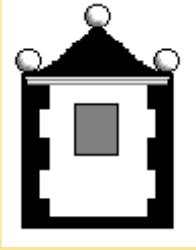


## UGBOROUGH VILLAGE HALL



Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin 14 Seldons Close Ugborough Ivybridge PL21 0NF	Stafford Williams 3, The Square Ugborough Ivybridge PL21 0NT	Mrs K Brampton Hill House Ugborough Ivybridge PL21 0NJ	Ms V Hemming Virginia Lodge Ugborough Ivybridge PL21 0NR

### MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 9th NOVEMBER 2022

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

- The new doors had been fitted by South Hams Glazing.
- Chair had thanked UGFEST for their donation and would coordinate with Treasurer over thanks to the Produce Show, Harvest Supper and Fair.

#### *Carried Forward:*

- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary organise switch cover replacement.**
- **Actions: Treasurer to confirm billing for gas was correct.**
- **Action: Chair to check First Aid kits.**
- The light bulb in the Hall lobby had been replaced. **Action: Chair to investigate faltering light upstairs.**
- 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 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included funding opportunities and Devon Communities Together (DCT) bulletins.
- Pre-School had raised concerns over the new door handles, but this was resolved by proper use of the latching mechanism. Similarly, they were concerned over the thumb-turn handles on emergency fire escape doors, but these were compliant with regulations and may require other measures to control use by children.
- Kate Brampton had successfully applied to SHDC for Locality Funding for Winter Warmer events and will run these as a hirer rather than representative of the Hall.
- There had been requests for sharing of the UDS stage with the school and for UDS lights to be erected early. These requests had been accepted subject to conditions set by the Booking Secretary. There was also an issue with UDS props in the Committee Room and it was being resolved.

- Fair Committee was investigating putting storage behind the hall for gazebos and would inform the Hall Committee with a proposal.

#### ITEM 4. FINANCE

- Current Acct: **£38,814.80.**
- The Fair Committee had agreed an allocation of £100 to the Hall. The invoice for the new doors had been paid (£3,480).

#### ITEM 5. HALL FABRIC

- The new doors had been fitted and keys allocated, the Booking Secretary advertised use of thumb handles in hire paperwork. Caretaker had put a new D-handle on the USS Cupboard. There had been an issue with internet at USS, but the cause was unclear, and the Village had been suffering from inconsistent service in recent weeks.
- The oven hob was not being cleaned by hirers after use and dirty frying pans had been put back in cupboards after use. **Action: Chair to remind Pre-School of need to keep hob and pans clean for subsequent hirers.**
- The pending list of refurbishment priorities in order:
  - 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.

#### ITEM 6. CARETAKER/CLEANER

- The caretaker had purchased a new outdoor brush. The caretaker had completed a thorough clean of the oven hob.
- A heater panel control was loose and would require monitoring. **Action: Caretaker to monitor heating panel controls for integrity.**

#### ITEM 7. HALL TASKS

- Upcoming tasks included the PAT testing over the Christmas holidays. **Action: Secretary to engage Mr Ross to conduct PAT of electrical appliances.**

#### ITEM 8. HIRINGS

- Hires were increasingly busy with mid-week hires. The YFC had sent a message of thanks for their hire on 8<sup>th</sup> November 22.

#### ITEM 9. ANY OTHER BUSINESS

- Nil.

#### ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **in person at the Village Hall at 8pm on Tuesday 13<sup>th</sup> December 2022.** Mince pies will be in attendance.

Stafford Williams  
Secretary