

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 Philomena Jones Chickpea Cottage Ugborough Ivybridge PL21 0NG	Mrs K Brampton Hill House Ugborough Ivybridge PL21 0NJ

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 8th DECEMBER 2020

Present: Mrs C Martin (*Chair*), Mrs K Brampton (*Treasurer*), Mrs Charlott Fletcher, Miss H Pilcher, Mrs V Hemmings, Mr S Williams (*Secretary*). **Apologies:** Mrs T Baretto, 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

- There had been no volunteers for posts of Booking Secretary and Pre-School representatives. Both incumbents agreed to continue with tasks as required until replacements were found, and current bookings were being monitored by the Treasurer supported by Ms Hemmings.
- A grant for £1,334.00 had been received from SHDC for business interruption in the recent lockdown.
- The Treasurer had bid for £450 from Western Power for community funding and a sum of £225 had been allocated (due payment in the third week of December). Support Ugborough had receipts to be paid and it was agreed to complete payment of these in anticipation of the Western Power grant.
- The Caretaker/Cleaner had repaired the kitchen worktops. A new external floodlight had been ordered and was pending arrival. Supplies of V2 disinfectant had been received for the fogging machine.
- PAT was to be completed at the coming weekend 11am on 12th December. **Action: All groups with items to be tested were to ensure they were on the kitchen worktop before 11am on Saturday.**
- Martin Dobson had been engaged to complete the making good decoration in the main hall and kitchen, which included replacing the worktops. [Samples of worktops had been requested]. The work was planned for February half-term. **Action: Treasurer to block bookings for February half-term to permit the decoration work.**
- *Carried forward:*
 - The feasibility study into redesigned toilet facilities was discussed. The findings suggested that the new window arrangement would require planning permission, and this may be a pre-requisite for grants. It was agreed to pursue a planning permission using engagement of Croft to complete the technical provisions once they were ready to progress. **Action: Treasurer to investigate engagement of Croft on obtaining planning permission for the toilets.**
 - The problem window in the main hall had been secured with a new handle but was pending replacement hinges. A meeting was booked for 28th March. **Action: Secretary to commission replacing the window hinges with meeting proposed 21st December 20.**
 - 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, which included COVID-19 updates, funding opportunities and Devon Communities Together (DCT) bulletins. A survey for the Hatch work grant had been completed. **Action: Treasurer to post the link to Government regulations on the Hall website.**
- Renewal of the Gas Contract was due at the end of January 2021. DCT had suggested engaging Utility Aid to compare supplier options. The Electric Contract was due for renewal in March and the Treasurer agreed to look at bringing energy contracts together. **Actions: Treasurer to check for deals with incumbent supplier and engage Utility Aid to compare with other suppliers.**

ITEM 4. FINANCE

- Current Acct: **£25,626.57.** Invoices for the builder and surveyor of the Hatch work had been paid.

ITEM 5. HALL FABRIC

- 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

- Nil.

ITEM 7. HALL TASKS

- The risk assessment was due to be renewed in January. Updates of the first aid kit requirements were to be included in the task list. **Action: Secretary to complete risk assessment review.**

ITEM 8. HIRINGS

- Requests included present packing on 19th December; this was agreed at the rate for 30 mins of hire (£5) regardless of the time required. It was noted that Pre-School would need to tidy the equipment away over the Christmas holiday.
- A request from UDS for next November was discussed. **Action: Secretary to respond to UDS.**

ITEM 9. ANY OTHER BUSINESS

- Nil.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the January 2021 meeting using Zoom at 8pm on Tuesday 12th January 2021.

Stafford Williams
Secretary