

UGBOROUGH VILLAGE HALL



Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Mrs K Brampton	Mrs K Brampton
14 Seldons Close	3, The Square	Hill House	Hill House
Ugborough	Ugborough	Ugborough	Ugborough
Ivybridge	Ivybridge	Ivybridge	Ivybridge
PL21 0NF	PL21 0NT	PL21 0NJ	PL21 0NJ

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 8th MARCH 2022

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

- Quotes for new waste pipes from the kitchen sink were pending.
- Quotes for new doors had been requested from local suppliers.
- The Risk Assessments and review of Financial Controls had been completed.
- The Annual Report had been briefed at the Parish Council Meeting.
- The plastic chairs and a table had been removed from the Committee Room.
- There had been a problem with Pre-School clearing up prior to an evening booking.
Action: Mr Maxwell to remind Pre-School of their responsibilities for identifying when a clear-up was needed and conducting it appropriately.

Carried Forward:

- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary to organise switch cover replacement.**
- **Treasurer (designate) to engage deep clean of Hall in Easter holidays.** [Note: Pre-School was advised to coordinate their rug/carpet cleans with the Hall use of Ivybridge Cleaning].

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.
- New COVID guidance had been received from DCT. Guidance indicated that COVID remain included in Risk Assessments and that hirers should still consider implications even if it was no longer mandated.
- Treasurer had passed a message of appreciation to SHDC staffs for their work on grants during COVID restrictions.
- SWW had sent a bill for the coming year of £1,093.15, to be paid in 10 monthly instalments from April.

ITEM 4. FINANCE

- Current Acct: **£43,166.74**. Payments had been made for a new boiler and 2 door lock replacements. A £100 donation had been made to the Newsletter.

ITEM 5. HALL FABRIC

- The gas boiler had been replaced. Door locks were replaced on the main door and the committee room door. The Boiler Guarantee was held by the Secretary.
- The new door keys required distribution. **Action: Secretary to distribute new door keys and advertise the keyholder register to the committee.**
- The pending list of refurbishment priorities in order:
 - Committee Room door to be replaced.
 - 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.
 - Review renovation of the damp storage cupboard at the back of the Hall.
 - Disabled access to upstairs was a long-term aspiration pending feasibility investigation, but any improvement to access was of interest including lighting on stairs.
 - 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.**

ITEM 6. CARETAKER/CLEANER

- Nil.

ITEM 7. HALL TASKS

- Upcoming tasks included preparation of the Reports for the AGM and a review of the Hall Insurance prior to renewal.

ITEM 8. HIRINGS

- Hirings had continued at a steady rate following reduction in COVID restrictions. The Young Farmers had selected a new date and no re-payment was required.

ITEM 9. ANY OTHER BUSINESS

- Bookings Secretary was away for the first week of April. **Action: Treasurer (des) to look at posting 'out of office' for bookings when Booking Secretary away.**
- The AGM was to be held in the Hall on Tuesday 10th May at 8pm.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **virtual at 8.15pm on Tuesday 12th April 2022.**

Stafford Williams
Secretary