

## UGBOROUGH VILLAGE HALL



Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Mrs Philomena Jones	Mrs K Brampton
14 Seldons Close	3, The Square	Chickpea Cottage	Hill House
Ugborough	Ugborough	Ugborough	Ugborough
Ivybridge	Ivybridge	Ivybridge	Ivybridge
PL21 0NF	PL21 0NT	PL21 0NG	PL21 0NJ

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### MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 10th NOVEMBER 2020

**Present:** Mrs C Martin (*Chair*), Mrs K Brampton (*Treasurer*), Mrs P Jones (*Bookings Secretary*), Mr T Slater (*Parish Council*), Mrs T Baretto, Miss H Pilcher, Mrs V Hemmings, Mr S Williams (*Secretary*).

**Apologies:** Mrs Charlott Fletcher, 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 Hall had entered another period of lockdown with closure to all except hires necessary for essential services (Pre-School).
- The Hatch project was complete pending payment.
- The First Aid kits had been checked and new stock was under order.
- The committee had received the resignation of the Bookings Secretary. The Chair thanked her for her support and effort. The Secretary had advertised the post. **Actions: Bookings Secretary to hold the keys until a replacement is found and to hand over the record of enquiries to the Chair. Treasurer to make changes to the website.**
- The pre-school hiring forms had been completed with any subsequent amendments to be forwarded as revised booking forms.
- *Carried forward:*
  - The feasibility study into redesigned toilet facilities was discussed. The findings suggested that the new window arrangement would require planning permission, and this may be a pre-requisite for grants. It was agreed to pursue a planning permission using engagement of Croft to complete the technical provisions once they were ready to progress. **Action: Treasurer to investigate engagement of Croft on obtaining planning permission for the toilets.**
  - The problem window in the main hall had been secured with a new handle but was pending replacement hinges. A meeting was booked for 28<sup>th</sup> March. **Action: Secretary to commission replacing the window hinges with meeting proposed 21<sup>st</sup> December 20.**
  - The Parish Council had produced a Parish Map and it was agreed that a copy be placed in the Hall. **Action: Mr Slater to organise display of the map in the main hall.**

#### ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included COVID-19 updates, funding opportunities and Devon Communities Together (DCT) bulletins. The Hall had been invited to attend the DCT AGM on 26<sup>th</sup> November. **Action: The Secretary was to provide a proxy vote on behalf of the Hall at the DCT AGM.**
- The Hall may be able to claim a grant of £934 from SHDC due to business interruption arising from COVID-19 restrictions. **Action: Treasurer to investigate grants from SHDC for business interruption.**

- Treasurer reported that a grant may be available to the community from Western Power and the Hall may be an appropriate conduit to receive it. **Action: Treasurer to investigate grants from Western Power.**

#### ITEM 4. FINANCE

- Current Acct: **£30,388.92.**

#### ITEM 5. HALL FABRIC

- There was discussion regarding the Perspex window in the new hatch-way but no action was required.
- Damage to kitchen worktops was noted and required temporary patching until new worktops were procured. **Action: Caretaker to complete temporary repair on damaged worktops.**
- The external rechargeable lights were lacking charge and new replacements were needed. **Action: Caretaker to investigate new external light options.**
- New anti-viral fogging fluid was needed. **Action: Secretary to procure replacement disinfectant fluid.**
- The pending list of refurbishment priorities in order:
  - Installation of new toilet design for 4 x WCs.
  - New worktops were required in the kitchen.
  - 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

- Nil.

#### ITEM 7. HALL TASKS

- The gas contract was due soon, but no paperwork had yet been received. Action: Treasurer to monitor for gas contract renewal.
- Power appliance testing (PAT) was due in December. **Action: Secretary to commission PAT during the Christmas holidays.**

#### ITEM 8. HIRINGS

- Non-essential hiring had been cancelled until December.

#### ITEM 9. ANY OTHER BUSINESS

- Nil.

#### ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the December meeting using Zoom at 8pm on Tuesday 8<sup>th</sup> December.

Stafford Williams  
Secretary