

UGBOROUGH VILLAGE HALL



Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Mrs K Brampton	Ms V Hemming
14 Seldons Close	3, The Square	Hill House	Virginia Lodge
Ugborough	Ugborough	Ugborough	Ugborough
Iybridge	Iybridge	Iybridge	Iybridge
PL21 0NF	PL21 0NT	PL21 0NJ	PL21 0NR

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 15th JUNE 2022

Present: Mrs C Martin (*Chair*), Mrs K Brampton (*Booking Sec*), Ms V Hemming (*Treasurer*), Mr T Slater (*Parish Council*), Mrs N Williams (*Pre-School*). **Apologies:** Mr S Williams (*Secretary*), Mr J Maxwell (*Pre-School*), 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

- Remaining door keys had been allocated and record disseminated. The fire alarm test keys had been purchased. DCT membership had been renewed.

Carried Forward:

- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary organise switch cover replacement.**
- Replacement of doors was anticipated in the summer. **Secretary to obtain dates for work.**
- A report of issues with tradespeople working during Pre-School activity had been noted and was being resolved. **Action: Secretary to discuss with relevant tradesperson.**
- **Action: Chair to confirm the Landlord gas certification with the boiler supplier, Moorland.**
- There was a loose wall tile on the side of the Hall. **Action: Secretary to investigate side walls for loose tiles.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included COVID-19 updates, funding opportunities and Devon Communities Together (DCT) bulletins. Charity Commission Annual Return had been submitted.

- Insurance renewal was due, and a discount was available for a 5-year commitment with Allied Westminster. It was agreed to renew insurance with the 5-year deal. **Action: Secretary to initiate insurance renewal with Allied Westminster.**

- Applications for Jubilee grants had been requested. No project was identified. A request for renewal of NCVO membership was considered. It was agreed that with a turnover of less than £30K the Hall should pay nothing. **Action: Treasurer to renew membership of NCVO.**

ITEM 4. FINANCE

- Current Acct: **£43,081.87.** **Action: Treasurer to update Financial Controls Checklist document.**

ITEM 5. HALL FABRIC

- There was a request to refurbish the Hall sign at the front of the building. Phil Briant was going to measure up this weekend and send a quote. **Action: Chair to obtain quote for refurbishment of the Hall sign.**
- Mrs Slater suggested that they trim the hedges between the Hall and her property. It was agreed to allow whatever maintenance was required.
- Two of the Hall clocks needed replacing. **Action: Treasurer to purchase new clocks.**
- The pending list of refurbishment priorities in order:
 - Committee Room door to be replaced.
 - Installation of new toilet design for 4 x WCs. It was agreed to pursue a planning permission once funding and project management were in place.
 - Review renovation of the damp storage cupboard at the back of the Hall.
 - Disabled access to upstairs was a long-term aspiration pending feasibility investigation, but any improvement to access was of interest including lighting on stairs.
 - The radiator in the Gents Toilet was rusty and would need replacement, but this should await the planned refurbishment. **Action: Caretaker to monitor the toilet radiator for leaks.**

ITEM 6. CARETAKER/CLEANER

- There was discussion over hall cleanliness and frequency of deep cleaning. **Action: Treasurer to liaise with Caretaker over upcoming needs.**

ITEM 7. HALL TASKS

- Upcoming tasks included renewal of Hall insurance, performing rights submission and painting of the external staircase.

ITEM 8. HIRINGS

- UDS revised dates (19th Nov after USS to 27th Nov) were agreed, pending receipt of the UDS Booking Enquiry form. Pre-school would use the school hall except for lunchtime 11:45 to 1:45 when they will use the VH committee room. Proviso included Preschool to provide carpet protection and Fair to move gazebos from the upstairs cupboard so that UDS would have sufficient storage. UDS and Pre-school potential booking conflicts in February and June 2023 were to be resolved in September pending the outcome of a Pre-school pre applications affecting their future. **Actions: Pre-School (Mr Maxwell) to submit bookings for the next year.**
- For Ugborough Fair Week, Bingo and PTA quiz bookings were agreed at the minimum rate of £30. On Fair Day it was agreed to allow use of toilets and tables for share of profits.

ITEM 9. ANY OTHER BUSINESS

- Chair agreed to host a 'get involved' board at the Fair where groups can list any volunteering positions or 'join our group' adverts – it will include positions on VH committee.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **in person at the Village Hall Committee Room at 7.30pm on Wednesday 20th July 2022.**

Stafford Williams
Secretary