

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ

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Benson Parish Council Halls Committee meeting to be held on Thursday 17th July 2018 at 7pm in the Parish Lounge Room

Present: Cllr T McTeague (CTM) Chair Cllr R Jordan (CRJ)
 Cllr M Winton (CMW) Cllr F Lovesey (CFL)

MINUTES

1. **Apologies.** Cllr C Robinson
2. **Declarations of Interest.** No declarations of interest.
3. **Public Session.** There were no members of the public present
4. **Youth Hall.**
 - a. Update on flooring problem
Halls manager reported a meeting had been held with Kennington Flooring and independent flooring specialist. The outcome of this is further tests will be carried out to find out why the flooring has failed.
 - b. Fire evacuation
Halls Manager asked Jason Thomas from Executive Alarms to attend the site and assess the current fire routes since the new fencing had been installed. He has reported back saying as long as it's made clear to the hirers the side gate is never locked the building has sufficient escape routes.
 - c. Any maintenance or other Issues - None
5. **Pavilion:**
 - a. Update on locks
Halls manager confirmed all locks have now been changed.
 - b. Any maintenance or other Issues
The pavilion clock is now back up and running after having a new motor installed.
Cllr Lovesey reported a few slipped tiles. **Action HMR** to ask maintenance man to reinstate if possible.
6. **Parish Hall.**
 - a. Water tank
3rd quote to be obtained
 - b. Fire Escape routes
Halls Manager to find out if the fire sign above the lounge doors needs moving to comply with fire regulations. **Action HMR**
 - c. To receive an update from the Parish Hall Extension Working Group

Cllr Mc Teague reported the working group were holding a meeting on the 24th of July with Mohammed from Cutler Architects. Costing for lifts have been received, and discussion about the upstairs kitchen area to be continued.

- d. Any other maintenance issues

None reported.

7. Halls Booking System

HMR reports the new booking system is working well, a decision needs to be made if we'd like to continue using it before the end of September.

8. Engagement of a building Surveyor

The halls committee decided it would be a good idea to advertise in the Benson bulletin. **Action CLK**

- 9. Any Other Items to Note or for the Next Agenda.** – None

- 10. Date of next meeting** 11th September 2018

Tanya Ellis
Halls Manager
26.07.18