

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

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 9th OCTOBER 2018

Present: Mrs C Martin (Chair), Mrs K Brampton (*Treasurer*), Mrs C Gwynne (*Pre-School*), Mr S Williams (*Secretary*). **Apologies:** Mrs J Hosking, Mr D Smallridge.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record with a minor amendment.

ITEM 2. MATTERS ARISING

- The external staircase had been repainted with grip paint and leading edge high visibility paint on each step.
- The 'topping-out' ceremony of the Hall had been shared with local media.
- The Task List had been updated with autumn pruning of the boundary hedge.
- School booking requirements for the current term had been received.
- Loose hinges on cupboards in the kitchen had been fixed, but one under the sink was pending. **Action: Treasurer to investigate and liaise with caretaker.**
- *Carried forward:* The annual inventory check had been completed, although refresh of first aid kits was yet to be confirmed. **Action: Mrs Gwynne to advise of first aid kit refresh.**
- *Carried forward:* The climbing frames to the rear of the hall had yet to be removed. **Action: Chair to hasten the removal of the climbing frames by the pre-school group.**

ITEM 3. CORRESPONDENCE

- General correspondence had been shared, but the following were noteworthy:
 - The warranty for the Flat Roof from the refurbishment had been received.
 - Purple WiFi had noted that their verification email system was now live.

ITEM 4. FINANCE

- Current Acct: **£11,783.00**. This included the £1,775 held as retention for the contractor.

ITEM 5. HALL FABRIC

- Tasks completed included: doorbell repair, painting of external stairs and toilet bulb replacement.
- 2 quotes had been received for repainting of the main hall and upstairs cupboard and committee room. It was agreed to plan for February half-term for the redecorating work. **Action: Secretary to seek 3rd quote and circulate the quotes for a committee decision.**
- Other issues discussed were:
 - Hole in first floor meeting room floor. **Action: Chair to investigate repair options.**
 - Electrical remediation following the 5-year survey. **Action: Secretary to chase Mr Skelley for a quote.**

ITEM 6. CARETAKER/CLEANER

- Nil.

ITEM 7. HALL TASKS

- Recent tasks had been completed, but upcoming tasks included:
 - Boundary hedge pruning. **Action: Secretary to prune Hall side of the boundary hedge.**
 - PAT checks. **Action: Mrs Gwynne to organise PAT checks for all hall appliances.**
 - Gas contract renewal. **Action: Treasurer to renew gas contract.**

ITEM 8. HIRINGS

- It was noted that some hirers had not provided sufficient contact information and it was agreed that the on-line booking form could be updated to mitigate issues. **Action: Treasurer to review the on-line booking form and update where necessary.**

ITEM 9. ANY OTHER BUSINESS

- Liaison with the Fair Committee was discussed and the Chair was to report back on actions where required.

ITEM 9. DATE OF NEXT MEETING

- The next meeting will be held on **Tuesday 13th November at 8.00 pm at Hill House.**

Stafford Williams
Secretary