

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 8th OCTOBER 2019

Present: Mrs P Jones (*Booking Sec*), Mrs K Brampton (*Treasurer*), Mrs Faith Matthews, Mr S Williams (*Secretary*).

Apologies: Mrs C Martin (*Chair*), Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- Tasks completed:
 - Secretary had written to NPS SW regarding correct procedure for booking visits to the Hall.
 - The inventory check had been done and a range of crockery and other items had been purchased at a cost of £157.13. It was noted that significant damage had occurred and yet no record of breakages had been put in the occurrence book. **Action: Mrs Gwynne to discuss breakages with Pre-School staff. Secretary to publicise the issue in the Newsletter.**
 - The Treasurer had booked a visit from Croft for a feasibility study for the Hatch replacement using the funds allocated previously from users.
 - Mr Shepherd had resolved the broken light by procuring a new balance unit.
 - Fair equipment in the upstairs store cupboard had been tidied up.
 - First aid kit and eye-wash renewal had been completed.
 - The boundary hedge had been cut back.
 - The Treasurer had investigated the cost of 12 chairs with arms from Style Seating, who provided the existing chairs. **Action: Treasurer to buy 12 chairs with arms from Style Seating.**
- *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. **Action: All to seek funding and grant opportunities. Secretary to discuss funding possibilities with Tom Holway.**
 - It had been suggested that Pre-School put wheels and handles on their bookshelf. **Action: Mrs Gwynne to report on progress to increase mobility of bookshelf.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting. A response to the PCC request for support to their heritage plans had been sent.

ITEM 4. FINANCE

- Current Acct: **£11,124.35**. This included donations from the Fair for £1,030 and £141.20 from the Garden Club.

ITEM 5. HALL FABRIC

- Potential improvements to Hall access were discussed and it was agreed to consider minor works such as lighting once identified.
- Urinal flushing had failed and was repaired with a manual valve.
- A new key had been procured for the After-School Group Cupboard.
- 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

- Nil.

ITEM 7. HALL TASKS

- The Deep Clean task was deferred to the Christmas Holidays.

ITEM 8. HIRINGS

- The Booking Secretary agreed to resolve a clash of events with the pantomime rehearsals. **Action: Secretary to inform the Ugborough Dramatic Society that arrangements they make with other hirers (not already covered by a hire form) must be done through the Hall Committee or risk those events being uninsured.**

ITEM 9. ANY OTHER BUSINESS

- Mrs Matthews from the Sustainability Group requested space for recycling collection boxes in the Hall. It was agreed to accommodate limited boxes in the kitchen. She also requested regular meetings and was advised to book them through the normal channel. It was noted that she had requested an extension of 1 hour on the USS booking times.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be held on **Tuesday 12th November 2019 at 8.00 pm at Hill House.**

Stafford Williams
Secretary