

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 10^h JULY 2018

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

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- Hall Insurance had been renewed with an increase up to £550,000 for re-build cost as advised by the Surveyor.
- The upstairs cupboard had been sorted.
- The 5-year electrical inspection had been booked for 24th July.
- *Carried forward:* The Lottery organisation had provided information on advertising their support to the roof refurbishment. **Action: Secretary to compile and send information to local media once the roof project was complete.**
- *Carried forward:* There was a need to liaise with the Caretaker over deep clean activities. **Action: Booking Secretary to liaise with Caretaker about supporting the deep cleans.**

ITEM 3. CORRESPONDENCE

- NPS SW Ltd had visited the Hall on behalf of Devon County Council to do an asbestos check. They had not requested permission from the Hall Committee, but had gained access through the School. No action on asbestos had been required, but the School had been reminded of the need for access to be controlled by the Committee.
- SHDC trade waste service charges were due for revision and it was agreed that weekly collection was required. **Action: Treasurer to request weekly collection of trade waste.**
- The roof refurbishment project had completed the tender process with SMW Ltd selected. A pre-contract meeting had been arranged for 17th July. No further grant support had been found for the project, which would deplete Hall reserves. **Action:**

Secretary and Booking Secretary to liaise with neighbours following the pre-contract meeting.

ITEM 4. FINANCE

- Current Acct: **£25,886.16** including the £10,000 from the Lottery Grant and a further £2,000 from local groups reserved for the Hall Refurbishment Project. An initial stage payment for the Surveyor was due of £1,235.08. The Treasurer noted the inclusion of a £2,000 contingency in the roof refurbishment plan.

ITEM 5. HALL FABRIC

- There were loose hinges on cupboards in the kitchen. **Action: Treasurer to investigate and liaise with caretaker.**
- The store cupboard may need clearing or covers in support of the roof refurbishment with details to be confirmed at the pre-contract meeting.
- The flush handle in the ladies toilet was loose and needed replacement. **Action: Treasurer to engage a plumber to replace flush handle.**

ITEM 6. CARETAKER/CLEANER

- Nil.

ITEM 7. HALL TASKS

- Recent tasks had been completed, but upcoming tasks included:
 - Deep clean of carpet during breaks in Terms.
 - Gas certification was due on 20th July.
 - Performing Rights renewal. **Action: Treasurer**
 - Inventory check. **Action: Treasurer**
 - First aid kits. **Action: Mrs Gwynne**
 - External staircase re-painting. **Action: Secretary**
 - Charity commission return. **Action: Treasurer**

ITEM 8. ANY OTHER BUSINESS

- The opportunity for the Chair of SHDC to do a 'topping-out' ceremony and combine with a fund-raising event was noted. **Action: Treasurer to lead a sub-committee to investigate opportunities to conduct a ceremony and fund-raiser following the roof refurbishment.**

ITEM 9. DATE OF NEXT MEETING

- The next meeting will be held on **Tuesday 11th September at 8.00 pm at Hill House.**

Stafford Williams
Secretary