

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ
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Benson Parish Council Halls Committee meeting held on Thursday 15th October 2015 at 7:30PM in the Parish Hall Lounge

MINUTES

Present: Cllr T McTeague (CTM) Cllr J Fowler (CJF)
Cllr R Jordan (CRJ) 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 no members of the public present.

The minutes of the previous meeting held on Tuesday 25th August 2015 will be approved at the council meeting to be held on Thursday 22nd October 2015.

1. **Apologies.** Cllr P Peers, Cllr F Lovesey
2. **Declarations of Interest.** – There were no declarations of interest.
3. **Public Session.** There were no members of the public present.
4. **Youth Hall.**
 - a. It was noted that the preschool have cleared the youth hall and shed of preschool equipment and removed the shed.
 - b. It was noted that at the request of the table tennis club the curtains have been temporarily reinstalled with the help of the club but that new rails will still be required which the Halls Manager is investigating and obtaining quotes for.
Action: Halls manager to obtain quotes for new curtain rails in the youth hall. HMR
 - c. To receive an update on the replacement of the youth hall flooring. Cllr M Winton reported that he had obtained 3 quotes and provided a comparative summary sheet of the costs for a replacement floor. Cllr Winton continued that taking all of the requirements into account the best solution would be to accept the Kennington Flooring quote of £5483 +VAT. Members discussed the likely ongoing demand for the youth hall and agreed that for the foreseeable future demand would warrant the replacement of the floor. In answer to a question Cllr Fowler explained that the finance committee would need to identify which funding stream the replacement floor would come from. It was **unanimously resolved to make a recommendation to full council:**
Recommendation to full council that Benson Parish Council approves the replacement of the Youth Hall floor by engaging Kennington Flooring at a cost not to exceed £6000 +VAT pending the identification of the funding stream from the finance committee.
 - d. Issues. No issues were brought to the meeting.
 - e. Maintenance issues. No maintenance issues were brought to the meeting.
5. **Pavilion:**
 - a. It was noted that the dangerous pavilion boot scraper had been removed as requested by parishioners with young children.
 - b. Issues. No issues were brought to the meeting.

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

6. Parish Hall.

a. To receive an update on the Halls Extension. Cllr R Jordan suggested that the name of the hall extension should be changed to the Parish Hall Regeneration Project which he felt was more in keeping with the new plans. Members discussed the change and it was **resolved the name should be changed to the Benson Parish Hall Regeneration Project**. Cllr T McTeague produced updated plans provided by the architect and talked them through with the committee. It was agreed by members that a full set of plans and possibly a model would be required to prepare a presentation pack for a Public Meeting. It was **unanimously resolved to make a recommendation to full council**:

Recommendation to full council that Benson Parish Council engage Mr Cutler, Architect, to prepare a public meeting presentation pack of plans and model of the Parish Hall Regeneration Project at a cost not to exceed ££4300 +VAT.

b. To receive an update on the replacement of the parish hall doors with disabled friendly access. Cllr M Winton reported that after several contractors had reviewed the work to replace the doors he had ended up with 2 quotes that met the requirements. Cllr Winton continued that of the 2 quotes he felt that the slightly higher priced quote from Executive Security would provide better value over all as there would be a saving on the locking system due to the installation of the same system on the Millstream Toilet Door. Cllr R Jordan asked if it would be better to install 2 sets of sliding doors to avoid the flow of cold air into the hall. Cllr Winton replied that he had been advised by contractors that there was insufficient room for 2 sets of doors. Cllr Fowler asked if the framework that supports the current inner doors would be removed. Cllr R Workman answered that it would be costly to remove the framework and that leaving it in place would give some protection from the flow of cold air into the building. It was **unanimously resolved that the inner frameworks should be retained**. Cllr Fowler asked if planning permission would be required to replace the doors. Cllr Winton answered that planning permission would not be required. Cllr Fowler asked if the availability of disabled based grants had been investigated. Cllr Winton answered not to date but it that he would look into the availability of grants for the installation of the doors. It was **unanimously resolved that the provision of grants for the new parish hall doors would be investigated** and then passed with the quotes and information on grants to finance for a funding review.

Action: Cllr Winton to investigate the provision of disabled grants for new parish hall entrance doors.

CMW

c. To receive an update on the replacement of the parish hall lobby flooring. Cllr M Winton reported that he was still in the process of obtaining quotes.

d. The reply from the South and Vale Fire Safety Officer re the installation of a Stannah chair lift was noted.

e. To receive an update on the refurbishment of the main hall floor. Cllr M Winton reported that he was still pursuing quotes for the refurbishment of the parish hall floor.

f. Issues. No issues were brought to the meeting.

g. Maintenance issues. No 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 noted she had carried out a review of the forms and felt that they were suitable for purpose. Cllr McTeague asked the clerk to circulate the forms to the halls committee members to review.

Action: Clerk to circulate updated hire forms to halls committee members.

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

9. Date of Next Meeting. Thursday 14th January 2016.



P Eldridge
Parish Clerk
19th October 2015

Annex A

Actions from Halls Meeting as at 15th October 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>Annual fire risk review being processed. Item closed.</i>	CLK
2.	Halls Manager to obtain 3 quotes to replace floor, Halls Minutes dated 28th May 2015 (5.a.ii.). <i>Quotes obtained. Item closed.</i>	HMR
3.	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>Microphones purchased. Item closed.</i>	CLK
4.	Halls Manager to arrange for additional quotes based on the new outline specification, Halls Minutes dated 28th May 2015 (7.c.ii.). <i>Contract being arranged. Item closed..</i>	HMR
5.	Cllr Winton to arrange a meeting with the architect, Halls Minutes dated 14 th Jul 2015 (6.a.i.). <i>Meeting Held. Item closed.</i>	CMW
6.	Clerk to dispose of wood under stage, Halls Minutes dated 14 th Jul 2015 (6.e.iii.). <i>In progress.</i>	CLK
7.	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
8.	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>In progress.</i>	CMW
9.	Clerk to circulate updated hire forms to halls committee members, Halls Minutes dated 15 th Oct 2015 (7.a.). <i>Forms circulated. Item closed.</i>	CLK