

UGBOROUGH VILLAGE HALL



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

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 9th JUNE 2020

Present: Mrs C Martin (*Chair*), Mr T Slater (*Parish Council*), Mrs Charlott Fletcher, Mrs K Brampton (*Treasurer*), Mrs P Jones (*Booking Secretary*), Mr S Williams (*Secretary*).

Apologies: Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

- The minutes of the May meeting and the pre-opening meeting on 23rd May were approved as a true record.

ITEM 2. MATTERS ARISING

- A meeting had been held on 23rd May to arrange for the re-opening of Pre-School in the Hall.

- The feasibility study into redesigned toilet facilities was discussed. The findings suggested that the new window arrangement would require planning permission and this may be a pre-requisite for grants. It was agreed to pursue a planning permission using engagement of Croft to complete the technical provisions once they were ready to progress.

Action: Treasurer to investigate engagement of Croft on obtaining planning permission for the toilets.

- The damp in the main Hall had been investigated and it was believed to be due to circulation issues in the top corners. No further action was required, but any damp would continue to be monitored.

- Following an initial request by the Post Office to use the upstairs committee room there was some issue that The Ugborough Support Group had encountered preventing the use. No official communication with the Hall had been received. **Action: Secretary to seek clarity on the position of the Post Office using the Hall.**

- The Pre-School group requested a payment holiday as the numbers attending were initially low, but expected to grow over the coming weeks. It was agreed to extend the Pre-School Group a 3-week payment holiday to support their return. **Action: Treasurer to start invoicing the Pre-School Group for use of the Hall starting on 22nd June.**

- *Carried forward:*

- The problem window in the main hall had been secured with a new handle but was pending replacement hinges. A meeting was booked for 28th March. **Action: Secretary to investigate replacing the window hinges.**
- The Parish Council had produced a Parish Map and it was agreed that a copy be placed in the Hall. **Action: Mr Slater to organise display of the map in the main hall.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included information and surveys from CVS, DCF and SHDC. Additionally, correspondence included updates of the Hall insurance; COVID-19 survey; Charity Commission updates; and South West Water regarding the need to keep them informed on re-opening/increased use.

Actions: Treasurer to post the gas safety and liability certificates.

ITEM 4. FINANCE

- Current Acct: **£33,165.29**. This included the Lottery Funding for the hatch and the business continuity grant.

ITEM 5. HALL FABRIC

- [*Post meeting: COVID-19 Risk Assessment to be issued and hand sanitiser stations to be procured.*]

- The pending list of refurbishment priorities in order:

- Installation of new toilet design for 4 x WCs.
- New worktops were required in the kitchen.
- 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

- Upcoming tasks had been completed for the period until end June. The Performing Rights Society payment was due in July.

ITEM 8. HIRINGS

- Nil, noting bookings still existed in August and September.

ITEM 9. ANY OTHER BUSINESS

- The Annual Report was approved by the committee. The AGM was postponed until September at the earliest pending COVID-19 restrictions.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be conducted via video-conferencing at 8pm on Tuesday 14th June.

Stafford Williams
Secretary