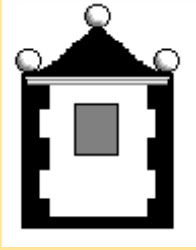


UGBOROUGH VILLAGE HALL



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

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 12th OCTOBER 2022

Present: Mrs C Martin (*Chair*), Mrs K Brampton (*Booking Sec*), Ms V Hemming (*Treasurer*), Mr T Slater (*Parish Council*), Mr J Maxwell (*Pre-School*), Mr S Williams (*Secretary*).

Apologies: 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

- South Hams Glazing had been commissioned to provide new doors, but no date for delivery and fitting had yet been provided. **Action: Secretary to agree date for South Hams Glazing to complete the door replacements. [post-meeting 28th October confirmed]**
- A clock had been installed downstairs.
- The new hire charges had been finalised and published.
- Carpet cleaning had been confirmed for 25th October. It was agreed to include the Pre-School rug.

Carried Forward:

- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary organise switch cover replacement.**
- **Actions: Treasurer to confirm billing for gas was correct.**
- **Action: Chair to check First Aid kits.**

ITEM 3. CORRESPONDENCE

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

ITEM 4. FINANCE

- Current Acct: **£43,542.10.**
- The Fair Committee had agreed an allocation of profit to the Hall, but the exact figure was pending. The Produce Show had donated £100. Harvest Sharing Supper had donated £30. UGFEST had donated £300. **Action: Chair to issue 'thank you' for donations.**

ITEM 5. HALL FABRIC

- It was still uncertain what caused material damage in the downstairs carpet and monitoring would continue by Pre-School.
- The light bulb in the Hall lobby had been replaced. **Action: Chair to investigate faltering light upstairs.**
- The pending list of refurbishment priorities in order:
 - 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

- A heater panel control was loose and would require monitoring. **Action: Caretaker to monitor heating panel controls for integrity.**

ITEM 7. HALL TASKS

- Upcoming tasks included the cleaning of the carpets at half-term.

ITEM 8. HIRINGS

- Hires were increasingly busy including parties, senior citizen meal and sewing classes. Pre-School had provided their hire requirements up until July 2023, noting the previous hires in place for UDS and Polling Station. February booking by UDS now cancelled.
- Use of the Hall as a 'Warm Place' would rely on booking by a responsible hirer.
- It was noted how well the post-Preschool clean-up was completed.

ITEM 9. ANY OTHER BUSINESS

- Nil.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **online (Zoom) at 7.30pm on Wednesday 9th November 2022.**

Stafford Williams
Secretary