



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 COMMITTEE ROOM ON THURSDAY 3RD OCTOBER 2024 AT 7PM

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

Tanya Hamilton-Gill – Facilities Manager

Tanya Hamilton-Gill
14th October 2024

1. Apologies and absences

Apologies received- none All Present. **Declarations of interest** – No declarations of interest.

2. Public session - no questions from the public.

3. Minutes of the last meeting

It was **RESOLVED** to approve the minutes of the meeting of the Halls Committee held on 2nd July 2024 as a true record of the meeting. The minutes were signed by the Chair, Cllr Rob Jordan.

4. Parish hall.

- a. Toilet floor refurbishment. Facilities manager reported that the toilet floors were peeling away and in need of repainting. It was agreed the caretaker and ground staff would take on the task over the Christmas period. Cllr B Pattison suggests research is carried out to find the correct paint suitable for the floor, also the appropriate floor stripper. A risk assessment should be carried out beforehand.
- b. Bin store plus possible location.
The halls committee will look in daylight for an appropriate location for a bin store. Facilities manager to contact Grundon for advice.
Action- Facilities manager to contact Grundon/Biffa.
- c. Caretaker request for a battery-operated power wash.
Caretaker requested a transportable Jet wash to carry out cleaning of Drains, Playground equipment. It was **agreed** to spend up to £500 from the Chairmans Budget to purchase a jet wash.
- d. Any Issues.
None to report.

5. Youth Hall



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- a. Upkeep. Grounds team to keep the grass cut around building.
- b. General Update,
Request from the community Shed to use the Youth Hall while the building is empty, halls committee are in favour, subject to more investigation.
- c. Any issues - none

6. Pavilion

- a. Any Issues – none

7. Community Hall

- a. Installation of fire shutters/ curtain, to discuss works needed and the amended quote. After giving the job to Guardian to install a fire shutter, it was discovered they were unable to install one and that builders were required to carry out additional works to accommodate the shutter. The halls committee took a recommendation to Full Council on the 19th of June 2023 for £5948.28 which was approved, this is now not enough to carry out the works. The halls committee have agreed to recommend to Full Council that the amount is increased to £8000 + VAT to cover the work.

Recommendation- the halls committee spend no more than £8000 + Vat to install a fire shutter in the community hall.

- b. Any issues - none

8. Overflow Car park

- a. **Update on works.** Overflow surface work have been completed. Birdsmouth Fencing to be installed shortly.
- b. Any other issues.
More CCTV covering Field and carpark, **ACTION**-Facilities manager to investigate the cost of more Cameras covering overflow carpark and field.

9. Any other business – None

10. 2025-2026 Plan/ budget.

Halls committee started discussions of what is needed for the next years budget. Members are to consider items they need and respond back to the RFO. These are as follows-

Projector and sound system equipment for the Community Hall

Smart screens for all rooms.

Roofing repairs/ replacement Parish Hall

Windows Parish Hall

Replacement of fire doors parish hall.

Revise cost to replace hall floor ask for quotation.

Quotations for blinds community hall, painting of the parish hall and a washing machine were all in previous budget. **ACTION** FM manager to proceed with collecting quotes where needed and take back to the halls meeting.



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

Building name for the community hall.

Blinds community hall quotation.

Painting quotation PH.

Revise cost to replace hall floor ask for quotation.

12. Date of next meeting – 14th November 2024