

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
Iybridge	Iybridge	Iybridge	Iybridge
PL21 0NF	PL21 0NT	PL21 0NG	PL21 0NJ

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 14th JULY 2020

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

- The AGM was to be held in the Hall on Tuesday 15th September at 8pm with appropriate social distancing put in place. **Action: Secretary to advertise the AGM to the community.**
- The Post Office was now moved back to the Church.
- Treasurer had posted the gas safety and liability certificates.
- The COVID-19 Risk Assessment had been published on the Hall website.
- *Carried forward:*
 - 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 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 from CVS, DCF and SHDC. Additionally, correspondence included PPL/PRS renewal; updates of the Hall insurance; and renewal of DCF membership. The SHDC Duty of Care Waste Control Form had been completed by the Treasurer.

ITEM 4. FINANCE

- Current Acct: **£32,016.42**. This included the Lottery Funding for the hatch and the business continuity grant. Cancelled hires due to COVID-19 restrictions were being refunded as appropriate.

ITEM 5. HALL FABRIC

- The Pre-School group requested coordination of potential hires to other users to reduce the need to clean and put-away all equipment. It was agreed to propose re-opening of the Hall to other hirers from 5th September with the following limitations:

- Two weeks' notice required to coordinate liaison with other users and additional cleaning requirements.
- Cleaning before and after change of hirer.
- All wishing to hire the Hall must use the online booking form and the Booking Secretary will make contact to discuss potential arrangements. Only then will the booking be confirmed.

Actions: Secretary to inform the Hall Insurer of re-opening plans. Treasurer to canvas regular hirers to explore potential demand. Chair to propose wording for publicising re-opening of the Hall. Secretary to liaise with caretaker/cleaner over additional cleaning burden. Secretary to liaise with Booking Secretary over the re-opening limitations.

- It was agreed to accept the quote from TJ Smith for the Hatch refurbishment task to be initiated on 10th August. **Actions: Treasurer to liaise with Croft on project management. Secretary to inform the Hall insurers of the Minor Works JCT Contract work. Treasurer and Booking Secretary to ensure that there were no Hall hirings for completion of the project.**

- 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 July pending the Performing Rights Society payment. The check of first aid kits and inventory were required in August.

Actions: Treasurer to complete the annual inventory check. Chair to complete the annual check of first aid kits.

ITEM 8. HIRINGS

- Nil.

ITEM 9. ANY OTHER BUSINESS

- Nil.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be conducted via video-conferencing at 8pm on Tuesday 11th August.

Stafford Williams
Secretary