

UGBOROUGH VILLAGE HALL



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

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 13th NOVEMBER 2018

Present: Mr D Smallridge, Mrs K Brampton (*Treasurer*), Mrs C Gwynne (*Pre-School*), Mr S Williams (*Secretary*). **Apologies:** Mrs C Martin (Chair), Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record with a minor amendment.

ITEM 2. MATTERS ARISING

- The refresh of first aid kits had been completed.
- The on-line booking form had been updated
- The electrical remediation work had been discussed with a different electrician as Mr Skelley had not responded to inquiries. The essential work had been identified and would be actioned in the current week. **Action: Secretary to report back on electrical remediation progress.**
- *Carried forward:*
 - Loose hinges on cupboards in the kitchen had been fixed, but one under the sink was pending. **Action: Treasurer to investigate and liaise with caretaker.**
 - The climbing frames to the rear of the hall had yet to be removed. **Action: Chair to hasten the removal of the climbing frames by the pre-school group.**
 - PAT checks. **Action: Mrs Gwynne to organise PAT checks for all hall appliances.**
 - Gas contract renewal. **Action: Treasurer to renew gas contract.**
 - Liaison with the Fair Committee was discussed, including payments that were anticipated for the Hall. **Action: Chair was to report back on actions where required with the Fair Committee.**
 - Hole in first floor meeting room floor. **Action: Chair to investigate repair options.**

ITEM 3. LIGHTING GANTRY

- The Ugborough Drama Group had requested permanent light gantry fixtures to be placed in the main hall. The request was agreed in principle subject to obtaining building advice on joist loading and the fixings to be used from the installing builder. It was noted that the lights and projector would subsequently require PAT checking annually. **Action: Secretary to obtain report from the installing builder for committee confirmation.**

ITEM 4. CORRESPONDENCE

- South West Water had advised of a potential leak on the client side and quoted £399 plus VAT just to do an inspection. **Action: Treasurer to seek alternative leak inspection options.**

ITEM 5. FINANCE

- Current Acct: **£11,750.89**. This included the £1,775 held as retention for the contractor. Treasurer reported the intention to pay South West Water bills by direct debit.

ITEM 6. HALL FABRIC

- Tasks completed included painting of stairway metalwork and the pruning of the hedge.
- 3 quotes had been received for repainting of the main hall and upstairs cupboard and committee room. Mr Martin Dobson had been engaged to complete the painting in February half-term. **Action: Secretary to inform Mr Dobson of required colours.**
- The window on the side of the main hall had not yet been repaired. **Action: Booking Secretary to commission repair of the window.**
- A wet patch had been noted under the kitchen sinks, but no source of a leak identified. **Action: Caretaker to monitor for leaks under the kitchen sinks.**
- A request for an external noticeboard was considered, but the constraints on its position and size made implementation impractical. However, it was agreed that notices could be posted on the door glass.

ITEM 7. CARETAKER/CLEANER

- Nil.

ITEM 8. HALL TASKS

- Nil.

ITEM 9. HIRINGS

- It was noted that attempts had been made to hire the Hall when it was already booked out in the calendar. **Action: Booking Secretary to report on potential conflicts of bookings and to avoid double booking.**
- There was an issue on payment by the Pilates Group to reconcile. **Action: Treasurer and Mrs Gwynne to investigate payments from the Pilates Group.**

ITEM 10. ANY OTHER BUSINESS

- The Toddler Group on Monday afternoons was no longer at the same time as playgroup and it was suggested that they may wish to have a separate booking. **Action: Mrs Gwynne to investigate options for Toddler Group bookings.**
- Mr Smallridge indicated that the staff at Meadowside and St Francis Care Centre would donate a cake to the committee and it was agreed to give it to the Senior Citizens party on 15th December.

ITEM 11. DATE OF NEXT MEETING

- The next meeting will be held on **Tuesday 11th December at 8.00 pm at Hill House.**

Stafford Williams
Secretary