

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 11th FEBRUARY 2020

Present: Mrs C Martin (*Chair*), Mr T Slater (*Parish Council*), Mrs K Brampton (*Treasurer*), 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 WC cistern in the male toilet had been checked and the temporary repair was satisfactory. Further, the toilet seat had been replaced at the request of the pre-school group.
- The main hall lights were to be replaced on 19th February.
- The requested amendments to the asbestos survey had been completed and the latest management plan had been published.
- The hatch in the kitchen needed raising, noting the need to sort the lintel and liaise with building control. The project needed a project manager. Mr Slater noted the opportunity for reasonable bids to the Parish Council. **Action: Treasurer to lead search for grant support to the hatchway project.**
- The charging of the motion-sensitive light had been included in the caretaker/cleaner job specification.
- *Carried forward:*
 - The problem window in the main hall had been secured with a new handle, but was pending replacement hinges. **Action: Secretary to investigate replacing the window hinges.**
 - A feasibility study into redesigned toilet facilities was received from Croft. The findings were discussed and options for raising funds were required. Tom Holway had indicated that Section 106 funding may be available. **Action: All to seek funding and grant opportunities.**
 - Handles had been suggested for the pre-school bookshelf to improve mobility. **Action: Chair to report on progress to increase mobility of bookshelf.**
 - 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. Additionally, correspondence included:
 - The use of the Hall as a polling station on 7th May.
 - Lloyds bank had now provided an online authentication card.

ITEM 4. FINANCE

- Current Acct: **£15,491.15**. This was pending a shortfall in payments from the School having paid at an incorrect rate.

ITEM 5. HALL FABRIC

- The sign on the defibrillator was due to be replaced in the near future.
- There was a need for a new Occurrence Reporting Book. **Action: Secretary to procure a new Occurrence Reporting Book.**
- 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

- There had been several occurrences of the Hall being left untidy or with incomplete cleaning after recent daytime hires. **Action: Secretary to remind community hirers of the mandate to clean-up after a hire ready for subsequent users.**
- It was noted that the motion light was not operating tonight and there was a report of a missing USB plug in the Occurrence Book. **Action: Secretary to highlight the need for the light to be charged and advertise the loss of the USB charging plug.**

ITEM 7. HALL TASKS

- Upcoming tasks included newsletter donation and renewal of the waste contract.

ITEM 8. HIRINGS

- Nil.

ITEM 9. ANY OTHER BUSINESS

- The Chair made a plea for regular hirers to be represented at Committee Meetings and noted the need for new officers and ad hoc members to be sought. **Actions: Secretary to highlight the need for representation on the Committee in the newsletter.**

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be held on **Tuesday 10th March 2020 at 8.00 pm at Hill House.**

Stafford Williams
Secretary