Benson Parish Council
Benson Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ
Tel: 01491 825038 e-mail: clerk@bensonpc.org.uk

Halls Committee
Membership:
Councillor Rob Jordan, Councillor Fiona Lovesey, Councillor Ian Skeels, Councillor Michael Winton
Councillor David Dawkins

Councillors are hereby invited to attend a meeting of the Benson Parish Council Halls Committee, to be held on Tuesday 17th November 2026 at 7pm in the Parish Hall Lounge room.
For members of the Public wishing to attend the meeting to comment on an agenda item during the public session, please contact the Operations Officer at halls@bensonpc.org.uk

Zoe McLauchlan
Operations Officer
12th November 2026

AGENDA

1. **Apologies and to note absences.**

2. **Declarations of interest** - Members must ensure that they complete the Declaration of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or stay in the meeting to make representations and then leave the meeting prior to any considerations or determinations of the item)

3. **Public session** - To allow members of the public to ask questions and address the Chairman. (It should be noted that the time allocated for public participation is a total of 10 minutes for all those wishing to speak as per Council Standing Orders paragraph 3.f.)

4. **Minutes of the last meeting**
   To approve and sign the minutes of the meeting of the Halls Committee held on 7th July 2026 as a true record of the meeting. (Tuesday 8th September and Tuesday 22nd September meetings were cancelled)

5. **Review actions** from the last meeting.

6. **Parish hall.**
   a. To receive an update on fire door maintenance and further work to be carried out.
   b. To review acoustic panels quote and agree next steps – Resolved at Full Council (April 2026). Agree actions to complete.
   c. Consider letter from Indoor Bowls club re: ongoing costs.
   d. Consider a review of booking rates, discounts and terms and conditions for hall space – agree timescales
   e. Consider offering a mobile bar capacity through a dedicated supplier
   f. Any Issues.

7. **Pavilion**
   a. Update on the Pavilion project.
   b. Review quotes for plumbing work to replace mixer valve and descale.
   c. Any Issues.

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8. Community Hall

a. Issue of Community Hall being overly hot through the heatwave
b. Review proposals and quotes for a name sign for the Community Hall.
c. Any Issues

9. Budget

a. Discuss items/issues for the 2027-2028 budget – review ideas put forward and prioritise projects for the coming year.
b. Agree 3 year lift renewal agreements moving forward for Parish Hall and Community Hall – renewed 13/10/26. Review compliance needs for personal alarm in each lift.
c. Discuss resurfacing floors in kitchen and toilets.
d. Any Issues

10. Any other business

a. Update on halls feedback
b. Councillors to note the brief given to Full Council since our last meeting, regarding Halls activity in the interim period.

11. Items for Councillors to note and for the next agenda

12. Date of next meeting – Tuesday 12th January 2027