

UGBOROUGH VILLAGE HALL



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

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 14th APRIL 2020

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

This was the first meeting to be held using video conferencing due to the COVID-19 disease restrictions.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- The hatch in the kitchen needed raising, noting the need to sort the lintel and liaise with building control. Bids to help fund work towards the hatchway had been submitted by the Treasurer. In response to requests the Hall had received £400 support from Mr Hosking (DCC) through his Locality Fund and £242 was promised from the Parish Council for Technical Documentation Development.
- The pre-school bookshelf now had wheels and would soon have handles to assist its mobility.
- Although the Annual Parish Meeting was postponed due to COVID-19 disease restrictions, the Treasurer had submitted the Hall report.
- A proposal to investigate replacement of the January 2004 vintage boiler was made with the aim of identifying a more efficient model. **Action: Chair to investigate boiler replacement.**
- Key obtained for the G-UP group as new regular hirers had been given to the Elburton Post Office for the duration of the COVID-19 disease restrictions.
- *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.**
 - A feasibility study into redesigned toilet facilities was received from Croft. The findings were discussed and options for raising funds were required. Tom Holway had indicated that Section 106 funding may be available. **Action: All to seek funding and grant opportunities.**
 - 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. Additionally, correspondence included postponement of the police commissioner elections, advice to charities and guidance from community organisations. South West Water charges of £1090.59 had been

received. The Hall had received a demand for the business rates that the SHDC had already advised were awarded discretionary rate relief. The Treasurer had queried this with Tom Holway.

- The Plusnet contract was due renewal at end May and a discount was available if a 24-month contract was taken. It was agreed to renew the Plusnet contract on a 24-month basis.

ITEM 4. FINANCE

- Current Acct: **£13,354.22**. It was noted that there was no income expected during the COVID-19 disease restrictions. There was no immediate concern regarding the financial situation, but it would require review – possibly in line with a revised AGM. The annual accounts were with the auditor.

ITEM 5. HALL FABRIC

- The Playgroup cupboard was remaining open to help ventilate the damp problem. Other reports of damp required investigation. **Action: Secretary to investigate damp reports.**
- The Parish Council was obtaining a new defibrillator and case under a new contract. **Action: Treasurer to coordinate installation of new defibrillator.**

- 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

- A new Henry Vacuum cleaner had been procured.
- The Treasurer had asked the Caretaker/Cleaner to ensure the side path was swept to help the one-way system established by the Post Office during the restrictions.

ITEM 7. HALL TASKS

- Upcoming tasks included preparation of annual accounts and reports, and the annual insurance review.

ITEM 8. HIRINGS

- The Hall had been let to the weekly Post Office free of charge during restrictions. The Treasurer had queried the hours used and paid for by the School. **Action: Treasurer to follow up on School hiring requirements.**

ITEM 9. ANY OTHER BUSINESS

- It was agreed to postpone the AGM until restrictions permitted a public event to be held.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be conducted via video-conferencing at 8pm on Tuesday 12th May.

Stafford Williams
Secretary