

## 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
Ivybridge	Ivybridge	Ivybridge	Ivybridge
PL21 0NF	PL21 0NT	PL21 0NG	PL21 0NJ

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### MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 9th APRIL 2019

**Present:** Mrs J Hosking, Mrs P Jones (*Booking Secretary*), Mr D Smallridge (*Parish Council*), Mrs K Brampton (*Treasurer*) Mrs C Gwynne (*Pre-School*). Mr S Williams (*Secretary*). **Apologies:** Mrs C Martin (*Chair*).

#### ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

#### ITEM 2. MATTERS ARISING

- The Chair had presented a report on the Hall to the Parish AGM.
- A new doorbell had been procured.
- The black mesh shelving was under repair for re-use.
- A microwave had been procured and was free-standing in the kitchen.
- Options for the kitchen cupboard paint colour were reviewed and it was agreed to use 'tortoise and hare green'. **Action: Treasurer to organise cupboard painting for the summer holiday.**
- **Action: Secretary to confirm deep clean plan for 28<sup>th</sup> April with Caretaker.**
- *Carried forward:*
  - Advertise the AGM. **Action: Secretary to publicise AGM in newsletter.**
  - 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 male WC toilet door lock had been locked from inside by a young child and a suitable replacement for the bolt that could be accessible from the outside with a screwdriver in an emergency was required. **Action: Mrs Gwynne to commission a lock replacement for the male WC door.**
  - 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.**

#### ITEM 3. CORRESPONDENCE

- Funding, An ACRE funding opportunity was shared.
- The Hall had been scheduled for potential EU elections on 23<sup>rd</sup> May.
- The DCC Locality funding had been received and feedback forms submitted.

#### ITEM 4. FINANCE

- Current Acct: **£11,809.57**. This included £4,346.32 received from various grants and donations.

#### ITEM 5. HALL FABRIC

- There was a need for a new list of refurbishment priorities to be addressed and the following were noted:
  - 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.
  - Floor surfaces were due for replacement.
  - The need for additional toilets for female or unisex use had long been established. It was considered that space was available, but a project manager and proposed plan were required.
  - Disabled access to upstairs was an aspiration.

#### ITEM 6. CARETAKER/CLEANER

- Nil.

#### ITEM 7. HALL TASKS

- Upcoming tasks included:
  - Reports for AGM: **Action: Chair and Treasurer.**
  - Waste contract renewal.
  - Insurance review.
  - A donation to the village website was anticipated, but yet to be requested. **Action: Treasurer to get agreement for payment from Chair or Secretary once request made.**
  - Gas safety certificate and boiler service booking. **Action: Treasurer to book Mr Tarr for gas servicing.**

#### ITEM 8. HIRINGS

- Booking Secretary noted that amendments to the hiring paperwork and use of BACS had improved contact arrangements and payments. It was suggested that a keysafe may help control of Hall keys.

#### ITEM 9. ANY OTHER BUSINESS

- The agenda for the AGM was confirmed and 2 proposals had been agreed by the committee:
  - School discount be removed and the hire charge return to the standard £10 per hour to account for the reduced use of the Hall.
  - Pre-school discount be reduced and a charge of £4.50 per hour apply to account for increases in costs.

#### ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the AGM to be held on **Tuesday 21st May 2019 at 8.00 pm at the Village Hall.**

Stafford Williams  
Secretary