

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 |
| Iybridge | Iybridge | Iybridge | Iybridge |
| PL21 0NF | PL21 0NT | PL21 0NJ | PL21 0NR |

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 10th MAY 2022

Present: Mrs C Martin (*Chair*), Mrs K Brampton (*Booking Sec*), Ms V Hemming (*Treasurer*), Mr T Slater (*Parish Council*), Mr S Williams (*Secretary*). **Apologies:** Mr J Maxwell (*Pre-School*), 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

- Secretary had allocated remaining door keys to all who had requested them. **Action: Secretary to disseminate record of latest holdings.**

Carried Forward:

- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary organise switch cover replacement.**
- A report of issues with tradespeople working during Pre-School activity had been noted and was being resolved. **Action: Secretary to discuss with relevant tradesperson.**
- Ace Fire had completed renovation of the smoke alarms and familiarisation was required. **Actions: Booking Secretary to purchase additional test keys.**
- **Action: Chair to confirm the Landlord gas certification with the boiler supplier, Moorland.**

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.
- It was agreed to renew DCT membership using Direct Debit. **Action: Treasurer to complete DCT membership and establish a Direct Debit.**

ITEM 4. FINANCE

- Current Acct: **£43,594.80.** **Action: Treasurer to update Financial Controls Checklist document.**

ITEM 5. HALL FABRIC

- There was a loose wall tile on the side of the Hall. **Action: Secretary to investigate side walls for loose tiles.**
- A window in the main hall had stuck open and a contractor had replaced the hinges.

- There was a request to refurbish the Hall sign at the front of the building. **Action: Chair to investigate refurbishment of the Hall sign.**
- The pending list of refurbishment priorities in order:
 - Committee Room door to be replaced.
 - 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.
 - Disabled access to upstairs was a long-term aspiration pending feasibility investigation, but any improvement to access was of interest including lighting on stairs.
 - 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.**

ITEM 6. CARETAKER/CLEANER

- Nil.

ITEM 7. HALL TASKS

- Upcoming tasks included renewal of Hall insurance.

ITEM 8. HIRINGS

- Pre-School had made requests for summer camp dates at the normal Pre-School rates. The requests were agreed.
- There was discussion about the request from UDS for future use of the Hall during term times (end Nov 22, Feb 23 and Jul 23). It was agreed to decide on a plan for the hires at the June meeting following requests for information from the Pre-School and liaison to identify compromise and hire rates.
Action: Mrs Barretto and Mr Maxwell to report on options for Pre-School during the requested periods of UDS hire.
Action: Booking Secretary to initiate liaison between UDS and Pre-School to identify opportunities for compromise.

ITEM 9. ANY OTHER BUSINESS

- There was discussion of a return to face to face meetings and it was agreed to do this for the June meeting.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **in person at the Village Hall Committee Room at 7.30pm on Wednesday 15th June 2022.**

Stafford Williams
Secretary