

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 10th DECEMBER 2019

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

Apologies: Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- The purchase of 12 chairs with arms from Style Seating was still pending delivery after the wrong chairs had been initially delivered and that set of chairs returned to the supplier.
- The feasibility study for the new hatchway had been received and shared. An asbestos survey was to be conducted on 23rd December.
- The Portable appliance testing (PAT) was deferred and a date was pending response from the supplier.
- The request for the Hall to be used as a recycling station had been discussed with the Green Ugborough Parish group and no further action was required.
- *Carried forward:*
 - The problem window in the main hall had been secured with a new handle, but was pending replacement hinges. **Action: Secretary to liaise with Mr Snell on replacing the window hinges.**
 - The damp at the rear of the playgroup cupboard was discussed and the potential to 'tank-paint' it required investigation. **Action: Mrs Gwynne to investigate options to tank-paint the playgroup cupboard wall.**
 - 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.**
 - Handles had been suggested for the pre-school bookshelf to improve mobility. **Action: Chair to report on progress to increase mobility of bookshelf.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting.

ITEM 4. FINANCE

- Current Acct: **£11,209.44**. This included a donation of £1,500 from The Ugborough Dramatic Society. This follows the donation from the Fair of £1,030 received in September.

ITEM 5. HALL FABRIC

- The stair light had been fixed, but the doorway movement-initiated light needed replacement. **Action: Secretary to purchase external movement-initiated lights.**
- The carpet was due to be cleaned on 30th December.
- 30 cups and miscellaneous other crockery had been returned in response to the request in the autumn.
- A WC cistern in the male toilet was cracked. **Action: Secretary to investigate the need for repairs to the cistern.**
- The pending list of refurbishment priorities in order:
 - The hatch in the kitchen needed raising, noting the need to sort the lintel and liaise with building control. The project needed a project manager.
 - New worktops were required in the kitchen.
 - Solution to the damp storage cupboard used by the playgroup.
 - Floor surfaces were due for replacement.
 - Disabled access to upstairs was an aspiration pending feasibility investigation, but any improvement to access was of interest including lighting on stairs.

ITEM 6. CARETAKER/CLEANER

- The Caretaker/Cleaner contract was due for review. **Action: Secretary to initiate review of the Caretaker/Cleaner contract.**

ITEM 7. HALL TASKS

- Upcoming tasks included renewal of the risk assessments and the business rates submission.

ITEM 8. HIRINGS

- Nil.

ITEM 9. ANY OTHER BUSINESS

- 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.**
- It had been agreed to move the link to Hall business on the village website up to a top level to assist those navigating to information and hiring details.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be held on **Tuesday 14th January 2020 at 8.00 pm at Hill House.**

Stafford Williams
Secretary