

**FINAL MINUTES OF THE MEETING OF PENNARD HALL COMMITTEE HELD  
ON 3<sup>rd</sup> December 2019  
AT PENNARD COMMUNITY HALL (SMALL HALL) AT 7.00pm**

**Present: Cllr Lynda James (Chair), Cllr Susan Rodaway, Cllr Ralph Cook, Cllr Angela Brunt, Laurie Irwin**

**Apologies for Absence: Cllr Arthur Rogers, Cllr Sally Rogers, Cllr Claire Whomes.**

**Declarations of Interest: None**

**1. Update from initial meeting with Greens Ltd regarding Community Hall Extension**

This Meeting planned for today was postponed at late notice and moved to 10<sup>th</sup> Dec 2019

**2. To discuss the electrical infrastructure of the new extension**

Cllr James had sought advice from a local electrician who had suggested we need a sub fuse box for the new extension. This was discussed further as it was felt this would probably be included in the cost of the build.

**3. To discuss systems required to be installed into new extension.**

a. Alarms

Cllr James had looked at estimates for around £1600 to extend the alarms system and include an alarm for the new disabled toilet, a smoke detector would be around £30.

b. Lighting

it was felt that this would be included in the building cost.

c. Heating

Advice stated that an air source system would be cheaper and easier to install than a ground source system.

**4. To Establish Approximate Costs For Budgeting Purposes.**

**a. fitments and equipment for the new kitchenette**

Looking at local suppliers this was estimated at £1000

**b. fitments and equipment required for the new disabled toilet.**

Looking at local suppliers this was estimated at £1000

**c. furnishings, flooring and window dressings required in the new hall**

It was agreed that Flooring would be included in the price, further quotes need to be sought for velux style window blinds.

Many of the agenda items were to discuss points which we required a meeting with Greens to resolve. It was agreed to adjourn the meeting to Tuesday the 10<sup>th</sup> December 2019 at 8.20pm following the postponed meeting with Greens earlier in the day.

**Proposed SR Seconded LJ agreed by all.**

**The meeting adjourned at 7.40pm**

**MEETING OF PENNARD HALL COMMITTEE**  
**Reconvened**  
**On 10<sup>th</sup> December 2019**  
**AT PENNARD COMMUNITY HALL (SMALL HALL) AT 8.20pm**

**Present: Cllr Lynda James (Chair), Cllr Susan Rodaway, Cllr Jean Marnell, Cllr Claire Whomes, Cllr Angela Brunt, Cllr Darran Hickery**

**Apologies for Absence: Cllr Arthur Rogers, Cllr Sally Rogers, Cllr Jeff Rogers, Laurie Irwin**

**Declarations of Interest: None**

**Meeting reconvened at 8.20pm**

**5. Update from initial meeting with Greens Ltd regarding Community Hall Extension**

Cllr James, Cllr Rodaway and the Clerk had met with representatives from Greens Ltd and the Architect. It was a very useful and informative first meeting. The Clerk has written to the Quantity Surveyor to ask that he amend the Schedule of Quantity to match the new plan and to ask if he would be willing to act as valuator and evaluate the work on a monthly basis. It was noted that there had been a little confusion over what was included in phase 1 and 2 of the project but this was resolved. The external doorway is included in phase two with the porch build.

**6. To discuss the electrical infrastructure of the new extension**

This is included in the quotation as a provisional sum.

**7. To discuss systems required to be installed into new extension.**

- a. Alarms
- b. Lighting
- c. Heating

These are included in the quotation as a provisional sum.

**8. To Establish Approximate Costs For Budgeting Purposes.**

- a. fitments and equipment for the new kitchenette.  
This is included in the quotation as a provisional sum.
- b. fitments and equipment required for the new disabled toilet.  
This is included in the quotation as a provisional sum.
- c. furnishings, flooring and window dressings required in the new hall  
Flooring is included in the quotation as a provisional sum, further quotes need to be sought for velux style window blinds.
- d. porch.  
This is covered by the phase 2 quotation.
- e. floorings in the porch area, if provided.  
This is included in the quotation as a provisional sum.
- f. any work/fitments required for the new store room.

This was briefly discussed and would be looked at later as it would not be covered in the build.

g. hearing loop

The clerk had obtained a ball park quote but had a company coming out to do a more substantial evaluation of the space to be covered.

h. front door for Main Hall

A budgetary estimate had been received for around £1100

**9. To agree recommended amount of borrowing to Full Council including lending body/bodies.**

This was discussed and the Public Works Order Board rates looked at. It was agreed to borrow £35,000 over a ten-year period, but the Clerk was asked to enquire about early repayment fees.

**Proposed LJ Seconded AB agreed by all present**

**Meeting Closed at 9.00pm**

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