

BENSON PARISH COUNCIL

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

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

Benson Parish Council Halls Committee meeting held on Thursday 12th October 2017 at 7pm in the Parish Committee Room

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

Members of the Public: There was one member of the public present.

MINUTES

1. **Apologies:** Cllr J Fowler (CJF), Cllr P Peers (CPP), T Ellis (HMR)
2. **Declarations of Interest.** – There were no declarations of interest
3. **Public Session.** Sarah Clark addressed the committee, explaining the background to her use of the Parish Hall for Dance classes. Sarah had received information about the change from a sessional rate to an hourly rate and subsequent increase in hire costs for the Hall which had adversely affected her. Sarah uses the Hall for her workshops and tea dances on Friday evenings (50% increase), Saturday afternoons (20% increase) and Sunday afternoon/evenings (75% increase). Cllr McTeague explained the background to the change to an hourly rate and the need for transparency in the charging; trying to make it fair to all. Sarah asked if anything could be done to reduce the dramatic increases in her particular situation, taking into consideration that she is a regular hirer? CTM explained the need to view the situation from a commercial point and asked if Sarah could provide information about her accounts. It was agreed that this would be done and that the committee would then investigate any possible solutions.
4. **Youth Hall.**
 - a. The floor in the Youth Hall has again been repaired. The disabled toilet has also now been fixed and the toilet seats have been replaced.
 - b. No other maintenance issues to report
5. **Pavilion:**
 - a. The cost of a replacement Pavilion clock would be in the region of £500 - £700. It may be possible to apply for a grant. **Action:** RFO to investigate. **RFO**
 - b. A Legionella Risk Assessment plus appropriate testing needs to be completed for the Pavilion, Parish Hall, Youth Hall and possibly the paddling pool and areas of the allotments. Quotes, from professional companies, for production of a risk assessment are in the region of £600 - £950. Once completed a programme of testing would then be recommended. It was agreed unanimously that a professional company should be engaged for this purpose. **Action:** HMR to clarify quotes received. **HMR**
 - c. BUFC have again queried the costs for use of the Pavilion and recreation ground. It is felt the charge of £20 per session (up to 4 hours) is reasonable given:
 - The football club do leave the pavilion and tea room in need of thorough cleaning following their sessions
 - Other areas around the pavilion and the Parish Hall need tidying/litter

picking following their sessions

- They are not charged for the storage facility they have in the garage area
- Their use of the field may, on occasions, necessitate extra cuts for which they are not charged. (A charge could be introduced).
- The changing area, toilets and on occasions the tea room are used other than when scheduled matches are notified i.e. during training sessions and for Benson Rockets.

Action: Cllr McTeague and the Clerk to arrange meeting with BUFC

CTM/CLK

d. No other issues

6. Parish Hall.

- a. The RFO has circulated information on Grants and Loans for the Parish Hall Extension; there are various options to follow up. The contract will require 3 tenders, only outline quotes have been obtained so far. A paper was circulated with budgets, estimates and pre-contract fees identified at this stage. Having obtained planning consent, the Halls committee were keen to take the project to the next stage and want to make the following **Recommendation to Full Council:**

“Following the successful granting of planning consent for the Parish Hall extension and refurbishment at an approximate cost of £700,000 + VAT, Benson Parish Council resolve to progress to the next stage of the project in order to achieve tenders and final completion. This will be to engage the services of R Cutler (Architect) at a fee of no more than £35,000 + VAT to undertake the necessary pre-contract work i.e. preparing the working drawings, specification and tendering process.”

- b. The kitchen deep clean has been successfully completed. The floor refurb will start 30th October finishing on 7th November. All hirers have been notified.
- c. A request/suggestion has been received to replace the lounge floor carpet tiles with a ‘wooden’ hard flooring. It was agreed this would be a more practical alternative. **Action:** Cllr Winton to investigate options, bearing in mind acoustics.
- d. The Urn in the main kitchen and nearest the lounge has to be replaced. A recommendation has been made which will cost £500 plus VAT, including installation. It was unanimously agreed that the recommendation should be accepted. **Action:** HMR to proceed
- e. Please refer to ‘Public Session’
- f. No other issues

CMW

HMR

7. Other items to note:

It was proposed that Halls Meetings revert to Tuesday evenings to enable the Halls Manager to attend. This was unanimously agreed. **Action:** Clerk to publish dates

CLK

A date for the Parish Christmas Party needs to be agreed.

8. Date of next meeting – to be confirmed

D.L. Brooks

D Brooks, Parish Clerk
16th October 2017