

UGBOROUGH VILLAGE HALL



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 13th SEPTEMBER 2016

Present: Mrs C Gwynne, Mrs P Jones (*Booking Sec*), Mrs K Brampton, Mr S Williams (*Secretary*).

Apologies: Mrs S Hughes (*Chairman*), Mr D Smallridge, Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- The new path at the side of the building had been completed.
- WiFi instructions had been posted in the Hall for use of the Hotspot.
- The new taps had been installed pending one that is outstanding.
- A SHDC food safety questionnaire had been completed.
- *Carried forward:* Pre-school had requested use of the hall for a day to sort the pre-school cupboard, but requested no charge for the day. It was agreed that no charge would be forthcoming, but that the day needed to be de-conflicted with the Bookings Secretary. **Action: Mrs Gwynne to liaise with Bookings Secretary to identify suitable day for cupboard clearing.**
- *Carried forward:* Mrs Jones noted the need for a deep clean of parts of the main hall. **Action: Bookings Secretary to organise a deep clean day.**
- *Carried forward:* There was discussion of the need to consolidate key holdings. **Action: Secretary to identify potential keys that could be returned and update the key register.**
- *Carried forward:* There was concern about the noise from the defibrillator on the hall wall. **Action: Mr Smallridge to report the noise to the Parish Council.**

ITEM 3. CORRESPONDENCE

- The DCC funding of £2000 for the path refurbishment had been received.

ITEM 4. FINANCE

- Current Acct: **£ 9,996.82**
- Recent payments included the path at £3,052 and the South West Water bill.

ITEM 5. HALL FABRIC

- The roof refurbishment was considered the next priority and the opportunity to do a complete overhaul would be considered. **Action: All committee members to identify potential tenders for felt replacement and re-slating, including new slate options.**
- 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.**
- 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. **Action: Mrs Jones to investigate quotes for front kitchen window repair.**

ITEM 6. CARETAKER/CLEANER

- Nil.

ITEM 7. ANY OTHER BUSINESS

- A date for audit of the Hall inventory had yet to be confirmed. **Action: Treasurer to determine date for the Hall inventory audit.**
- An offer of beer glasses donated to the Hall was accepted with thanks to Peter and Libby Johns.

ITEM 8. DATE OF NEXT MEETING

- The next meeting will be **on Tuesday 11th October 2016 at 8.00 pm.**

Stafford Williams
Secretary