

BENSON PARISH COUNCIL

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

Tel: 01491 825038 e-mail: clerk@benssonpc.org.uk

Benson Parish Council Halls Committee meeting held on Tuesday 9th January 2018 at 7.30pm in the Parish Committee Room

Present: Cllr T McTeague (CTM) Chair
Cllr M Winton (CMW)
Cllr R Workman (CRW)

MINUTES

- 1. Apologies:** Cllr R Jordan (CRJ) Cllr F Lovesey (CFL)
- 2. Declarations of Interest.** – There were no declarations of interest
- 3. Public Session.** No public present
- 4. Youth Hall.**
 - a. Halls manager reported the floor in the youth hall is continuing to bubble in sections. **Action** Parish Clerk to contact Kennington flooring to try to resolve the issue. **CLK/ HM**
 - b. No other maintenance issues to report
- 5. Pavilion:**
 - a. Replacement of the Pavilion Clock, A grant has been requested from the Benson Community Association, it is hoped this will be discussed in February at their next meeting.

BUFC have paid invoices up to the end of last season. We are currently waiting for their next fixture list. There was a complaint about the cleanliness of the kitchen after one of the sessions this was brought to their attention via the Parish Clerk.
 - b. Legionella Risk Assessment was carried out on the 3rd of January and we are awaiting the final report which is to be circulated to the halls committee asap **HM**
 - c. Halls manager to arrange changing of the locks to the pavilion. There were no other maintenance or issues to report. **HM**
- 6. Parish Hall.**
 - a. The Chair of halls has looked into loans and a provisional budget for the hall extension work. £27,000 has been included in the 2018/19 budget to cover the loan repayments for 6 months; this is on a loan of £450,000 repaid over 10 years.
 - b. Membership and the terms of reference for a project team were discussed. Cllr McTeague, the Parish Clerk and others have reviewed the RIBA contracts. Both these items will be discussed at the next Finance Committee meeting.
 - c. The work to the parish hall floor has been completed and the office has received some positive feedback. The badminton club are very happy with the new lines. The new heating system is now up and running. The insurance company have come back saying the damage to the old system didn't meet the criteria of sudden breakdown, so would be unable to pay

out. **Action:** Parish Clerk to send a letter to Sharpe and Howes. A new urn was purchased for the parish hall kitchen. After a request from a regular user a new pricing agreement has been suggested which would result in a change of rates for a Sunday evening. This has been referred to the Finance Committee. **CLK**

- d. 2 Quotes have been received for the replacement of the lounge flooring. Cllr M Winton shall be looking into sourcing others. **CMW**
- e. The current agreement for the parish hall CCTV is to end in August; notice is to be given in May. The parish clerk will be having meetings with suppliers to discuss new equipment and options.
- f. No other Maintenance issues to report.

7. General:

After discussion, the halls committee would like the finance committee to recommend to full council that Benson Parish Council maintain the current hall rates for 2018/19. With the exception of a Sunday evening which will be charged at the afternoon hourly rate. This will exclude bank holiday weekends which will be charged at a Saturday rate.

8. Date of next meeting – Tuesday 6th March 2018

T Ellis, Halls Manager
19th January 2018