

## 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 17<sup>th</sup> 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 6<sup>th</sup> May and the AGM on 17<sup>th</sup> 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 17<sup>th</sup> May 2021.**

Stafford Williams  
Secretary