

## UGBOROUGH VILLAGE HALL



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

### MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 13th DECEMBER 2022

**Present:** Mrs C Martin (*Chair*), Mrs K Brampton (*Booking Sec*), Mr T Slater (*Parish Council*), Ms V Hemming (*Treasurer*), Mrs C Walliker (*Pre-School*), 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

- Chair had completed the checks of the First Aid kits and was replacing the upstairs lights with LED bulbs.
- PAT was due on 3<sup>rd</sup> January and hire groups with appliances to be tested need their appliances to be put in the kitchen the day before.

#### *Carried Forward:*

- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary organise switch cover replacement.**
- **Actions: Treasurer to confirm billing for gas was correct.**
- 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.**
- A heater panel control was loose and would require monitoring. **Action: Caretaker to monitor heating panel controls for integrity.**

#### ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included funding opportunities and Devon Communities Together (DCT) bulletins.
- An audit had been requested from Devon Communities Together and the surveyor had met with Secretary and Bookings Secretary to complete the questionnaire. An output would come in due course, but no further action was required.
- The Church had requested a Reader for the Carol Service on 17<sup>th</sup> December. **Action: Chair to read a lesson at the Carol Service on behalf of the Hall Committee.**

#### ITEM 4. FINANCE

- Current Acct: **£38,776.78.**
- There was early indication that hire income was sufficient to cover routine running costs. It was noted that contributors needed guidance on the fund raising required by the Hall. It was agreed to establish a Capital Fund from existing resources to fund future projects. It was also agreed to investigate interest-earning accounts for the Capital Funds. **Action: Treasurer to investigate interest-earning accounts for a Capital Fund.**

#### ITEM 5. HALL FABRIC

- The Chair had fixed issues with the upstairs vacuum cleaner. There had been reports of poor cleanliness post-hires recently, one following a private party and one following the UDS November show.
- The After-School cupboard was catching the lobby carpet causing potential trip hazard. It was agreed that the door or the carpet required trimming. **Action: Chair to seek help to address the carpet trip hazard at the After-School cupboard door.**
- The defibrillator was malfunctioning. **Action: Booking Secretary to liaise with Parish Council to fix the defibrillator.**
- The pending list of refurbishment priorities in order:
  - 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.

#### ITEM 6. CARETAKER/CLEANER

- Nil.

#### ITEM 7. HALL TASKS

- The Business Rates submission was expected in January. It was agreed to delay the next carpet clean until February Half-Term. **Action: Treasurer to book the carpet clean for February Half-Term.**
- The Fire Extinguisher service was due in January 2023. **Action: Booking Secretary to arrange for the Fire Extinguisher service.**
- The Risk Assessment was due in January 2023. **Action: Secretary to complete the Risk Assessment.**
- The Gas Certificate and Boiler Service was due 21 February 2023. **Action: Chair to engage Moorland Heating to complete the Gas Certificate and Boiler Service by 21 February 2023.**

#### ITEM 8. HIRINGS

- Hires were increasingly busy with mid-week hires and Warm Hub events. There had been a request for an older-persons mobility class midweek during the day and this required liaison between the Pre-School and potential providers. **Action: Mrs Walliker to investigate opportunities to facilitate a midweek class-provider in the coming months, pending a suitable provider being found.**

#### ITEM 9. ANY OTHER BUSINESS

- Pre-School plans for the future were briefed to the committee.
- The Royal Photos needed updating for the King and Queen Consort. **Action: Mr Slater to investigate local authority plans to update Royal photos in public buildings.**

#### ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **online at 7.30pm on Wednesday 11<sup>th</sup> January 2023.**

Stafford Williams  
Secretary