

UGBOROUGH VILLAGE HALL



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

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 12th OCTOBER 2021

Present: Mrs C Martin (Chair), Mrs K Brampton (*Treasurer*), Mr T Slater (*Parish Council*), Mrs T Baretto (*Pre-School*), 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

- An oven clean had been planned for 27th October. A new kettle had been procured for the kitchen.
- Interest in the vacant committee posts had resulted in the proposed changes:
 - Mrs K Brampton move to vacant post of Booking Secretary.
 - Ms V Hemming move to Treasurer vice Mrs K Brampton.
 - Ms A Douglas to be interviewed for post of Caretaker/Cleaner vice Ms V Hemming.
 - **Actions: Secretary to interview Ms A Douglas for Caretaker role. Ms Hemming to conduct handover for Caretaker role. Mrs Brampton to conduct handover for Treasurer role.**

Carried Forward:

- The Clean of the Kitchen extraction fan outlets was completed and a deep clean of the carpet should be completed at Christmas. **Action: Treasurer and Caretaker to organise the carpet clean at Christmas.**
- Review of the first aid kits to include COVID requirements (gloves, masks, respiration covers). **Action: Chair to complete First Aid kit review.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included Charity Commission news, COVID-19 updates, funding opportunities and Devon Communities Together (DCT) bulletins. The National Championing Voluntary Organisations were seeking interest in the Board elections.

ITEM 4. FINANCE

- Current Acct: **£43,427.73.**

ITEM 5. HALL FABRIC

- The quote from Ivybridge Carpets for new Committee Room flooring was accepted. **Action: Chair to select colour and procure Committee Room flooring.**
- A key safe had been fixed on the entrance wall for use by the Booking Secretary.
- The radiator in the Gents Toilet was rusty and would need replacement, but this could await the planned refurbishment. **Action: Caretaker to monitor the toilet radiator for leaks.**
- 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.

ITEM 6. CARETAKER/CLEANER

- The job specification and contract had been shared with Ms A Douglas.

ITEM 7. HALL TASKS

- Nil.

ITEM 8. HIRINGS

- There had been an increase in hire requests (Toddler Group, Yoga, private parties, Senior Lunch Club, Defibrillator Training, UDS) and these required coordination with Pre-School use and the COVID cleaning regime. **Action: Mrs K Brampton to report on hire coordination as use increases.**

ITEM 9. ANY OTHER BUSINESS

- Chair reported opportunities for a Hall email address and templates for help requests. Interest had been gained from Mr J Maxwell in helping the committee. **Action: Chair to investigate and report on Hall Committee support opportunities.**

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **virtual at 8.15pm on Tuesday 9th November 2021.**

Stafford Williams
Secretary