage space until September 2015 while they disposed of the toys and equipment. Councillors agreed that the question on giving notice should be referred to the Finance Committee. It was agreed that storage space could be retained until 30<sup>th</sup> September 2015. Clerk was asked to contact the Pre-School to ask what they planned to do with the recently erected wooden shed and report back to Finance Committee.

**Action:** Clerk to contact Pre-School about any plans for the wooden shed.

CLK

**Action:** RFO to place on Finance Agenda to discuss Benson preschool closure.

RFO

ii. Councillors expressed some concern over the loss of income due to the closure of the Pre-School. Halls manager responded by reporting she was looking for additional day bookings from local

organisations especially Pilates, yoga and dance classes. However a major issue against the use of the hall by organisations of this type was the condition of the Youth Hall floor. Councillors discussed and agreed that the Halls Manager should follow up by obtaining quotes to replace the Youth Hall floor. Cllr M Winton agreed to inspect the floor and produce a list of requirements and specifications for the Halls Manager to use to obtain quotes.

**HMgr  
CMW**

**Action:** Halls Manager to obtain 3 quotes to replace youth hall floor.

**Action:** Cllr M Winton to produce list of requirements and specifications for Youth Hall floor.

- b. Issues:
  - i. Update on the installation of new curtain rails. Halls manager reported that so far she had received 1 quote for the installation of roller blinds and was working on obtaining additional quotes for both blinds and curtain rails.
- c. Maintenance issues. No other maintenance issues were brought to the meeting.

#### 6. **Pavilion:**

- a. Issues:
  - i. To note and discuss the progress on the requirements to be resolved to enable the storage space above the pavilion to be taken back into use. Clerk reported that an Oxfordshire Fire Service inspection had been arranged for 10AM Friday 29<sup>th</sup> May 2015 to give advice on how to proceed. Cllr T McTeague agreed to attend.
- b. Maintenance issues. No maintenance issues were brought to the meeting.

#### 7. **Parish Hall:**

- a. Halls Extension:
  - i. To discuss the Hall Extension and the progress of the Business Plan. Cllr P Baylis noted that at the last halls meeting Thursday 12<sup>th</sup> March 2015 it had been agreed that the utilisation of the Parish Hall was not sufficient to justify the current hall extension plans and that the Halls Committee would now concentrate on the requirements to provide a parish office, disabled access and to refurbish toilet facilities. Further discussion was deferred until Cllrs Baylis and McTeague had the opportunity to arrange a handover of the requirements and for Cllr Baylis to send Cllr McTeague the business plan she had been working on.

**Action:** Cllrs Baylis and McTeague to discuss hall extension and business plan.

**CPB  
CTM**

- b. Issues:
  - i. To discuss recent complaints that the wireless microphones used on the hall PA system are not working very well. Clerk noted that many of the issues with wireless microphones are caused by batteries running out and users inadvertently switching them off during use. Clerk continued that the lapel microphone was not

working. After discussion it was agreed that the clerk should purchase a new wireless microphone and investigate the purchase of a new lapel microphone.

**Action:** Clerk to purchase a new wireless microphone and investigate the purchase of a new lapel microphone.

CLK

c. Maintenance issues:

i. To discuss the possibility of replacing paper hand towel dispensers with modern hand dryers. Halls Manager gave an update on current progress with quotes. After a short discussion councillors requested that the Halls Manager ask the current sanitary contractor for additional information on renting up to 3 high speed hand dryers including any liability that would fall on the parish council should they become damaged? Halls manager to circulate information to all councillors once it has been gathered.

**Action:** Halls manager to get additional information on high speed hand dryers.

HMgr

ii. To note and discuss the progress on the maintenance and repair to the parish hall main doors. Clerk and Halls Manager reported that there had been an initial inspection and quote in from Executive Alarms to change the doors to disabled friendly doors with automatic opening. During the following discussion councillors noted that the quote still listed 2 separate door sets to the main entrance and asked if 2 complete sets were absolutely necessary. At this point Cllr M Winton agreed to review the requirements and provide sufficient information and outline specification to the Halls Manager to get additional quotes.

**Action:** Cllr Winton to provide information and outline specification for new disabled doors at the main entrance to the Parish Hall.

CMW

**Action:** Halls Manager to arrange for additional quotes based on the new outline specification.

HMgr

iii. To discuss the disposal of the wood stored under the stage to create additional storage space. Halls Manager noted that the large amounts of wood stored under the stage were using up storage space that could be used more efficiently for other uses. During discussion it was suggested that the wood may belong to the Benson Players. Cllr R Workman asked that ownership of the wood be ascertained by the next Halls Meeting. Cllr Workman continued that perhaps the area under the stage could be utilised to store the badminton mat. Cllr P Baylis responded that this had already been looked at but unfortunately the space was too small to take the mat.

