

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
Iybridge	Iybridge	Iybridge	Iybridge
PL21 0NF	PL21 0NT	PL21 0NJ	PL21 0NJ

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 14th DECEMBER 2021

Present: Mrs C Martin (*Chair*), Mrs K Brampton (*Booking Sec, Treasurer*), Ms V Hemming (*Treasurer des*), Mr James Maxwell (*Pre-School*), Mr S Williams (*Secretary*).
Apologies: Mr T Slater (*Parish Council*), 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 was due on 20th December, but furniture needed removing and door code relaying. **Action: Chair to coordinate with contractor over work on 20th December.**
- The deep clean of the carpet should be completed on 30th December. **Action: Treasurer and Caretaker to coordinate the carpet clean at Christmas.**
- 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.**

Carried Forward: Nil.

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included a major COVID-19 update, funding opportunities and Devon Communities Together (DCT) bulletins. It was agreed to review signage on mask wearing. **Action: Treasurer to review mask wearing signs.**

ITEM 4. FINANCE

- Current Acct: **£42,540.69.**

ITEM 5. HALL FABRIC

- The following tasks had been completed: new light bulb by sink at disabled toilet; toilet leak in men's WC repaired; kitchen sink unblocked.
- The ad hoc leak by the boiler required advice from the engineer. Action: Treasurer to review boiler leak with Mr Tarr.
- Kitchen drying-up cloths had been disappearing and more had been procured, but ad hoc users were requested to bring their own.
- The perspex screen at the hatch had blown down and since repaired.
- 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 contract had been signed by Ms A Douglas.

ITEM 7. HALL TASKS

- Upcoming tasks included PAT, Risk Assessments, and review of Financial Controls. **Action: Secretary to commission PAT and conduct Risk Assessments and Financial Controls review.**

ITEM 8. HIRINGS

- There had been fewer hire requests and some cancellations due to the COVID situation.

ITEM 9. ANY OTHER BUSINESS

- Nil.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **virtual at 8.15pm on Tuesday 11th January 2022.**

Stafford Williams
Secretary