

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
Iybridge	Iybridge	Iybridge	Iybridge
PL21 0NF	PL21 0NT	PL21 0NG	PL21 0NJ

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 11th DECEMBER 2018

Present: Mrs C Martin (*Chair*), Mr D Smallridge (*Parish Council*), Mrs K Brampton (*Treasurer*), Mrs C Gwynne (*Pre-School*), Mrs P Jones (*Booking Secretary*), 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

- The gas contract had been renewed.
- The Fair Committee had donated £1,000.
- The electrical remediation work had been satisfactorily completed thanks to Justin Lord.
- The builder installing the lighting gantry for the Drama Group had provided assurances regarding the load bearing and safety of the fixings to be used. It was agreed that installation could continue, but would be monitored.
- A water leak had been confirmed as potentially significant. A sub-committee had engaged Complete Water Solutions to replace the service pipe to the Ladies Toilet and the work would be conducted 21st December.
- Colours chosen for the main hall and committee room were magnolia with white for the visual aid projection wall. **Action: Secretary to inform Mr Dobson of required colours.**
- The problem window in the main hall had been secured with a new handle, but was pending replacement hinges. **Action: Secretary to liaise with Mr Snell on replacing the window hinges.**
- The wet patch that had been noted under the kitchen sinks had been monitored and was thought to be due to the lack of splashback behind the sinks rather than a leak. **Action: Booking Secretary to commission a carpenter to place a splashback to the rear of the sinks.**
- There was no further concern of double bookings for the Hall.
- The Pilates payments had been resolved.
- No further action was required on Toddler Group bookings.
- *Carried forward:*
 - 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.**

- 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.**
- PAT checks. **Action: Mrs Gwynne to organise PAT checks for all hall appliances.**
- Hole in first floor meeting room floor. **Action: Chair to investigate repair options.**

ITEM 3. CORRESPONDENCE

- Funding and volunteer activity information had been circulated, but other correspondence included:
 - The Hall would be a polling station on 2nd May 2019.
 - Charity Commission information.
 - VAT reduction from SSE was being sought. **Action: Treasurer to submit application form for VAT reduction on the power supply contract.**

ITEM 4. FINANCE

- Current Acct: **£12,306.71**. This included funds held as retention for the contractor, redecoration and the water leak repair. £30 had been donated from the Pre-School Poker Night.

ITEM 5. HALL FABRIC

- Tasks completed included the doorbell and hall window. It was agreed that a new doorbell should be procured. **Action: Mrs Gwynne to procure new doorbell.**
- A review of the incident book noted a first aid incident was reported, but no further action was required.

ITEM 6. CARETAKER/CLEANER

- Nil.

ITEM 7. HALL TASKS

- Upcoming tasks included:
 - Fire extinguisher checks.
 - SHDC business rate submission.
 - Risk assessments.

ITEM 8. HIRINGS

- A request was received for a donation towards the Senior Citizen Dinner on 15th December. It was agreed to donate the hire fee of £30 towards the Senior Citizen Dinner.

ITEM 9. ANY OTHER BUSINESS

- Mr Smallridge and the staff at Meadowside and St Francis Care Centre had donated a cake to the committee and it was agreed to give it to the Senior Citizens party on 15th December.

ITEM 11. DATE OF NEXT MEETING

- The next meeting will be held on **Tuesday 8th January 2019 at 8.00 pm at Hill House.**

Stafford Williams
Secretary