

UGBOROUGH VILLAGE HALL



Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Mrs K Brampton	Mrs K Brampton
14 Seldons Close	3, The Square	Hill House	Hill House
Ugborough	Ugborough	Ugborough	Ugborough
Ivybridge	Ivybridge	Ivybridge	Ivybridge
PL21 0NF	PL21 0NT	PL21 0NJ	PL21 0NJ

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 8th FEBRUARY 2022

Present: Mrs C Martin (*Chair*), Mrs K Brampton (*Booking Sec, Treasurer*), Ms V Hemming (*Treasurer des*), Mr T Slater (*Parish Council*), Mr S Williams (*Secretary*). **Apologies:** Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

- The minutes of the last meeting were approved as a true record.

ITEM 2. MATTERS ARISING

- A boiler replacement quote had been accepted and work was scheduled for 20th February. Pressure would continue to be monitored and any leaks freezing could be treated with grit from the bin by the school.
- A COVID restrictions Hospitality and Leisure grant of £2,667 had been obtained.

Carried Forward:

- The plumber had investigated sink drainage in the kitchen and suggested that the problem may be air lock when both sinks are in use. The solution would be new waste pipes and expanding the exit portals. **Action: Secretary to obtain quotes for replacement pipes.**
- The risk assessments had been updated. **Actions: Secretary to distribute final versions. Treasurer to post signs for operation of the extraction fans. Secretary to conclude review of Financial Controls.**
- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary to look at switch cover replacement.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included COVID-19 updates, funding opportunities and Devon Communities Together (DCT) bulletins.
- Issues with PPL/PRS licensing and advice on energy support were circulated.
- The Committee had been requested to provide a report to the Annual Parish Meeting on 2nd March 22. **Action: Treasurer to forward an Annual Report for the Parish Meeting.**

ITEM 4. FINANCE

- Current Acct: **£46,142.29.** Treasurer (designate) now had online access to the account with handover to be completed by 6th April 22.

ITEM 5. HALL FABRIC

- Pooling of water on the stairway landing was a concern in freezing weather. **Action: Secretary to drill drain hole in stairway landing for drainage.**
- Seal on the front door was slipping again and the carpet in the lobby was coming away from edging and was put back by the Caretaker. Chair had purchased graphite lubricant for door locks. **Actions: Treasurer to obtain new 'Fire Actions' sign and radiator bleed key. Secretary to investigate door seal replacement.**
- Plastic chairs and a table were cluttering the Committee Room and there was little space to store them. **Action: Chair to investigate disposal of plastic chairs and table.**
- The pending list of refurbishment priorities in order:
 - Committee Room door to be replaced.
 - Installation of new toilet design for 4 x WCs. It was agreed to pursue a planning permission once funding and project management were in place.
 - Review renovation of the damp storage cupboard at the back of the Hall.
 - Disabled access to upstairs was a long-term aspiration pending feasibility investigation, but any improvement to access was of interest including lighting on stairs.
 - The radiator in the Gents Toilet was rusty and would need replacement, but this should await the planned refurbishment. **Action: Caretaker to monitor the toilet radiator for leaks.**

ITEM 6. CARETAKER/CLEANER

- Nil.

ITEM 7. HALL TASKS

- **Actions: Secretary to advertise the AGM in May. Treasurer (designate) to engage deep clean of Hall in Easter holidays.**

ITEM 8. HIRINGS

- It was agreed to offer the Hall tables for hire outside of the Hall.
- The Hall was hired out for use of toilets for Produce Show and Fair for a share of profits and again for Jubilee, but at charge of £20.

ITEM 9. ANY OTHER BUSINESS

- Nil.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **virtual at 8.15pm on Tuesday 8th March 2022.**

Stafford Williams
Secretary