

UGBOROUGH VILLAGE HALL



Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Vacant	Mrs K Brampton
14 Seldons Close	3, The Square		Hill House
Ugborough	Ugborough		Ugborough
Ivybridge	Ivybridge		Ivybridge
PL21 0NF	PL21 0NT		PL21 0NJ

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 8th JUNE 2021

Present: Mrs C Martin (*Chair*) Mrs K Brampton (*Treasurer*), Mr T Slater (*Parish Council*), 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

- Gas Safety Certification and boiler service had been completed pending receipt of the certificate.
- Membership of Devon Communities Together had been renewed.
- Updates to the Hire Conditions and Welcome Packs were agreed. **Actions: Secretary to provide final versions of Hire Conditions and Welcome Pack. Treasurer to post updated versions on website.**

Carried Forward:

- It was agreed that the Pre-School Group were to put wheels on the new play-kitchen to help other hirers move it as required. **Action: Pre-School to put wheels on the new play-kitchen.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included COVID-19 updates, funding opportunities and Devon Communities Together (DCT) bulletins.
- Insurance renewal had been arranged with Allied Westminster and updates made to hire conditions where required.
- The Government was consulting on a Duty to Protect for organisations that provide access to the public. **Action: Secretary to complete the consultation survey on Duty to Protect.**
- - There had been correspondence regarding hires.

ITEM 4. FINANCE

- Current Acct: **£35,592.23**. Payment had been received for polling station hire.

ITEM 5. HALL FABRIC

- 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.
 - Floor surfaces were due for replacement.
 - Disabled access to upstairs was a long-term 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

- There were no specific tasks required in the coming month.

ITEM 8. HIRINGS

- Yoga had started in the Committee Room.
- Although the Pre-School dates were known the group had not yet done the hire form and there was pressure from other hirers. Without the hire form there was no confirmed booking. **Action: Pre-School group to complete hire form [done post meeting].**
- USS hires were pending changes to restrictions sufficient to support operation.

ITEM 9. ANY OTHER BUSINESS

- There was still a need to identify a new Booking Secretary. **Action: Chair to publicise the urgent need to fill this role.**

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **virtual at 8pm on Tuesday 13th July 2021.**

Stafford Williams
Secretary