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

MINUTES OF THE MEETING OF THE BENSON PARISH COUNCIL HALLS COMMITTEE HELD IN THE PARISH HALL LOUNGE ROOM ON TUESDAY 7TH JULY 2026 AT 7PM

Present: Cllr Ian Skeels, Cllr Michael Winton and Cllr David Dawkins, Cllr B Pattison.
Tanya Hamilton-Gill – Facilities Manager. (FM)

Tanya Hamilton-Gill
27th July 2026

1. **Election of chair.**
   Chairman B Pattison opened the meeting asking for nominations, Cllr R Jordan nominated Cllr I Skeels which was seconded by Cllr B Pattison, all halls committee in Favor.

2. **Apologies and absences**
   Apologies received- Cllr F Lovesey.

3. **Readoption of Terms Of reference.**
   The halls committee read through the terms of reference and were happy to keep them.

4. **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**

5. **Public session** - members of the public, None present.

6. **Minutes of the last meeting**
   It was **RESOLVED** to approve the minutes of the meeting of the Halls Committee held on 5th May 2026 as a true record of the meeting. The minutes were signed by the Chair, Cllr Ian Skeels.
7. **Review actions** from the last meeting. Actions were reviewed by the halls committee. Work to be completed.
   a. Look back at old quote for acoustic panels installed at the community hall and purchase the same and get ground staff to install during quite period.
   b. Facilities manager to purchase dishwasher from the £3000 budget.
   c. Fire door further repairs to be carried out when new parts arrive.
   d. Ground staff to complete training purchased.

8. **Parish hall.**
   a. To receive an update on fire door maintenance and further work to be carried out.

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Doors were serviced, but some parts were too warn, further work has been requested and awaiting for new parts.

b. Any issues. None

9. Pavilion

a. Update on the pavilion project. Cllr B Pattison reports a meeting was held on the 6th July. A recommendation has been put through to the finance committee.
b. Any other issues-Facilities manager has reported a mouse has chewed through one of the wirers to the CCTV. Halls committee would like the wirer replaced and camera reinstated.

10. Community Hall

a. To discuss ways to combat the building from holding the heat during the summer months. Facilities manager reports the building is too warm during the heatwave which is resulting in hirers cancelling. Halls committee to look into options in the future and money added to the 27/28 budget.
b. Any other issues.

11. Any other business – None

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

Cllr B Pattison wanted to note a big thank you to Tanya for her 20+ years' service to the Benson Parish Council.

13. Date of next meeting – TBC