

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
Ivybridge	Ivybridge	Ivybridge	Ivybridge
PL21 0NF	PL21 0NT	PL21 0NJ	PL21 0NR

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 8th MARCH 2023

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

- Chair provided an update on Pre-School cupboard investigation. Vent units were relatively cheap, although installation may be more costly. **Action: Chair to liaise with Pre-School over shared payments and on-site planning.**
- UDS lights had been tidied away and the lock on the cleaning cupboard had been replaced.
- Mr Slater had raised the grit bin issue with the Parish Council.
- The projector offer from Tom Holway was discussed, **Action: Chair to continue projector selection and installation discussion with Mrs Jones.**

Carried Forward:

- Pre-School had agreed to the request to free up the Hall on Friday afternoons post-half term, but a provider for mobility classes had yet to be found. **Action: Booking Secretary to report on updates for mobility classes.**
- Quotes from Devon Contract Waste to improve Hall recycling were considered. **Action: Chair to further investigate recycling opportunities for Hall waste.**
- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary organise switch cover replacement.**
- **Actions: Treasurer to confirm billing for gas was correct.**
- 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.**
- **Action: Chair to seek help to address the carpet trip hazard at the After-School cupboard door.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included funding opportunities and Devon Communities Together (DCT) bulletins.
- Boiler and Fire certificates had been received. Rate relief confirmation had been received from SHDC.
- The Defibrillator had been called out, re-set and checked by SW Ambulance Service.
- The March Big Breakfast had its hire fee waived out of committee.

ITEM 4. FINANCE

- Current Acct: £ 40,051.98. Tom Holway had been asked to review the books prior to the AGM.

ITEM 5. HALL FABRIC

- The pending list of refurbishment priorities in order:
 - Review renovation of the damp storage cupboard at the back of the Hall.
 - 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.
 - 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

- Hall AGM was agreed at 8pm on 9th May in the Village Hall. **Actions: Booking Secretary to book the Hall for the AGM. Secretary to advertise the AGM.**
- It was agreed to revise the carpet deep cleans to 3 times a year during school holidays but retain cleaning of hard floors every half-term. **Action: Treasurer to book Deep Cleans. Secretary to revise Hall Task List.**
- It was agreed to donate £50 to the Newsletter. **Action: Treasurer to pay the Newsletter organisers £50.**
- Waste contract renewal was anticipated. The 5-year electrical check was due in July 2023. **Action: Chair to ask Hatton Electrics to conduct 5-year checks.**

ITEM 8. HIRINGS

- The UDS hire 3rd – 7th July was now not required, freeing up Fair Week.

ITEM 9. ANY OTHER BUSINESS

- The Booking Secretary required cover whilst on holiday. **Action: Treasurer to provide cover in lieu of the Booking Secretary as required.**

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **online at 8pm on Wednesday 12th April 2023.**

Stafford Williams
Secretary