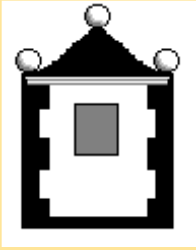


UGBOROUGH VILLAGE HALL



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

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 13th JUNE 2023

Present: Mrs C Martin (*Chair*) Mrs K Brampton (*Booking Secretary*), Mr T Slater (*Parish Council*), Ms V Hemming (*Treasurer*), Mr M Greaves (*ad hoc Committee Member*), Mr R Mears (*ad hoc Committee Member*), Mrs S Hutcheon (*Fair Committee*), Mr S Williams (*Secretary*).
Apologies: Mrs C Walliker (*Pre-School*), Ms K Wells (*ad hoc Committee Member*).

ITEM 1. MINUTES OF LAST MEETING

- The minutes of the last meeting were approved as a true record.

ITEM 2. MATTERS ARISING

- A Vent Fan had been installed in the Pre-School cupboard. Recycling signs had been posted. The carpet trip hazard in the lobby had been repaired. Caretaker had acknowledged need to clean Hall vents.
- The projector options remained under investigation. **Action: Mrs Martin to continue projector selection and installation planning including consideration of regulatory issues.**
- Insurance for inflatables such as bouncy castles were not included in Hall insurance and hirers needed cover for damage and liability if they intended their use. The T&Cs for hires had been updated accordingly. It was noted in review of the new T&Cs that serial 8 needed up-to-date wording from Temporary Event Notice Licensing. The new T&Cs were accepted subject to this change, and they would apply to all hires accepted after their publication. **Action: Secretary to update serial 8 in new T&Cs of hire conditions. Booking Secretary to publish new T&Cs once received from Secretary.**
- Mr Slater reported that Royal photos could be sourced from the internet. **Action: Mr Slater to arrange suitable Royal photos to hang in the Hall.**
- The 5-year electrical check had been completed but remedial action was required before certification. **Action: Treasurer to coordinate remedial work for the 5 year electrical certificate.**

Carried Forward:

- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary organise switch cover replacement.**
- 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.**
- Difficulties of hall acoustics when busy were discussed. **Action: Booking Secretary to investigate acoustic survey and mitigation options.**
- A request for a discount for the Holiday Club in June and July was discussed and it was agreed that the Booking Secretary would action the request once received. **Action: Mrs Walliker to identify a requested Holiday Club discount to cover the period needed. Booking Secretary to coordinate discount decision out-of-committee.**
- Mr Greaves suggested investigating higher interest accounts for the Hall funds. Higher-interest accounts had been identified, but further consideration was required. **Action: Mr Greaves to investigate high-interest savings accounts for Hall funds.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included funding opportunities and Devon Communities Together (DCT) bulletins. Other correspondence included electrical certification, insurance renewal and valuation survey. **Action: Treasurer to pay invoice for valuation survey.**
- The carpet cleaning supplier had retired, and a new service provider was required. **Action: Treasurer to investigate new carpet cleaning providers.**

ITEM 4. FINANCE

- Current Acct: **£ 43,986.30**. Significant payments were due to be made for the electrical work.

ITEM 5. HALL FABRIC

- Nil. 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.
 - Disabled access to upstairs was a long-term aspiration pending feasibility investigation, but any improvement to access was of interest including lighting on stairs.

ITEM 6. CARETAKER/CLEANER

- Cover for Caretaker absence **7th-25th June** was to be provided by Mrs Brampton and Ms Hemming.

ITEM 7. HALL TASKS

- Anticipated tasks included insurance renewal and Performing Rights.

ITEM 8. HIRINGS

- Bookings included regular hires coordinated up until December. The Fair Committee requested use of toilets and tables for associated events, and this was agreed subject to coordination with the Booking Secretary. **Action: Booking Secretary to coordinate Fair Committee requests for use of toilets and tables.**
- **Action: Mrs Martin to advertise the toilet refurbishment project on boards at the Fair.**

ITEM 9. ANY OTHER BUSINESS

- The Fair Committee requested investigating a storage shed to be placed at the rear of the building. It was agreed to have a Fair storage shed to the rear subject to identifying the type.
- The Chair, Mrs Martin, retired from the role, but would continue to serve as an ad hoc member until tasks she was involved with had been completed. It was agreed to continue with the post vacant until a replacement could be found. A vote of thanks was given to Mrs Martin for her service over the past 5 years.
- It was necessary to propose a new bank signatory to replace Mrs Martin. **Action: Secretary to share information on insurance cover for Trustees to help identify new bank signatory.**

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the **at 8pm on Tuesday 11th July 2023 in the Hall.**

Stafford Williams
Secretary