

UGBOROUGH VILLAGE HALL



Vice Chairman Mrs Caroline Martin 14 Seldons Close Ugborough Ivybridge PL21 0NF	Secretary Stafford Williams 3, The Square Ugborough Ivybridge PL21 0NT	Bookings Secretary Mrs Philomena Jones Chickpea Cottage Ugborough Ivybridge PL21 0NG	Treasurer Mrs K Brampton Hill House Ugborough Ivybridge PL21 0NJ
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MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 20th FEBRUARY 2018

Present: Mrs K Brampton, Mrs J Hosking, Mr D Smallridge, Mrs C Gwynne, Mr S Williams (*Secretary*). **Apologies:** Mrs C Martin.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- Work on the roof refurbishment was pending notification of funding. A grant application for the SHDC Community Projects Re-Investment Fund had been submitted. The Treasurer had requested samples and information from the supplier of the existing tiles, Marley. **Actions: Secretary to inform of progress and with grant opportunities. Treasurer to advise on issues arising from liaison with potential suppliers.**
- There painting of the kitchen and toilet areas had been completed. Some repairs to the kitchen cupboard doors had been achieved, but further work would be needed in the future.
- During the path refurbishment it was noted that the drain running into the road was collapsed and it was likely that the responsibility would lie with South West Water. The Secretary had notified South West Water.
- *Carried forward:* A wedding proposed for 5th May 2018 would require clearing of pre-school equipment from the main hall. **Action: Mrs Gwynne to liaise with pre-school for clearance of equipment before 5th May 2018.**
- *Carried forward:* The upstairs cupboard required sorting to clear access into the cupboard. **Action: Post-pantomime Chair and Treasurer to liaise with Mrs Gwynne and review items stored.**
- *Carried forward:* The Lottery organisation had provided information on advertising their support to the roof refurbishment. **Action: Secretary to compile and send information to local media once the roof project was complete.**

ITEM 3. CORRESPONDENCE

- Information had been received on SHDC recycling intentions, but they did not affect the Hall at this time.

- Dart Fire had serviced and replaced the extinguishers as required.
- The Newsletter organisation had requested donations. **Action: Treasurer to donate £50 to the newsletter organisation from Hall funds.**

ITEM 4. FINANCE

- Current Acct: **£25,713.81** including the £10,000 from the Lottery Grant and a further £2,000 from local groups reserved for the Hall Refurbishment Project.

ITEM 5. HALL FABRIC

- The remote control for the BOSE sound system was reported missing. **Action: Mrs Gwynne to seek replacement sound system remote control.**

ITEM 6. CARETAKER/CLEANER

- The need to maintain a monitor of the fire equipment checks completed weekly had been briefed to the new Caretaker, but it was noted that the need to test the audio alarm and the carbon monoxide alarm by the boiler needed adding to the Caretaker responsibilities. **Action: Secretary to update the Caretaker job specification with alarm testing.**

ITEM 7. HALL TASKS

- Recent tasks had been completed, but upcoming tasks included:
 - Waste contract renewal.
 - Review on internet supplier and charges.
 - Prepare reports for AGM – Treasurer and Chair.
 - 5-year electrical test in 2018.

ITEM 8. ANY OTHER BUSINESS

- The AGM would be held on Tuesday 8th May at 8.00pm in the Village Hall. Any agenda items needed to be forwarded to the Secretary.

ITEM98. DATE OF NEXT MEETING

- There will be **no meeting in March** and the next meeting will be **on Tuesday 10th April 2018 at 8.00 pm at Hill House.**

Stafford Williams
Secretary