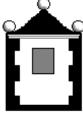
UGBOROUGH VILLAGE HALL



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

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 14th SEPTEMBER 2022

Present: Mrs C Martin (*Chair*), Mrs K Brampton (*Booking Sec*), Ms V Hemming (*Treasurer*), Mr T Slater (*Parish Council*), Mrs S Johns (*Ugborough Dramatic Society*), Mr S Williams (*Secretary*). **Apologies**: Mr J Maxwell (*Pre-School*), 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 new quote for the door replacement was sought from South Hams Glazing. This was accepted. Action: Secretary to commission South Hams Glazing to complete the door replacements at a suitable juncture.

- Chair had arranged a replacement sign design.
- Treasurer had completed Financial Controls Checklist.
- Inventory checks had been completed.

Carried Forward:

- The plastic cover on the light switch was worn halfway up the stairs. Action: Secretary organise switch cover replacement.
- There was a loose wall tile on the side of the Hall. Action: Secretary to investigate side walls for loose tiles.
- Actions: Treasurer to confirm billing for gas was correct.
- A new clock was installed in the main hall, but another was requested for the Committee Room. Action: Treasurer to purchase a clock for the Committee Room.
- Action: Chair to check First Aid kits.
- Action: Pre-School Group Representative to update the Committee on future requirements.

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included funding opportunities and Devon Communities Together (DCT) bulletins.

- An offer of help from Utility Aid was deferred to be nearer to the 2024 renewal of power contracts.

ITEM 4. FINANCE

- Current Acct: **£43,542.10**.

- The Fair Committee had agreed a profit share arrangement for use of the Hall and its facilities.

ITEM 5. HALL FABRIC

- The upstairs carpet was becoming grubby despite the recent clean. It was agreed to monitor pending the next clean in October half-term.

- The external staircase had the grit surface renewed and edges re-painted.

- Material tears had been noticed in the downstairs carpet and temporary repairs completed. Action: Booking Secretary to discuss potential causes with Pre-School.

- 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

- Upcoming tasks included the review of the boundary hedge and carpet clean at October half-term. Action: Treasurer to engage carpet cleaning for October half-term.

ITEM 8. HIRINGS

- Hirings were increasing and there was a need to review hire charges. It was agreed to reduce charges and promulgate a new list. Action: Secretary to circulate the proposed charges for acceptance between meetings. [post meeting agreement on following]

	Hire Charges	
Main Hall and Kitchen	£12.50 first hour, £10 per	
	hour thereafter*	
Committee Room	£5.00 per hour	
Official bodies (e.g. elections)	£40.00 per session**	
School	£10.00 per hour	
Pre-School	£4.50 per hour	
	£1.50 per hour for Committee	
	Room	
Deposit (when required)	Up to £200.00 per hire	

* Any discount requested must be agreed by committee on a case-by-case basis.

** Session is defined as one of the following: AM, PM and Evening.

- It was agreed to accept UDS hire requests for February and July 2023. They also requested a profit sharing means of payment for UDS use of the hall for rehearsals and shows. This was agreed. Action: Booking Secretary to inform UDS of the acceptance of the hire requests and profit sharing payment arrangement.

ITEM 9. ANY OTHER BUSINESS

- Nil.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be online at 7.30pm on Wednesday 12th October 2022.

Stafford Williams Secretary