

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ
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Benson Parish Council Halls Committee meeting held on Thursday 15th June 2017 at 7:30PM in the Parish Committee Room

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

Halls Manager: T Ellis (HMR)

Members of the Public: There were no members of the public present.

MINUTES

1a. Apologies: Proper Officer: D Brooks, Cllr P Peers (CPP), Cllr R Workman (CRW)

1. Declarations of Interest. – There were no declarations of interest

2. Parish councillors to elect Chair of halls – Cllr T McTeague was duly elected with Cllr R Jordan nominating and Cllr F Lovesey seconding the nomination, all councillors were in favour

3. Public Session. No members of the public were present

4. Youth Hall.

a. To note:

i. Conversations with the Loss Adjuster are currently ongoing with regards to an insurance claim for work completed to repair the water leak.

RFO
HMR

ii. Mr Ellis to carry out work to the kickboards in the kitchen when time allows.

iii. The locks will be changed on the youth hall entrance doors on the 31st July 2017; all hirers will be written to beforehand explaining the procedure to collect new keys.

HMR

b. Saniflo at the youth hall has been reported as faulty, this has been reported to a plumber who will complete work shortly.

5. Pavilion:

a. It has been decided to leave the changing of the locks to the pavilion until after the completion of the youth hall.

b. Halls Manager has been asked to collect some quotes to fix the window in the pavilion.

HMR

c. Any maintenance or other Issues – parish council noted the new slabs that had been laid to the entrance of the pavilion.

6. Parish Hall.

a. Mr Cutler is progressing obtaining the 3rd quote for the hall extension. He's asked the council to advise him on the grants they will be applying for. Cllr P Peers is looking into this. It was reported Planning Permission for the Hall Extension has been granted

CPP

b. Main Parish Hall Flooring: Cllr T McTeague proposed to obtain more details about the quotes and incorporate badminton lines into the costs. Clarification needed from sand and seal companies to see if they can include this into their quotes.

CLK

Further clarification needed from the carpet fitters regarding door heights after Cllr M Winton pointed out we could not raise the floor level of the table store without it causing issues removing the trolleys as the height of the door frames would be too low. Cllr Fowler requested that any new quotes are distributed to Halls Committee members at least a couple of days prior to the meeting.

CLK/CMW

c. New PA System has started to be installed and should be completed Friday 16th June 2017

d. To discuss:

i. Kitchen deep clean: Halls manager has been asked to contact SODC for recommendations of deep clean companies to carry out a clean at the parish hall kitchen

HMR

ii. Replacement of lounge window to be looked into alongside the halls extension.

iii. Condition of lounge furniture (not fire retardant) **“Recommendation that Benson Parish Council spend a sum not to exceed £3000 plus VAT to replace all Parish Hall lounge furniture with fire retardant furniture as identified as a 1a priority in the most recent fire inspection”**

iv. Wheels for Piano, Halls manager has been asked to find out how many times and which users use the piano before we decide the plans for the piano.

HMR

e. No other maintenance issues reported.

7. **General Items:**

a. Negotiations ongoing with a couple of hirers re new Hall hire rates.

b. New Hire Agreement form - Nothing to add

c. To contact the tennis club and ask for permission to add the new fire assembly point to the chain link fencing, around the tennis courts.

HMR

d. PAT testing commencing the week of the 19th June 2017 to be carried out by the halls manager.

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

i. Cllr R Jordan has asked that we look into replacing light bulbs around the building with LED bulbs for energy savings.

CLK

Clerk to add to the next agenda

9. **Date of Next Meeting.** To be decided.

T Ellis
Halls Manager
22nd June 2017