

UGBOROUGH VILLAGE HALL



Vice Chairman	Secretary	Bookings Secretary	Treasurer
Mrs Sharon Hughes	Stafford Williams	Mrs Philomena Jones	Mrs K Brampton
The Old Chapel	3, The Square	Chickpea Cottage	Hill House
Ugborough	Ugborough	Ugborough	Ugborough
Iybridge	Iybridge	Iybridge	Iybridge
PL21 0NG	PL21 0NT	PL21 0NG	PL21 0NJ

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 11^h JULY 2017

Present: Mrs J Hosking, Mrs K Brampton, Mr D Smallridge, Mrs C Gwynne, Mrs P Jones, Ms Caroline Martin.

Apologies: Ms Scanlon, Mr S Williams (*Secretary*).

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- The roof refurbishment application to the Big Lottery Fund had been unsuccessful. It was considered that the Village may wish to support the Hall refurbishment as the next campaign following the Bells appeal. **Action: Secretary and Treasurer to seek further grant opportunities and planning enquiries.**
- The Bookings Secretary reported on progress to enforce correct booking for all hire sessions and report back progress. **Action: Mrs Gwynne to chase progress with the School.**
- Mr Holway had suggested a projector for the Committee Room and was to investigate funding. **Action: Treasurer to investigate Council intent and options to put a projector in the upstairs Committee Room.**
- *Carried forward:* 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. Water was draining satisfactorily despite the collapse. **Action: Secretary to contact South West Water about the drain collapse.**
- *Carried forward:* **Action: Secretary to check side path gutters and down pipes.**

ITEM 3. CORRESPONDENCE

- PRS and PPL fees had been paid based on 2016/17 incomes at a cost of £164.38.
- The Treasurer shared information about the Lloyds Bank Financial Services Scheme.
- The Hall Insurance had been paid at a cost of £690.33, but a refund had been received (£33.15) for membership of the Community Council for Devon.
- Renewal of the Devon Communities Together organisation was due at a cost of £50. **Action: Treasurer to pay for renewal of the Devon Communities Together organisation.**

- Changes to South West Water business trading through 'Pennon Water Services' (for meter reading, billing and customer services) and 'SWW Business'(for maintenance of water infrastructure and systems) from 1st April 17 were briefed.

- The Wi-Fi provider's code of conduct on data collection from users was now posted in the Hall lobby and committee room.

ITEM 4. FINANCE

- Current Acct: **£12,739.34.**

ITEM 5. HALL FABRIC

- There was a need to look at the gutters and drainpipes to the rear of the Hall.
Action: Mrs Jones to investigate options to check the gutters to the rear of the Hall.

- The defibrillator had been deployed on 8th July 17. The South West Ambulance organisation had confirmed by email (11th July 17) that it had been checked and was ready for use again. It was suggested that users should be notified to return the defibrillator to the case following use and a means of informing SW Ambulance that it needed checking/refurbishment was necessary. **Action: Treasurer to liaise with SW Ambulance to determine instructions on use of the defibrillator.**

ITEM 6. CARETAKER/CLEANER

- The committee considered the timing of the full clean by the caretaker. One suggestion was that it could be conducted on a Friday prior to weekend use, noting that this risked the condition of the Hall for users on Monday. It was suggested that an extra 1 hour clean mid-week may be added to the existing contract. **Action: Secretary to liaise with the caretaker/cleaner over options for meeting aspirations or contracting additional hours.**

- It was requested that a soda crystal/vinegar treatment be used in the kitchen sink periodically to avoid the waste pipes becoming blocked. **Action: Secretary to liaise with the caretaker/cleaner over sink treatments.**

ITEM 7. ANY OTHER BUSINESS

- Nil.

ITEM 8. DATE OF NEXT MEETING

- The next meeting will be **on Tuesday 12th September 2017 at 8.00 pm at Hill House.**

Stafford Williams
Secretary