

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ
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Benson Parish Council Halls Committee meeting held on Tuesday 14th July 2015 at 7:00PM in the Parish Hall Lounge

MINUTES

Present: Cllr T McTeague (CTM) Cllr J Fowler (CJF)
Cllr R Jordan (CRJ) Cllr F Lovesey (CFL)
Cllr M Winton (CMW) Cllr R Workman (CRW)

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 28th May 2015 will be approved at the council meeting to be held on Thursday 23rd July 2015.

1. **Apologies.** Cllr P Peers
2. **Declarations of Interest.** There were no declarations of interest.
3. **Public Session.** No were no members of the public present.
4. **Youth Hall.**
 - a. To note that the preschool will be removing the wooden toy storage shed when they close. Halls manager reported that the shed has been sold and will be removed in the next two weeks.
 - b. To discuss the future of the Youth Hall. To leave the youth hall running in its current location while the Halls Manager tries to infill more of the available vacant sessions. Cllr Fowler suggested that now that the Pre-School had ceased it was an opportune time to review whether the Parish Council should continue with leasing the hall.
 - c. To receive an update on the replacement of the youth hall flooring. Currently waiting for a 3rd flooring quote.
 - d. Issues:
 - i. Update on the installation of new curtain rails. Halls Manager reported that the Table tennis hirers have done a good job reinstalling the old rails and curtains and currently no further action is required.
 - e. Maintenance issues. There were no maintenance issues.
5. **Pavilion:**
 - a. Issues: There were no issues.
 - 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. Councillors unanimously voted to set aside the current architect plans for the parish hall extension. It was agreed that an alternative solution would be to review how best to utilise current facilities, so as to make best use of the existing space and to discuss this with the architect. It was agreed that a meeting should be arranged with the architect

Mr Cutler.

- b. To receive an update on the replacement of the parish hall doors with disabled friendly access. It was agreed that additional options needed exploring and that more quotes should be obtained.
- c. To receive an update on the replacement of the parish hall lobby flooring. It was reported that Halls Manager is currently waiting for a third quote.
- d. Issues. There were no issues.
- e. Maintenance issues. There were no maintenance issues.
 - i. To discuss the possibility of replacing paper hand towels dispensers with modern hand dryers. It was agreed that the committee should make a recommendation to full council to lease 5 new hand dryers.

Recommendation: The Parish Council replace the paper hand towel dispensers with 5 leased hand dryers consisting of 3 dryers for the Parish Hall and 2 dryers for the Youth Hall at an initial annual cost of £670 +VAT.

- ii. To note and discuss the progress on the maintenance and repair to the parish hall main doors. It was agreed that this item could be dropped as the committee is now looking into door replacement rather than repairs.

- iii. To note that the wood under the stage is not the property of the Benson Players and can be used or disposed of as required. It was agreed that the parish clerk should dispose of the wood.

Action: Clerk to dispose of wood under stage.

7. **General Items:**

- a. To approve the recently updated hire forms prior to taking them into use.

8. **.Any Other Items to Note or for the Next Agenda.** There were no items or items for the next agenda.

9. **Date of Next Meeting.** 25th August 2015.

Tanya Ellis
Halls Manager
18th August 2015

Annex A

Actions from Halls Meeting as at 28th May 2015

Ser	Action	Assigned To
1.	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>	CLK
2.	Halls manager to get quotes to buy and install hand dryers. Halls Minutes dated 12th Mar 2015 (6.c.ii). <i>Quotes obtained. Item closed.</i>	CLK
3.	Halls Manager to obtain 3 quotes to replace floor, Halls Minutes dated 28th May 2015 (5.a.ii). <i>In progress.</i>	HMR
4.	Clerk to purchase a new wireless microphone and investigate the purchase of a new lapel microphone, Halls Minutes dated 28th May 2015 (7.b.i). <i>In progress.</i>	CLK
5.	Cllr Winton to provide information and outline specification for new disabled doors at the main entrance to the Parish Hall, Halls Minutes dated 28 th May 2015 (7.c.ii). <i>Information provided. Item closed.</i>	CMW
6.	Halls Manager to arrange for additional quotes based on the new outline specification, Halls Minutes dated 28th May 2015 (7.c.ii). <i>In progress.</i>	HMR
7.	Cllr Winton to arrange a meeting with the architect, Halls Minutes dated 14 th Jul 2015 (6.a.i). <i>In progress.</i>	CMW
8.	Clerk to dispose of wood under stage, Halls Minutes dated 14 th Jul 2015 (6.e.iii). <i>In progress.</i>	CLK