

## 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 9<sup>th</sup> March 2017 at 7:30PM in the Parish Committee Room**

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

Halls Manager: T Ellis (HMR) Proper Officer: D Brooks

Members of the Public: There were two members of the public present.

### **MINUTES**

1. **Apologies:** There were no apologies
2. **Declarations of Interest.** – There were no declarations of interest
3. **Public Session.** The two members of the public kindly attended to review and make a recommendation regarding the quotes for a new PA System in the Main Parish Hall (item 6c.). In summary, they recommended members considered the quote from Music and Sounds, the least expensive of the 3 quotes. It was felt this would be the simplest for users of the hall to operate and was the most appropriate for the needs of the Parish Hall. They also recommended that access to the PA cabinet be restricted in some way and that SODC will need to be contacted to assess the new Sound Limiter, once in place. Members recorded their thanks for their input.
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**
    - ii. Repairs to the toilet seats have been completed by the Halls Manager
    - iii. An estimate for work to replace the kick boards in the kitchen has been received (£290). It was felt this was too high and the Halls Manager has sourced new kick boards for £26 and the Parish Groundsman/Handyman will complete the work. **HMR**
    - iv. Kennington Flooring completed work on the Youth Hall floor and it is much improved.
  - b. **Members unanimously agreed that the locks should be changed to enable a new key register system to be adopted.** The Halls Manager will write to users informing them of the change and will issue new keys. **HMR**
  - c. Any maintenance or other Issues – none reported
5. **Pavilion:**
  - a. Cllr McCann reported on progress with Benson United Football Club at the last full council meeting. Since then BUFC have provided a fixture list for 2016/17 season but are yet to provide confirmation of sessions for Benson Rockets. Action: Clerk to chase. **CLK**

- b. As with the Youth Hall, a more robust system for tracking and issuing Pavilion keys is required. A change of locks will enable this to happen. Members agreed to this in principle but the type of lock needs some research e.g. Digilocks rather than barrel locks or suite lock and keys? Action: Halls Manager to investigate and report back HMR

- c. Any maintenance or other Issues – none reported

## 6. Parish Hall.

a. Cllr McTeague reported that she has been contacting kitchen companies for estimates for the regeneration work and has met with two so far. The main topics of conversation have been around hygiene standards and new materials for floors, walls etc.

b. Cllr McTeague and the Clerk reported on the condition of the flooring in the main hall which needs repair/refurbishment to prevent further degeneration. There are potential health and safety issues and trip hazards where the concrete is crumbling, under the carpet tiles and where sections of the wooden floor and metal strip are becoming loose. Discussion ensued regarding previous (out of date) quotes for the carpet tiles, wooden flooring and kitchen hatch area and concern was expressed with regards to the impact of the new extension work on the main hall flooring. There is a budget of £6000 allocated for work on the floor in 2017/18; this falls short by about £3000 given previous quotes obtained.

It was resolved to obtain updated quotes to cover replacement of the carpet tiles and metal strip, including repairs to the crumbling concrete plus quotes for not just refurbishment but repair work only, to the wooden flooring. The question was also raised regarding the painting of the badminton lines. Action: Clerk to gain new quotes CLK

c. On the advice of the two members of the public, who have some experience in these matters, **members unanimously resolved to accept their recommendation to proceed with the quote from Music and Sound.** Action: matter to be referred to the next Finance Committee Meeting RFO

d. It was reported that the new key safe had been installed, in a discrete area covered by CCTV and the intercom had been relocated to the outside of the building and was now useable. Both are working well.

- e. Any maintenance or other Issues - none reported

## 7. General Items:

a. The system of key allocation and tracking is working well.

b. A new hourly rate was introduced last year, 2016/17, the proposal is to now remove sessional rates and introduce the hourly rate for all users. It is also proposed to change session times slightly: morning will be up to 1pm, afternoon 1-5pm and evening from 5pm onwards. A rise in the hourly rate of either 2% or 4%, for 2017-18, is to be referred to the Finance Committee. After some discussion members resolved to make the following recommendations to full council:

### Recommendation to Council that:

- i. **the change from sessional to hourly rates be applied to all users**
- ii. **A restriction on booking no more than 6 months in advance be introduced**
- c. All category 1 recommendations from the fire risk assessment have been completed. An illuminated fire exit sign is to be installed above the kitchen door in the Parish Hall. Action: Halls Manager HMR

d. Cllr Peers reported that she has undertaken extensive research into the need for Energy Performance Certificates; this has included contact with OALC and Trading Standards. It has now been confirmed that an Energy Performance Certificate is not required.

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

- i. Performing Rights Society Licence: Cllr Peers reported the results of investigation into the PRS Licence; an appropriate amount should be included in the hirer's charges. This will be researched further and then taken to full council. Action: Halls Manager to calculate amounts for specific hirers **HMR**
- ii. Cllr Peers has been reviewing the Hire Agreement form and reported that the sections on Safeguarding and Insurance cover need updating. Action: CPP to meet with HMR **CPP/  
HMR**
- iii. Cllr Workman highlighted the need to consider how the hall extension work will impact activity and the need for phasing of the work. Action: to be considered nearer the time **ALL**

**9. Date of Next Meeting.** Thursday 11<sup>th</sup> May 2017.



D Brooks  
Parish Clerk  
16<sup>th</sup> March 2017