

UGBOROUGH VILLAGE HALL



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| Vice Chairman | Secretary | Bookings Secretary | Treasurer |
| Mrs Sharon Hughes | Stafford Williams | Mrs Philomena Jones | Mrs K Brampton |
| The Old Chapel | 3, The Square | Chickpea Cottage | Hill House |
| Ugborough | Ugborough | Ugborough | Ugborough |
| Iybridge | Iybridge | Iybridge | Iybridge |
| PL21 0NG | PL21 0NT | PL21 0NG | PL21 0NJ |

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 10th JANUARY 2017

Present: Mrs C Gwynne, Mrs P Jones, Mr D Smallridge, Ms T Baretto, Mrs K Brampton, Mr S Williams (*Secretary*). **Apologies:** Mrs S Hughes (*Chairman*), Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- The risk assessment had been updated and posted in the Hall. **Action: Secretary to disseminate the risk assessment to the committee.**
- No fault was found regarding the noise from the defibrillator on the hall wall.
- A date of 17th February was nominated to complete a deep clean of parts of the main hall during half-term. **Action: Mrs Gwynne to request support to the clean-up through the Pre-School and Bugle.**
- Two roof refurbishment quotes had been received and others were to be sought. It was noted that planning permission would be required if a non-similar tile/slate was to be used. Grant applications would be required. **Action: Committee members to seek quotes for hall roof refurbishment. Secretary to investigate grant opportunities.**
- The gas energy contract with SSE had been renewed.
- Waste collections were paid for until December 2016 and a direct debit had been established. Communications with SHDC regarding invoicing was pending.
- *Carried forward:* The kitchen window was in need of re-painting, but the cracks in the panes indicated that it may be sitting too tightly in the frame. Mrs Jones had obtained a quote of £700, but it was considered high and a total of 3 quotes were pending from FENSA suppliers (Lee Holmes, James Rundle-Jones and Steve Snell). **Action: All to seek additional quotes for window replacement.**
- *Carried forward:* During the path refurbishment it was noted that the drain running into the road was collapsed and it was likely that the responsibility would lie with South West Water. Water was draining satisfactorily despite the collapse. **Action: Secretary to contact South West Water about the drain collapse.**
- *Carried forward:* The Hall inventory would be conducted over Christmas. **Action: Treasurer to determine date for the Hall inventory audit.**

ITEM 3. CORRESPONDENCE

- The pantomime risk assessment was reviewed and accepted with a minor amendment.
- The Hall would be used as a polling station on 4th May 2017 and would be unavailable all day to other users.
- The SHDC rateable value for the Hall was now under review, but an application for the discretionary and non-discretionary discounts was required. **Action: Treasurer to submit the applications for rate relief.**

ITEM 4. FINANCE

- Current Acct: **£ 13,563.62.**

ITEM 5. HALL FABRIC

- The Buildings Control Officer from SHDC had provided the following advice to the committee:
 - If any shed built at the rear of the building remained unattached to the building it would not require building control consent or planning permission.
 - The kitchen door was a fire door and should remain closed.
 - The carpet that had become raised in the hallway would require damp proof membrane and a layer of screed when re-laid and should use aluminium trims.
 - The Hatch in the kitchen needed building control consent if it is to be raised due to the new lintel required.
 - The Table Store cupboard should be locked.
 - A log should be kept of fire alarm system checks.
- **Actions: Treasurer to engage James Rundle-Jones to complete rectification tasks. Treasurer to identify the key for the Table Store for copying. Pre-School group to consider replacement child gate on kitchen door to enable the door to be closed with the gate in place. Booking Secretary to sort the corner carpet placed near the hatchway to mitigate against the potential trip hazard. Secretary to update the Caretaker contract with instructions for a fire alarm system check log. Caretaker to initiate a fire alarm system check log on a weekly basis.**

The USS had maintained interest in raising the hatchway in the kitchen and anticipated reviewing funding in the spring.

ITEM 6. CARETAKER/CLEANER

- Nil.

ITEM 7. ANY OTHER BUSINESS

- Nil.

ITEM 8. DATE OF NEXT MEETING

- The next meeting will be **on Tuesday 14th February 2017 at 8.00 pm.**

Stafford Williams
Secretary