

**DRAFT MINUTES FROM THE HALL COMMITTEE MEETING OF PENNARD  
COMMUNITY COUNCIL  
HELD ON THE 14<sup>th</sup> APRIL AT 7.14 PM**

**Present:** Cllr Lynda James LJ(Chair), Cllr Ralph Cook RC, Cllr Cari Jones CJ, Cllr Will Smith WS, Clerk

**Apologies for absence:** Cllr Susan Rodaway Cllr Steven Rodaway and Cllr Adam O'Brien due to other commitments

**Apologies for lateness:** Cllr Will Smith

**Declarations of interest:** None

**All votes will be named votes**

**Questions from the Public relating to items on this agenda (limited to 10 minutes) - none**

**1. To receive and discuss the Hall and Carpark General Risk/Accessibility assessment and agree any actions arising from it.**

The Clerk went through the reports which had been made available prior to the meeting, there were not amendments or questions Cllr James proposed that the reports be accepted and that the Clerk speaks to the relevant contractors to obtain costs for the small jobs that need doing.

**Proposed by LJ seconded by RC agreed by all**

Both the assessment reports are attached to the end of these minutes

**2. To discuss the decarbonisation report produced by Timber Bale and agree next steps.**

The report which had been made available prior to the meeting was discussed and the various options looked at. It was decided that the author be contacted and asked if there was a particular order that should be followed, would we be able to spread the different elements over a couple of years or if everything needed to be done at the same time.

The Clerk was asked to bring the answers back to a future hall meeting which was arranged for the 3<sup>rd</sup> of June at 7.30pm

**3. To discuss and agree the placement of a bike rack at the hall**

The positioning of a bike rack at the hall was discussed, the wall to the left of the door seemed to be the best place but also the small wall in front of the container would also suffice depending on the type of rack purchased. The Clerk was asked to obtain some quotes ready for the June meeting.

**4. To receive the Audio-Visual report and consider future actions**

The report which had been shared previously was briefly discussed and noted for the future.

**The meeting closed at 8.20pm**

## **Car Park and Outside Areas Trips and Falls Risk Assessment Sheet**

**Location:** Community Hall

**Date:** // 13 Apr 2026

**Assessors:** Cllr L James, Cllr C Jones, Clerk

**Weather Conditions:** Dry and Sunny

### **1. Surface Condition**

Flat and even no trip hazards

### **2. Markings and Signage**

Need a pictorial sign for the EV charger for the wall and one for the entrance way

### **3. Lighting and Visibility**

Not checked.. Lighting is being replaced under the dark skies project

### **4. Obstructions and Hazards**

Weeds around the bottom edge of building need clearing

Rubish at the back of container needs removal – speak to NEETs team.

### **5. Accessibility**

Ask Richard to mark out one of the spaces to the left of the garden gate in yellow and to purchase a sign for the fence saying accessible parking only.

### **6. Maintenance and Reporting**

Soffits need cleaning and down pipes need painting

Nothing else obvious

### **7. Nursery Area**

To left of door near corner of the building vent cover needs replacing

Light cover in same area needs replacing

Can drain covers have safety clips to stop children opening them and stuffing toys down?

Soffit near hall kitchen needs fixing as it is drooping

Soffits need cleaned

## **Community Hall Trips and Falls Risk Assessment Sheet**

**Location:** Community Hall

**Date:** //13 April 2026

**Assessors:** \_Cllr L James, Cllr C Jones, Clerk

**Weather Conditions (if applicable):** Dry and Sunny

### **1. Entrance and Exits**

Edges of flooring which goes up the wall needs gluing

### **2. Flooring and Internal Walkways**

OK

### **3. Furniture and Layout**

Chairs are checked regularly

### **4. Toilets**

Accessible

Investigate boxed in pipes

Window fan needs changing

Soap dispenser needs changing

Ladies

Edges of flooring which goes up the wall needs gluing

Gents

Edges of flooring which goes up the wall needs gluing

### **5. Storeroom**

All seems fine

equipment on top shelves but little choice at the moment.

### **6. Emergency Preparedness**

Suggest at the next user meeting that the groups, especially the larger ones conduct a fire evacuation and report back to the Clerk detailing any findings.

### **7. Maintenance and Reporting**

Locks needed for Kitchen Cupboard no 12 and 14.

### **8. Accessibility**

Hearing difficulties with acoustics – will be addressed in upcoming project.