

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 12th NOVEMBER 2019

Present: Mrs C Martin (*Chair*), Mrs P Jones (*Booking Sec*), Mrs K Brampton (*Treasurer*), Mr S Williams (*Secretary*).

Apologies: Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- The Treasurer had purchased 12 chairs with arms from Style Seating, which were pending delivery.
- The feasibility study for the new hatchway was due to report imminently.
- *Carried forward:*
 - 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.**
 - The damp at the rear of the playgroup cupboard was discussed and the potential to 'tank-paint' it required investigation. **Action: Mrs Gwynne to investigate options to tank-paint the playgroup cupboard wall.**
 - A feasibility study into redesigned toilet facilities was received from Croft. The findings were discussed and options for raising funds were required. **Action: All to seek funding and grant opportunities. Secretary to discuss funding possibilities with Tom Holway.**
 - It had been suggested that Pre-School put wheels and handles on their bookshelf. **Action: Mrs Gwynne to report on progress to increase mobility of bookshelf.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting.
- Mrs Matthews had requested storage for disposing of plastic flowerpots behind the bin. The risks and issues were discussed. **Action: Chair to discuss options with Mrs Matthews.**
- Concern had been raised by Croft when completing the hatchway feasibility study that the hatch may include asbestos material. The last survey was conducted in 2006 and it was agreed to commission a new survey. The secretary had been liaising with G&L Consultancy Ltd regarding a survey. **Action: Secretary to engage new asbestos survey.**
- A request for use of the Hall as a polling station on 12th December had been received. **Action: Secretary to reply to the request for use of the Hall and publicise the use to hirers.**

ITEM 4. FINANCE

- Current Acct: **£10,566.49**. This included payment for half the cost of the new chairs yet to be paid.

ITEM 5. HALL FABRIC

- The stair light switch and the doorway movement-initiated light were not working. **Action: Secretary to investigate proper working of external lights.**
- The pending list of refurbishment priorities in order:
 - The hatch in the kitchen needed raising, noting the need to sort the lintel and liaise with building control. The project needed a project manager.
 - New worktops were required in the kitchen.
 - Solution to the damp storage cupboard used by the playgroup.
 - Floor surfaces were due for replacement.
 - Disabled access to upstairs was an 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 Deep Clean task (deferred to the Christmas Holidays) was pending a date from the Caretaker/Cleaner.
- Portable appliance testing (PAT) was due. **Action: Secretary to engage Mr Ross to complete PAT.**
- Upcoming tasks included renewal of the risk assessments and the business rates submission.

ITEM 8. HIRINGS

- Nil.

ITEM 9. ANY OTHER BUSINESS

- The risk assessment for the Panto was due. **Action: Mrs Jones to chase UDS through Roger Filling for the Panto risk assessment.**
- It was suggested that the deposit included in the hire conditions should be raised to £200 to cover the cost of deep cleaning if required. **Action: Secretary to amend the hire conditions. Booking Secretary to implement new deposit requests when required.**

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be held on **Tuesday 10th December 2019 at 8.00 pm at Hill House.**

Stafford Williams
Secretary