

## UGBOROUGH VILLAGE HALL



Chair	Secretary	Bookings Secretary	Treasurer
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
Iybridge	Iybridge	Iybridge	Iybridge
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]**

	<b>Hire Charges</b>	
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 12<sup>th</sup> October 2022.**

Stafford Williams  
Secretary