

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 12th APRIL 2023

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

- Whilst plans are developed for the Pre-School Cupboard there was a need to clean the black mould that had appeared. **Actions: Chair to advise on cleaning precautions. Pre-School group to take responsibility for periodic cleaning of the black mould.**
- Pre-School had agreed in principle to the request to free up the Hall on Friday afternoons pending uptake of the opportunity for community classes.
- Recycling options were found to be impracticable at the Hall. **Action: Chair to organise, in concert with G-UP, a sign concerning recycling for Hall users.**
- The gas bill was up to date. The AGM had been advertised. A donation had been made to the Newsletter organisation. The Annual Report was provided at the Annual Parish Meeting.

Carried Forward:

- Chair provided an update on Pre-School cupboard investigation. Vent units were relatively cheap, although installation may be more costly. **Action: Chair to liaise with Pre-School over shared payments and on-site planning.**
- The projector offer from Tom Holway was discussed, **Action: Chair to continue projector selection and installation discussion with Mrs Jones.**
- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary organise switch cover replacement.**
- 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.**
- Waste contract renewal was anticipated. The 5-year electrical check was due in July 2023. **Action: Chair to ask Hatton Electrics to conduct 5-year checks.**
- **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.
- Communication from the insurer requested notification of hirers using bouncy castles, the use of risk assessments and indicated that the committee should understand the capacity of the electrical system. It was agreed that the existing risk assessment covered most hires but that hirers be advised on the need to add their own for other activities. **Actions: Secretary to request clarity on bouncy**

castle notification from the insurer. Secretary to overhaul the hire agreements. Chair to review the 5-year electrical test advice due in July 2023.

- The March Big Breakfast thanked the committee for waiving the hire fee.
- The invoice for website provision had been received. **Action: Treasurer to pay website invoice.**

ITEM 4. FINANCE

- Current Acct: £ 42,222.92.

ITEM 5. HALL FABRIC

- The Fire Alarm service was anticipated on 12th April.
- The pending list of refurbishment priorities in order:
 - Review renovation of the damp storage cupboard at the back of the Hall.
 - 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.
 - 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

- It was agreed to raise remuneration for the Caretaker Contract to reflect workload and the time since last review. **Action: Secretary to advise Caretaker and issue new contract.**
- There was a need to periodically check that the thermostat was set in the range 18-20°C and that radiators are on '2'. **Action: Caretaker to include thermostat and radiator checks in weekly cleaning.**
- There was a need to cover Caretaker absence in June. **Actions: Treasurer to conduct a clean of kitchen and toilets on 11th June 2023. All hirers to note the absence and mitigate the need for support 7th-25th June.**

ITEM 7. HALL TASKS

- Anticipated tasks included preparation for the AGM, review of Financial Controls, review of Policies, review of insurance.

ITEM 8. HIRINGS

- A requested Holiday Club booking would be coordinated with the carpet cleaning.

ITEM 9. ANY OTHER BUSINESS

- Pre-School advised of potential investigation of Hall extension. No objection was raised.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the **AGM at 8pm on Tuesday 9th May 2023 in the Hall.**

Stafford Williams
Secretary