

## UGBOROUGH VILLAGE HALL



Vice Chairman	Secretary	Bookings Secretary	Treasurer
Mrs Sharon Hughes	Stafford Williams	Mrs Philomena Jones	Mrs K Brampton
The Old Chapel	3, The Square	Chickpea Cottage	Hill House
Ugborough	Ugborough	Ugborough	Ugborough
Iybridge	Iybridge	Iybridge	Iybridge
PL21 0NG	PL21 0NT	PL21 0NG	PL21 0NJ

### MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 14<sup>th</sup> FEBRUARY 2017

**Present:** Mrs J Hosking, Mrs P Jones, Mrs K Brampton, Mr S Williams (*Secretary*).

**Apologies:** Mrs S Hughes (*Chairman*), Mr D Smallridge, Mrs C Gwynne.

#### ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

#### ITEM 2. MATTERS ARISING

- Three roof refurbishment quotes had been received and it was agreed to check details with suppliers whilst accessing grants and making planning enquiries. **Action: Treasurer to refine quotes for hall roof refurbishment. Secretary to investigate the Big Lottery Fund grant opportunities and make planning enquiries.**
- The kitchen window had been replaced. **Actions: Treasurer to post notice on use of the window restrictor.**
- *Carried forward:* A date of 17<sup>th</sup> February was nominated to complete a deep clean of parts of the main hall during half-term. **Action: Mrs Gwynne to request support to the clean-up through the Pre-School and Bugle.**
- *Carried forward:* During the path refurbishment it was noted that the drain running into the road was collapsed and it was likely that the responsibility would lie with South West Water. Water was draining satisfactorily despite the collapse. **Action: Secretary to contact South West Water about the drain collapse.**
- *Carried forward:* The SHDC rateable value for the Hall was now under review, but a decision for the discretionary and non-discretionary discounts was required. **Action: Treasurer to track the applications for rate relief.**

#### ITEM 3. CORRESPONDENCE

- Devon Communities Together was holding a workshop in Ugborough Church on 22<sup>nd</sup> March.
- The SSE power contracts were under review. **Action: Treasurer to report changes to power contracts.**
- A donation to the newsletter of £50 was authorised.
- The fire extinguishers were serviced in January.

- The Hall would be used as a polling station on 4<sup>th</sup> May 2017 and would be unavailable all day to other users.

#### ITEM 4. FINANCE

- Current Acct: **£ 13,532.50**. A bill of £1,068 was anticipated for the recent rectification work.

#### ITEM 5. HALL FABRIC

- Rectification jobs had been completed and carpet that had become raised in the main Hall and in the hallway was removed. The Table Store cupboard now had keys for the lock. A log was being kept of fire alarm system checks. **Actions: Secretary to distribute keys.**

#### ITEM 6. CARETAKER/CLEANER

- The caretaker had accepted the minor changes to the job description in the caretaker contract following a review and inclusion of weekly alarm system checks.
- Concerns were raised over the cleanliness of the Hall after hires. This was to be monitored over the next month, but a reminder to regular hirers was to be included in the minutes. **Action: All hirers are reminded of their responsibility to leave the Hall fit for use by the next hirer.**

#### ITEM 7. ANY OTHER BUSINESS

- It was noted that several regular hirers (Pilates, History Group, Pre-School, School and USS) had not signed the annual Hire Terms and Conditions and may not be covered by the insurance. **Actions: Secretary to inform the groups of their responsibility. Bookings Secretary to report back on progress by the next meeting.**
- Agenda items for the Hall AGM in May were required.

#### ITEM 8. DATE OF NEXT MEETING

- The next meeting will be **on Tuesday 14th March 2017 at 8.00 pm.**

Stafford Williams  
Secretary