

## UGBOROUGH VILLAGE HALL



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

### MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 11th JANUARY 2022

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

- The replacement carpet for the Committee Room had been laid. The deep clean of the carpet had been completed. Signs to mandate mask wearing had been posted.
- The risk assessments had been updated. **Actions: Secretary to distribute final versions. Treasurer to post signs for operation of the extraction fans. Secretary to conclude review of Financial Controls.**

#### *Carried Forward:*

- The plumber had investigated sink drainage in the kitchen and suggested that the problem may be air lock when both sinks are in use. The solution would be new waste pipes and expanding the exit portals. **Action: Secretary to obtain quotes for replacement pipes.**
- When Pre-School were advised of the need to do daily clean-up, they requested a meeting where it was agreed to closely monitor use by other hirers to mitigate daily cleans. **Action: Booking Secretary to monitor Pre-School group performance on clean-up prior to other hirers.**

#### 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. SHDC Business Rates discretionary award had been renewed on top of the 80% charity relief and no application was required. A COVID restrictions Hospitality and Leisure grant had been applied for.

#### ITEM 4. FINANCE

- Current Acct: **£44,090.02**. Pre-School Autumn term payment had been received. Mrs Brampton would remain in the Treasurer post until the end of the Financial Year to complete the handover. Young Farmers had pre-paid for their event that was postponed.

#### ITEM 5. HALL FABRIC

- The ad hoc leak by the boiler had become excessive on occasion and it was losing pressure. Advice from the engineer included worn fan bearings, vessel perforation and worn seal. It was agreed to buy a new boiler. **Action: Chair to investigate boiler pricing and purchase.**
- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary to look at switch cover replacement.**
- The pending list of refurbishment priorities in order:
  - 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.
  - 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.
  - 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

- The Caretaker was being paid in cash and the Treasurer reclaiming through Hall Cheques.
- New hand towels had been purchased. The Caretaker was obtaining a new washing up bowl.

#### ITEM 7. HALL TASKS

- The First Aid kits had new eye wash and a new kit had been placed upstairs. All kits will expire in 2025. **Action: Secretary to update Hall Tasks list.**

#### ITEM 8. HIRINGS

- There had been some new hires and some cancellations during recent COVID situation. There had been positive comments on the new carpet.

#### ITEM 9. ANY OTHER BUSINESS

- Nil.

#### ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **virtual at 8.15pm on Tuesday 8<sup>th</sup> February 2022.**

Stafford Williams  
Secretary