

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 SEPTEMBER 2018

Present: Mrs C Martin (Chair), Mrs K Brampton (*Treasurer*) Mrs J Hosking, Mr D Smallridge, Mr S Williams (*Secretary*). **Apologies:** Mrs P Jones (*Booking Sec*), Mrs C Gwynne (*Pre-School*).

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- The Hall roof had been refurbished and the committee room replaced. The contractor had worked quickly and without issue to complete on time and inside budget. The topping out ceremony was planned for 22nd September.
- The Hall carpet had been deep cleaned.
- Trade waste collection had been arranged on a weekly basis.
- The flush in the ladies toilet had been replaced along with mixer tap handles and a kitchen tap.
- Gas certification was complete.
- PRS licensing had been renewed.
- The annual inventory check had been completed, although refresh of first aid kits was yet to be confirmed. **Action: Mrs Gwynne to advise of first aid kit refresh.**
- Charity Commission paperwork had been completed.
- *Carried forward:* The Lottery organisation had provided information on advertising their support to the roof refurbishment. **Action: Secretary to compile and send information to local media once the roof project was complete – post topping-out ceremony.**
- *Carried forward:* There were loose hinges on cupboards in the kitchen. **Action: Treasurer to investigate and liaise with caretaker.**
- *Carried forward:* External staircase re-painting. **Action: Secretary**

ITEM 3. CORRESPONDENCE

- The Treasurer had signed the roofing contract during the summer.
- The Hall insurance schedule had been revised during the roof refurbishment and had now reverted to an appropriate schedule for the remaining period.

- A Devon Communities Together certificate had been received.
- Drama Group bookings had been arranged for the panto season.

ITEM 4. FINANCE

- Current Acct: **£11,597.81**. The Treasurer noted savings from the costs of the roof refurbishment as less insulation was required and the contingency was not used, but that £1,775 was held as retention for the contractor; however, all other bills were paid. Also noted were contributions from: USS £750; Bring and Buy Table £222.32; Jim Long £150; Parish Council £1,000.

ITEM 5. HALL FABRIC

- It was agreed to spend the savings from the roof refurbishment on the internal decorations arising from damp damage. A new list of priority work was made:
 - Upstairs store room refurbishment.
 - Hole in first floor meeting room floor.
 - Damp damage in main hall – it was agreed to paint whole of main hall above the dado rail and to focus work on February half term or Easter. **Action: All to investigate contractor estimates for decorations work.**

ITEM 6. CARETAKER/CLEANER

- Nil.

ITEM 7. HALL TASKS

- Recent tasks had been completed, but upcoming tasks included:
 - The side hedge was in need of pruning and the task needed to be added to the task list. **Action: Treasurer to add autumn pruning to task list.**
 - Pre-school PAT of electrical items in November.

ITEM 8. HIRINGS

- School booking for the current term was outstanding. **Action: Booking Secretary to hasten the school booking requirements and hire form.**

ITEM 9. ANY OTHER BUSINESS

- An agenda item for 'Hirings' had been added for all meetings.
- The climbing frames to the rear of the hall had yet to be removed. **Action: Chair to hasten the removal of the climbing frames by the pre-school group.**

ITEM 9. DATE OF NEXT MEETING

- The next meeting will be held on **Tuesday 9th October at 8.00 pm at the Hall as Hill House may not be available.**

Stafford Williams
Secretary