

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
Ivybridge	Ivybridge	Ivybridge	Ivybridge
PL21 0NF	PL21 0NT	PL21 0NJ	PL21 0NR

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 11th JANUARY 2023

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

- Booking Secretary had liaised with the Parish Council regarding the defibrillator casing, but the AED was working and charging.
- The Risk Assessments had been completed and circulated.
- Pre-School had identified opportunities on Friday afternoons for a mobility class. **Action: Booking Secretary to liaise with potential class providers to identify dates.**
- Mr Slater reported that official bodies would replace Royal photos following the Coronation so that pictures with robes would be available.

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.**
- 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.**
- A heater panel control was loose and would require monitoring. **Action: Caretaker to monitor heating panel controls for integrity.**
- **Action: Treasurer to investigate interest-earning accounts for a Capital Fund.**
- **Action: Chair to seek help to address the carpet trip hazard at the After-School cupboard door.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included funding opportunities and Devon Communities Together (DCT) bulletins.
- A copy of the survey of the Hall completed by Devon Communities Together had been circulated.
- A potential grant opportunity from the Platinum Jubilee funds was considered but the requirements for Toilet Refurbishment Project fell just outside the restrictions.
- Quotes from Devon Contract Waste to improve Hall recycling were considered. **Action: Chair to further investigate recycling opportunities for Hall waste.**

ITEM 4. FINANCE

- Current Acct: **£41,415.08.**

ITEM 5. HALL FABRIC

- Portable appliance testing had been completed.
- There was a need to change upstairs lights to 'warm LED' bulbs. **Action: Chair to change the upstairs bulbs to warm LED.**
- The left-hand toilet light needed replacing. **Action: Caretaker to replace the bulb in the toilets.**
- A projector screen had been donated to the Hall and Mrs Jones was looking to raise funds for a projector.
- There were reports of the downstairs Henry vacuum cleaner cutting out. **Actions: Caretaker to check filters on the downstairs Henry vacuum cleaner. Treasurer to investigate vacuum cleaner replacement or refurbishment.**
- 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

- There had been reports of a poor standard of cleanliness in the Hall in the first week back from Christmas. **Action: Secretary to investigate issues of cleanliness with Caretaker.**

ITEM 7. HALL TASKS

- A carpet clean was planned for February half-term. Fire extinguisher servicing was due at the end of January. Gas certification was to be completed on 17th February. A request for donation to the Village Newsletter was anticipated in February.

ITEM 8. HIRINGS

- Nil.

ITEM 9. ANY OTHER BUSINESS

- Nil.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **online at 7.30pm on Wednesday 8th February 2023.**

Stafford Williams
Secretary