

## 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 11<sup>th</sup> OCTOBER 2016

**Present:** Mrs C Gwynne, Mrs K Brampton, Mr D Smallridge, Mr S Williams (*Secretary*).

**Apologies:** Mrs S Hughes (*Chairman*), Mrs J Hosking.

#### ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

#### ITEM 2. MATTERS ARISING

- The pre-school cupboard clean-up had been completed.
- The consolidation of key holdings was nearing completion with just a few individuals left to contact.
- The noise from the defibrillator on the hall wall was perceived to be related to temperature. **Action: Mr Smallridge to investigate the noise further with the Parish Council.**
- One roof refurbishment quote had been received and others were to be sought. It was queried whether planning permission would be required. **Action: Committee members to seek quotes for hall roof refurbishment. Mr Smallridge to investigate the need for planning consent.**
- The beer glasses donated by Peter and Libby Johns had been received.
- *Carried forward:* Mrs Jones noted the need for a deep clean of parts of the main hall. **Action: Bookings Secretary to organise a deep clean day.**
- *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 kitchen window was in need of re-painting, but the cracks in the panes indicated that it may be sitting too tightly in the frame. **Action: Mrs Jones to investigate quotes for front kitchen window repair.**

- *Carried forward:* A date for audit of the Hall inventory had yet to be confirmed. **Action: Treasurer to determine date for the Hall inventory audit.**

### ITEM 3. CORRESPONDENCE

- Minor correspondence had been circulated amongst the committee as required.

### ITEM 4. FINANCE

- Current Acct: **£ 11,109.47**
- Donations had been received from the Garden Club (£74) and the Fair Committee (£1,200)..

### ITEM 5. HALL FABRIC

- There was a need to update the annual SHEF risk assessment. **Action: Secretary to update the hazard risk assessments.**
- The kitchen light was replaced post-meeting.
- The fridge cool compartment was not working, although the freezer compartment remained operative. **Action: Mrs Gwynne to investigate the warranty on the fridge with Bosch and seek repair.**
- It was not that the portable appliances required testing and that Pre-School had agreed to include all Hall assets when they get their appliances tested. **Action Mrs Gwynne to coordinate appliance testing in the Hall.**

### ITEM 6. CARETAKER/CLEANER

- Nil.

### ITEM 7. ANY OTHER BUSINESS

- Due to low numbers at meetings and known difficulties in November, it was agreed not to hold a meeting in November.

### ITEM 8. DATE OF NEXT MEETING

- The next meeting will be the Christmas gathering **on Tuesday 13th December 2016 at 8.00 pm. Please bring refreshment.**

Stafford Williams  
Secretary