

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 12th APRIL 2022

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

- Pre-School had been reminded of their responsibilities for identifying when a clear-up was needed and conducting it appropriately. Deep cleaning had been completed, noting that the supplier was retiring soon.
- New door keys had been distributed, noting Chair and Yoga Group required appropriate keys. **Action: Secretary to provide remaining keys to Chair and Yoga Group.**

Carried Forward:

- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary organise switch cover replacement.**

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. Other correspondence included:
 - SHDC confirmed the zero-rate demand due to reliefs.
 - SSE provided a revised bill for electricity and gas for payment after 22nd April.
 - SHDC waste disposal duty of care form had been signed by the Booking Secretary.
 - USS highlighted that sharp knives had been mixed with regular cutlery, but they were now housed in a designated box.
 - A report of issues with tradespeople working during Pre-School activity had been noted and was being resolved. **Action: Secretary to discuss with relevant tradesperson.**
 - Pre-School had arranged to pay PRS/PRL fees.

ITEM 4. FINANCE

- Current Acct: **£44,301.82**, less cheque due to clear for Ace Fire £460.80. Payment of £120 had been made for a PlusNet license to improve Hall WiFi security. An invoice for Hall use of the village website was £80. Purchase of new paper towels and washing up liquid had been paid for.
- Parish Council and Preschool were paid up to date. The Treasurer had online access and set up the accounts in a free package called Quick File (raising receipts when paid and sending to Booking Sec and the payee). A debit card had been applied for. The Annual Accounts were with the Auditor. Updates to the Financial Controls were necessary due to the online account and to accommodate the Treasurer making all relevant payments. **Action: Secretary and Treasurer to update Financial Controls document.**

ITEM 5. HALL FABRIC

- Ace Fire had completed renovation of the smoke alarms and familiarisation was required. **Actions: Treasurer to purchase additional test keys. Secretary to familiarise Caretaker with alarm testing.**
- Pre-School reported red marks and heat rings at the hatch after recent events.
- 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 preparation of the Reports for the AGM and a review of the Hall Insurance prior to renewal. Task List required updating to include Ace Fire checks and gas certification following the Boiler replacement. **Actions: Secretary to update the Task List. Chair to confirm the Landlord gas certification with the boiler supplier, Moorland.**

ITEM 8. HIRINGS

- Pre-School had made requests for summer camp dates at the normal Pre-School rates. The requests were agreed.
- UDS had made advance requests for future use of the Hall during term times (end Nov 22, Feb 23 and Jul 23). Response was pending investigation of options by the Pre-School. **Action: Mrs Barretto and Mr Maxwell to report on options for Pre-School during the requested periods of UDS hire.** UDS had been advised of the need to clear up for other hirers when sharing the Hall.

ITEM 9. ANY OTHER BUSINESS

- Moby Nick had donated a 6-piece toaster that had completed PAT. **Action: Booking Sec to add the Toaster to the inventory.**

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the **AGM in person at the Village Hall at 8.00pm on Tuesday 10th May 2022.**

Stafford Williams
Secretary