



## Benson Parish Council

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

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

## Halls Committee

Membership:

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

### MINUTES OF A MEETING OF THE BENSON PARISH COUNCIL HALLS COMMITTEE HELD IN THE PARISH HALL LOUNGE ON TUESDAY 18<sup>TH</sup> NOVEMBER AT 7PM

**Present:** Cllr Rob Jordan (Chair), Cllr Ian Skeels, Cllr Michael Winton, Cllr William Pattison and Cllr David Dawkins

Tanya Hamilton-Gill – Facilities Manager

Nicola Copland – Clerk

Martyn Ottery – Electrical Advisor to BPC (Mott)

Layla Johnston  
9<sup>th</sup> December 2025

1. **Apologies and absences** were received from Cllr Lovesey.
2. **Chair R Jordan to address the Committee.**  
Cllr Jordan announced that he was stepping down as Chair of the Committee with immediate effect.
3. **Election of Chair-Members**  
Cllr Jordan nominated Ian Skeels to take over as Chair which was seconded by Cllr Pattison. Committee members voted unanimously in favour.
4. **Declarations of interest** – None declared
5. **Public session** – No members of the public attended.
6. **Minutes of the last meeting**  
It was **RESOLVED** to approve and sign the minutes of the meeting of the Halls Committee held on 24<sup>th</sup> September 2025 as a true record of the meeting.  
Cllr Dawkins joined the meeting. (7.10pm)
7. **Review actions** from the last meeting.
  - Parish Hall front doors – 10 years lifespan and have been installed for 9 years. **Action**-Look into new options. Money has been put into the budget. Suggesting code pad etc. Martin's Law will mean we need a security review.
  - Dishwashers – get quote for new dishwasher. Done.
  - Door unlocking fee – agenda item
  - Car park line painting – added to budget
  - Stage Floor maintenance – Flooring company resurfacing hall floor in January **Action**- ask them to quote
  - PH painting – Tanya and grounds team to do during quiet period over Christmas.
  - New sound system – problem with mobile phone interference when using a remote mic with a large crowd. Solution is to use a plug-in mic on these occasions. Will be tested at the Christmas lights event.
  - Replace torn black Blinds – new blinds have been installed
  - Replacement of emergency fire doors and windows – Need new doors as these have been in place since 1988. Some windows are also blown – need to replace double glazing units. (already in budget) **Action**-FM to seek quotes.



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- Paving slabs around edge of Parish Hall – leave until the Pavilion refurb. **Action**-Ground staff are cleaning them and have bought a tool to put an anti-slip surface on.
- Sound limiter – switching on & off – legal position?  
Community Hall – replacement of cooker – agenda item

### 8. Parish hall

- a. Updated on budgets - discuss remaining outstanding items.  
Bin store carried forward as no decision made on where to put it. Paving repairs carried forward subject to work to pavilion, stage floor re-sanding carried forward. Budgets for next year has money to cover the necessary projects.
- b. To discuss the finding of the electrician's report.  
The Parish Hall received the report, which is coded. Code 1 – access to live equipment (shut off or fix immediately.) Code 2 – potentially dangerous and needs addressing. Code 3- are recommendations that should be adhered to as soon as practical.  
There were some code 2s
- The Pavilion (tennis club have reduced size of cable used by the floodlights and as the supplier of the electricity the PC would be responsible)
- Fuses in the Kitchen need down grading.
- 3 out of 5 ring mains in new area of building were discontinuous.
- There is an anomaly in the live circuits and the number of neutrals.
- Sound limiter circuit – has a 16-amp cable supplying a 32-amp ring main.  
There are also some Code 3s.  
This would be a day's work and the Chairman can sign this off within his remit. **Action** – Facilities Manager to arrange to have this work done by Mott
- c. To note loose roof tiles on buildings. This needs action urgently should they fall off. We have one quotation from to inspect the entire PH roof at £840 inc VAT and the Pavilion is £1440 plus VAT. **Action** – Facilities Manager to book in the roofing repairs.
- d. The Committee noted the sinking committee room floor has been investigated and fixed by our inhouse team. The floorboards were unsupported (not resting on joists)
- e. The Facilities Manager highlighted that hall hirers are causing damage to the doors because they force them open so has suggested drawing attention to the problem by inserting this door unlocking fee wording into the hire conditions **Action** Add the following wording  
*Door damage caused by forcing the electric doors open will be charged at £250. If you're not confident in unlocking the building an unlocking/locking up visit can be arranged via the parish office in advance of your booking, for a fee of £50 per visit.*
- f. Any Issue. Cllr Winton asked if there was a safety briefing for building hirers. The information is in the hire document. **Action** – put a note round to regular hirers annually and highlight safety information. Consider a QR code or a video. **Action**-Cllr Skeels to film

### 9. Pavilion

- a. Update on the pavilion project. Currently looking for architects. Note that RFO advises the next pot of CIL money (in the region of 600k) needs to be used by October 2027.
- b. Pavilion public toilet vandalism - update and discuss. Toilet seat lid was damaged and signs of smoking weed. The toilet auto locking system has now been changed to close at 4pm daily when it gets dark.
- c. Any Issues – none.

### 10. Community Hall



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- a. Kitchen cooker - to agree a ballpark price for selling old cooker and discuss budget and style for replacement.

Cooker currently retails at £1548.49 + VAT whilst on sales sites they are listed for selling second hand from £100-£1000 starting price and lowest price needed to move forward. The cooker will also need a gas engineer to disconnect. Commercial electric cooker replacement cost is £2447.98 including VAT. In addition, a suitable electrical supply would be needed, and this has not yet been explored. One of the issues with installing a standard domestic cooker is the size of the gap and the oversized cooker hood. Consider installing an electric range.

**Action** – Mott to look into the electrical situation. **Action**-Cllr Pattison to ask Paul Carter at Cala where the cooker came from to see if the manufacturer would buy it back or exchange it.

**Action**-Following this Facilities Manager to advertise the cooker on marketplace. Starting price £750 (go down to £5 00).

**Action**-Make a recommendation to Finance Committee December agenda to increase the budget to £2000 to cover the shortfall just in case needed.

The Halls Committee were informed of the loss of two regular users. Perform who have been with BPC for 15+ years but have unfortunately closed the doors at Benson due to a decline in numbers as have Tang So Do.

- b. Any Issues – Cllr Pattison queried the idea of fencing off the area between the hall and playing field which means it could be used for children's parties in the summer. Bring forward in the future.

### 11. Overflow Car park

- a. Clerk to update on Thames water compound – the mesh matting on the overflow car park is ruined despite spending £14k on its renovation less than a year ago. Clerk is gathering photo evidence (take photos of the matting). Facilities Manager suggests asking contractors to put something over the matting to make it safe until they leave. **Action** – Clerk to contact Barhale to ask them to make it safe and agree to re-instate it at the end.
- b. Any other issues - none

### 12. Any other business - none

### 13. Items for Councillors to note and for the next agenda – No items

### 14. Date of next meeting – Tuesday 13<sup>th</sup> January 2026 at 7pm