

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ
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Benson Parish Council Halls Committee Regeneration meeting held on Thursday 12th January at 7:45PM in the Parish Hall Committee Room

Present: Cllr T McTeague (CTM) Cllr J Fowler (CJF)
Cllr R Jordan (CRJ) Cllr P Peers (CPP)
Cllr M Winton

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

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

MINUTES

1. **Apologies:** Cllr F Lovesey (CFL), Cllr R Workman (CFL)
2. **Declarations of Interest.** – There were no declarations of interest.
3. **Public Session.** There were no members of the public present
4. **Youth Hall**
 - a. Hatts have made repairs to the area outside the Youth Hall where the water leak occurred; a final invoice for the work completed is yet to be received. There is a meeting with the Loss Adjuster on Monday 16th January. **RFO**
 - b. An estimate for replacing the broken toilet seats has been received from the company used previously; £22.62 + VAT to include supply and fitting. It was agreed to go ahead with the work which could be done w/c 16th January. **HMR**
 - c. Kick boards in the kitchen need replacing; an estimate to be gained for the next meeting. **HMR**
5. **Pavilion**
 - a. A payment of £120 has been received from Benson United Football Club for September, with £660 still outstanding. The club are querying the cost of £20 per session. Communication with the club has proved difficult and we are still waiting for a Fixture List from them. It was decided a letter should be sent to the Club and that the Clerk would also arrange to meet with them. **CLK**
 - b. See item 7 (a) with regard to keys and locks
6. **Parish Hall**
 - a. Cutler Architects are in the process of submitting a pre-planning application which should take around 4 weeks to process.
 - b. The situation with regards to the flooring in the main hall was discussed and the need for sanding, line painting and sealing. This was discussed at a previous meeting and the outcomes and budgets need to be checked before any further action. **CLK**
7. **General Items**
 - a. The current situation with regards to key allocation, tracking and locks needs to be reviewed and a more robust procedure implemented. This will be addressed by staff and proposals presented at the next meeting. **HMR**
CLK

b. The times and sessions for regular hall users are now known and new hire rates for 2017-18 can be considered. A proposal will be brought to the next meeting. Any new hall rates need to be agreed by 1st March.

ALL

c. The majority of work has now been completed in connection with the Fire Risk Assessment. The 2 major remaining actions are the office door and the automatic door closures downstairs. In addition, there are category 2/3 actions required which are call points in the Pavilion.

HMR

8. Any other Items to note or for the Next Agenda.

a. The roller shutters in the Parish Hall kitchen will be replaced when the new extension and refurbishment is completed.

b. The issue of the requirement for an Energy Performance Certificate was raised; this will be investigated and reported on at the next meeting.

CPP

9. Date of Next Meeting. Thursday 9th March 2017.

D Brooks
Parish Clerk

12th January 2017