

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 12th DECEMBER 2016

Present: Mrs C Gwynne, Mrs P Jones, Mrs K Brampton, Mr S Williams (*Secretary*).

Apologies: Mrs S Hughes (*Chairman*), Mr D Smallridge, Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- The fridge was now working.
- The PAT electrical tests had been completed by Mr Ross. **Action: Secretary to thank Mr Ross in the newsletter.**
- The kitchen window was in need of re-painting, but the cracks in the panes indicated that it may be sitting too tightly in the frame. Mrs Jones had obtained a quote of £700, but it was considered high. **Action: All to seek additional quotes for window replacement.**
- Mrs Jones planned to complete a deep clean of parts of the main hall during half-term. **Action: Bookings Secretary to organise a deep clean day.**
- *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:* There was a need to update the annual SHEF risk assessment. **Action: Secretary to update the hazard risk assessments.**
- *Carried forward:* The Hall inventory would be conducted over Christmas. **Action: Treasurer to determine date for the Hall inventory audit.**
- *Carried forward:* The noise from the defibrillator on the hall wall was perceived to be related to temperature. **Action: Mr Smallridge to investigate the noise further with the Parish Council.**

- *Carried forward:* One roof refurbishment quote had been received and others were to be sought. It was queried whether planning permission would be required. **Action: Committee members to seek quotes for hall roof refurbishment. Mr Smallridge to investigate the need for planning consent.**

ITEM 3. CORRESPONDENCE

- Minor correspondence had been circulated amongst the committee as required.
- The Charity Commission had updated the committee on data protection responsibilities.
- The committee had sent an apology for attendance at the CCD AGM on 19th November.
- The contract from SSE for gas and electric was due for renewal by 31st January 2017. **Action: Treasurer to renew SSE energy contract.**
- SHDC had not sent a recent waste invoice. **Action: Treasurer to chase SHDC waste invoices and establish a direct debit.**
- The SHDC rateable value for the Hall was now under review.
- The recent poppy appeal in the Hall netted £9.38, but it was considered that its presence was not well advertised.

ITEM 4. FINANCE

- Current Acct: **£ 11,440.31**; income was anticipated from the Pre-school for the autumn term.

ITEM 5. HALL FABRIC

- The USS had maintained interest in raising the hatchway in the kitchen and anticipated reviewing funding in the spring.

ITEM 6. CARETAKER/CLEANER

- A steam cleaner had been purchased for the Hall.

ITEM 7. ANY OTHER BUSINESS

- It was agreed to sponsor the senior citizen's Christmas meal to the sum of £20.

ITEM 8. DATE OF NEXT MEETING

- The next meeting will be **on Tuesday 10th January 2017 at 8.00 pm.**

Stafford Williams
Secretary