

UGBOROUGH VILLAGE HALL



Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Vacant	Mrs K Brampton
14 Seldons Close	3, The Square		Hill House
Ugborough	Ugborough		Ugborough
Iybridge	Iybridge		Iybridge
PL21 0NF	PL21 0NT		PL21 0NJ

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 13th APRIL 2021

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

- Treasurer had forwarded the grant to the Village Website organisation.
- The ivy had been removed from the side wall.
- AGM preparation and advertisement were ongoing, and it was agreed to hold the AGM in the Hall at 8pm on Monday 17th May. COVID restrictions at that time will be implemented. The Accounts were with the auditor and final reports drafted. **Action: Secretary to advertise the AGM in the newsletter and Bugle.**
- *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.**

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.
- SW Water had quoted £1,074.93 for the next year including £20 of water share credit.
- A revised business rates bill had been received from SHDC including reduction from 100% to 66% relief. This was noted but the Hall already gets full discretionary relief.
- SHDC waste management duty of care for use of the waste container had been signed by the Treasurer.

ITEM 4. FINANCE

- Current Acct: **£34,288.67**. This included a £100 donation from a member of the public.
- SHDC had provided £2,096 as a COVID grant for the most recent lockdown period.

ITEM 5. HALL FABRIC

- The pending list of refurbishment priorities in order:

- Installation of new toilet design for 4 x WCs.
- 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

- Tasks for the upcoming period included: advertising the AGM, review of insurance, preparation of annual accounts and the Annual Report. **Action: Treasurer to book the Gas Safety Certification for July.**

ITEM 8. HIRINGS

- Hires remained on hold until restrictions would be lifted, but support continued to Pre-School, the Polling Station on 6th May and the AGM on 17th May.

ITEM 9. ANY OTHER BUSINESS

- There was still a need to identify a new Booking Secretary.
- It was proposed to recommend freezing of hire fees at the AGM.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be at the **AGM in the Hall at 8pm on Monday 17th May 2021.**

Stafford Williams
Secretary