

## UGBOROUGH VILLAGE HALL



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

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### MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 13th JULY 2021

**Present:** Mrs C Martin (*Chair*) Mrs K Brampton (*Treasurer*), 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

- Pre-School had completed the annual hire forms.

##### *Carried Forward:*

- It was agreed that the Pre-School Group were to put wheels on the new play-kitchen to help other hirers move it as required. **Action: Pre-School to put wheels on the new play-kitchen.**

- There was still a need to identify a new Booking Secretary. **Action: Chair to publicise the urgent need to fill this role. Secretary to share TORs with Chair.**

#### 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. Insurance certificates had been posted in the Hall.

- New COVID updates had been received in preparation for easing of restrictions from 19<sup>th</sup> July 2021. It was agreed to continue with current booking limitations and advertise good practice to hirers. Risk assessments were to be made available by hirers on request. A summary of good practice includes:

- QR code used on entry.
- Use of hand sanitiser on entry/exit and regular hand washing.
- Rooms well ventilated.
- Use of face masks when appropriate.
- Social distancing as appropriate.
- Cleaning regime before and after hires.

**Action: Secretary to review and update risk assessment and hire terms and conditions document to include good practice and the following requirements from the insurers:**

- **Hirers to document their cleaning and compliance with Government guidelines at any time.**
- **Hirers to review their risk assessments regularly.**
- **Hirers may need to keep logs of all people attending to help with Track and Trace, including contact details.**

#### ITEM 4. FINANCE

- Current Acct: **£42,559.58**. This included a further COVID recovery grant from SHDC. An invoice for £143.75 had been received from the PPL/PRS organisation.

#### ITEM 5. HALL FABRIC

- The disabled toilet had a problem with the flushing mechanism resolved but the existing parts were old and should be renewed with the future refurbishment. An Allen key to open the cistern was stuck to the side for future reference.
- A request was made to install a new carpet in the Committee Room. **Action: Chair to investigate carpet replacement with Ivybridge Carpets.**
- The pending list of refurbishment priorities in order:
  - Committee Room carpet renewal.
  - 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.
  - 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

- It was agreed that the Kitchen extraction fan outlets required cleaning and that a deep clean of the carpet should be completed in the summer holiday. **Action: Caretaker/Cleaner to complete the fan cleaning and deep cleans or advise the committee on external help required.**

#### ITEM 7. HALL TASKS

- Tasks included the audit of Hall inventory, the summer carpet clean and the need to trim hedge growth. **Actions: Secretary to trim the hedge growth. Treasurer to conduct inventory audit.**

#### ITEM 8. HIRINGS

- Yoga had requested additional bookings in the Committee Room in September. Children's party requests had been received for 4<sup>th</sup> September and 19<sup>th</sup> September. It was agreed for the Pre-School to leave their equipment out until 26<sup>th</sup> July to assist their cleaning.
- The Fair Committee had requested use of the Hall toilets on the 31<sup>st</sup> July. It was agreed to allow access at no charge for the Fair Day. **Action: Mr Slater to complete the hire request form.**

#### ITEM 9. ANY OTHER BUSINESS

- Treasurer had completed the Charity Commission return including submitting accounts, annual report and deletion of retired officers as trustee.

#### ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **virtual at 8pm on Tuesday 10<sup>th</sup> August 2021.**

Stafford Williams  
Secretary