

## 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
Iybridge	Iybridge	Iybridge	Iybridge
PL21 0NF	PL21 0NT	PL21 0NG	PL21 0NJ

### MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 8th JANUARY 2019

**Present:** Mrs C Martin (*Chair*), Mr D Smallridge (*Parish Council*), Mrs K Brampton (*Treasurer*).

**Apologies:** Mrs J Hosking, Mrs C Gwynne (*Pre-School*), Mrs P Jones (*Booking Secretary*), Mr S Williams (*Secretary*).

#### ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

#### ITEM 2. MATTERS ARISING

- The kitchen sink splash-back, repair of the hole in the committee room floor and the cupboard hinge fix had been completed. The kitchen sink taps had been replaced with a new mixer tap.
- The climbing frames and table tennis table to the rear of the hall had been removed.
- The PAT checks had been completed pending 2 heaters in the committee room.
- The Treasurer had claimed a VAT reduction of £100.16 from SSE.
- The problem window in the main hall had been secured with a new handle, but was pending replacement hinges. **Action: Secretary to liaise with Mr Snell on replacing the window hinges.**
- *Carried forward:* It was agreed that a new doorbell should be procured. **Action: Mrs Gwynne to procure new doorbell.**

#### ITEM 3. CORRESPONDENCE

- Funding and volunteer activity information had been circulated, but other correspondence included:
  - SWW confirming direct debit payments.
  - SHDC confirmed business rates discretionary award without further application for 2019/20.
  - Complete Water Solutions adjusted quotes for the water pipe replacements to a total of £1219.56.

#### ITEM 4. FINANCE

- Current Acct: **£12,061.63**. This included funds held as retention for the roofing contractor, redecoration and the mains water leak repair.
- Hire payments from the school and pre-school were outstanding for autumn 2018. **Action: Mrs Martin to chase pre-school payments.**

#### ITEM 5. HALL FABRIC

- A mains water pipe had been replaced to resolve a leak and new cold water routing had been put in place. Making good of the surrounds was complete. Complete Water Solutions (the contractor) noted that 2 mains existed and this work closed one off as disused – the mains now runs into the building through the ladies toilet. A stopcock was placed under the basin outside the ladies toilet. **Action: Treasurer to post sign for presence of the stopcock.**
- The Risk assessment had been completed.
- It was noted that a black mesh shelving unit in the committee room store cupboard belonged to pre-school was to be disposed of. **Action: Mrs Martin to report on shelving removal.**
- The ladies/unisex disabled toilet door lock had been replaced and was accessible from the outside with a screwdriver in an emergency.

#### ITEM 67. CARETAKER/CLEANER

- The caretaker reported tightening of a kitchen sink waste pipe that was leaking.

#### ITEM 7. HALL TASKS

- Upcoming tasks included:
  - Fire extinguisher checks - booked for 10<sup>th</sup> January.
  - Deep clean – to be planned for end of half-term break.
  - Review of the electricity contract when information received from SSE
  - New 2-year SSE gas contract commences Feb 19.
  - Advertisement of the AGM in May 19.
  - Waste contract renewal.

#### ITEM 8. HIRINGS

- Booking Secretary was not present to report.

#### ITEM 9. ANY OTHER BUSINESS

- Nil.

#### ITEM 11. DATE OF NEXT MEETING

- There will be no meeting in February due to officer absence. The next meeting will be held on **Tuesday 12<sup>th</sup> March 2019 at 8.00 pm at Hill House.**

Stafford Williams  
Secretary