



## Benson Parish Council

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

Tel: 01491 825038 e-mail: [clerk@bensonpc.org.uk](mailto:clerk@bensonpc.org.uk)

## Halls Committee

Membership:

Councillor Rob Jordan, Councillor Fiona Lovesey, Councillor Ian Skeels, Councillor Michael Winton  
Councillor David Dawkins

### MINUTES OF THE MEETING OF THE BENSON PARISH COUNCIL HALLS COMMITTEE HELD IN THE PARISH HALL COMMITTEE ROOM ON THURSDAY 13<sup>th</sup> March 2025 AT 7PM

**Present:** Cllr Bill Pattison, Cllr Ian Skeels, Cllr Michael Winton and Cllr David Dawkins, Cllr F Lovesey

Tanya Hamilton-Gill – Facilities Manager. (FM)

Tanya Hamilton-Gill  
16<sup>th</sup> November 2024

#### 1. Apologies and absences

Apologies received- Cllr David Dawkin

#### 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) **None**

#### 3. Public session - no members of the public present.

#### 4. Minutes of the last meeting

It was **RESOLVED** to approve the minutes of the meeting of the Halls Committee held on 14<sup>th</sup> November 2024 as a true record of the meeting. The minutes were signed by the Chair, Cllr Rob Jordan.

#### 5. Parish hall.

- a. Painting Quotation for main hall and to discuss colour. The halls committee agreed to paint the hall white. Facilities Manger to contact Painter and decorator to ask how long the work would take.
- b. Heating quotations for repair works. The Facilities Manager reports 2 further quotes were sourced. The halls committee agreed to go with Lowe and Oliver for the repair works. **Action** Facilities Manager to ask if they can provide a manual of works on completion.
- c. 3-year fire risk assessments to be carried out 20<sup>th</sup> March.
- d. Missing operational manual. FM reports the only Manual we have after the building works was from RT Harris. Cllr M Winton will have a look in his Files for any info he can find.
- e. Flooring repairs and maintenance. Quotation from ACH Flooring was received to deep clean skim, key total cost £2160+VAT also repair works £440+VAT **Action** FM to arrange work after budget has been checked.



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Councillor David Dawkins

- f. Bin store. Item to be reconsidered after the decision of the EV chargers has been made.
- g. Quotation for new fire protection progress. This item is to be added to the next agenda.
- h. Replacement of faulty dishwasher. The FM reported that the dishwasher has failed again and the Halls Committee agreed to fix it but they must consider a replacement if it happens again.
- i. Vandalism. Facilities manager addressed the Committee on the progress of the criminal damage caused in February. This is currently under investigation by TVP.
- j. Kitchen roller shutter work. Halls committee agreed to go with the quotation from Behind Closed Doors to rectify the poorly fitted Kitchen roller shutter. The cost will be £576.35 +VAT **Action** FM to organise work.
- k. **Electric power supply for outdoors. The halls committee would like to install an outdoor power supply on the recreational land for future events. The halls committee would like to recommend to Full Council that a lockable Cabinet is installed at a cost of no more than £7000 + VAT.**
- l. Line painting. To keep an eye on the deterioration of the painted lines.
- m. Lightning conductors. **Action** FM to arrange Testing.
- n. Lift repair/ Recommendations. To investigate at a further date.
- o. None to report.

## 6. Youth Hall

- a. General Update,  
Cllr R Jordan reported that the trustees have a meeting in June.
- b. Any issues - none

## 7. Pavilion

- a. Decommission of showers. High electricity bill has been reported. **Action** FM to get 3 quotes to remove the dead legs.
- b. Any issues. FM reported that the SALTO outside toilet door lock is faulty, and a new lock has been ordered.

## 8. Community Hall

- a. Installation of fire shutters, update. **Action** FM to check with Guardian if plastering would suffice.
- b. Progress for fire protection equipment. FM reported that new software has started to be installed, this should be completed next week.
- c. Sign for the hall location and size. The Committee would like a sign the same as the parish hall. **Action** FM to obtain 3 quotes.
- d. Cooker. Cllr Winton would like to exchange cooker to an electric oven not gas.  
**Action** Cllr Winton to investigate.
- e. Any Issues. None

## 9. Overflow Car park



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- a. Installation of two new cameras. Executive has said only one 90-degree angle camera will be needed. More quotes to be found but a **Recommendation** to be made to Full Council of £800 + Vat
- b. Any other issues. No other issues.

**10. Any other business – none**

**11. Items for Councillors to note and for the next agenda.**  
Parish hall fire protection.

**12. Date of next meeting – 6<sup>th</sup> May 2025**