**Action:** Clerk and Halls Manager to contact Benson Players to enquire if the wood was owned by them and if so ask for it to be removed.

CLK  
HMgr

8. **General Items:**

a. To note and discuss the progress on the requirement to update current procedures for extended licenses for hirers and hirer documentation. Cllr P Baylis noted that she had prepared a final set of draft hire forms and was due to review them with the Clerk and Halls Manager at a meeting to be held Tuesday 2<sup>nd</sup> June 2015. It was agreed

to defer this item until the next Halls Meeting.

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

a. Cllr T McTeague thanked Cllr P Baylis on behalf of the Halls Committee for all her work over the time she had been chair.

b. Cllr R Workman gave his personal thanks to Cllr Baylis for her work on the Halls Committee.

10. **Date of Next Meeting:** 14<sup>nd</sup> July 2015.



P Eldridge  
Parish Clerk  
**10<sup>th</sup> June 2015**

## Annex A

### Actions from Halls Meeting as at 28<sup>th</sup> May 2015

<b>Ser</b>	<b>Action</b>	<b>Assigned To</b>
1.	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>Date of closure provided. Item closed.</i>	<b>PCIk</b>
2.	Clerk to produce a risk assessment and investigate the use of non-water fire extinguisher. Halls Minutes dated 12 <sup>th</sup> Mar 2015 (5.a.ii.). <i>In progress.</i>	<b>PCIk</b>
3.	Halls manager to get quotes to buy and install hand dryers. Halls Minutes dated 12 <sup>th</sup> Mar 2015 (6.c.ii.). <i>In progress.</i>	<b>PCIk</b>
4.	Halls manager to investigate the repair or replacement of the parish hall doors including the requirement to be disabled friendly. Halls Minutes dated 12 <sup>th</sup> Mar 2015 (6.c.iii.). <i>Initial quote obtained. Item closed.</i>	<b>PCIk</b>
5.	Clerk to contact Pre-School about any plans for the wooden shed, Halls Minutes dated 28 <sup>th</sup> May 2015 (5.a.i.). <i>Preschool emailed about shed. Item closed.</i>	<b>PCIk</b>
6.	RFO to place on Finance Agenda to discuss Benson preschool closure, Halls Minutes dated 28 <sup>th</sup> May 2015 (5.a.i.). <i>Item placed on draft agenda. Item closed.</i>	<b>RFO</b>
7.	Halls Manager to obtain 3 quotes to replace floor, Halls Minutes dated 28 <sup>th</sup> May 2015 (5.a.ii.). <i>In progress.</i>	<b>HMGr</b>
8.	Cllr M Winton to produce list of requirements and specifications for Youth Hall floor, Halls Minutes dated 28 <sup>th</sup> May 2015 (5.a.ii.). <i>Requirements and specifications produced. Item closed.</i>	<b>CMW</b>
9.	Cllrs Baylis and McTeague to discuss hall extension and business plan, Halls Minutes dated 28 <sup>th</sup> May 2015 (7.a.i.). <i>Discussion held. Item closed.</i>	<b>CPB CTM</b>
10.	Clerk to purchase a new wireless microphone and investigate the purchase of a new lapel microphone, Halls Minutes dated 28 <sup>th</sup> May 2015 (7.b.i.). <i>In progress.</i>	<b>PCIk</b>
11.	Halls manager to get additional information on high speed hand dryers, Halls Minutes dated 28 <sup>th</sup> May 2015 (7.c.i.). <i>Information circulated. Item closed.</i>	<b>HMGr</b>
12.	Cllr Winton to provide information and outline specification for new disabled doors at the main entrance to the Parish Hall, Halls Minutes dated 28 <sup>th</sup> May 2015 (7.c.ii.). <i>Information provided. Item closed.</i>	<b>CMW</b>

13. Halls Manager to arrange for additional quotes based on the new outline specification, Halls Minutes dated 28th May 2015 (7.c.ii). **HMgr**  
*In progress.*
14. Clerk and Halls Manager to contact Benson Players to enquire if the wood was owned by them and if so ask for it to be removed, Halls Minutes dated 28th May 2015 (7.c.iii.). **PCIk**  
*Benson players responded that the wood is not theirs. Item closed.* **HMgr**