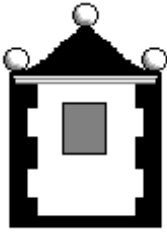


UGBOROUGH VILLAGE HALL



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
Iybridge	Iybridge		Iybridge
PL21 0NF	PL21 0NT		PL21 0NJ

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 12th JANUARY 2021

Present: Mrs C Martin (*Chair*), Mrs K Brampton (*Treasurer*), Mrs Charlott Fletcher, Mr T Slater, 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

- Portable appliance testing was completed 12th December with no failures.
- The Hall was block booked for the redecoration during February half-term and the window hinges were also to be fixed that week. The worktops in the kitchen were due for refurbishment at the same time.
- The Parish Map was now held in the village (by Joan Fletcher) and would be available for placing in the Hall once COVID regulations permitted.
- Renewal of the Gas Contract had been completed with a 3-year contract through SSE being selected as best value. Support from Utility Aid was helpful but direct contract renewal with SSE was the best option.
- The Hall risk assessments had been reviewed and updated and would be uploaded to the website and placed in the Hall as appropriate.
- The Hall had explained the hire options to UDS for their panto in November 2021 and they were continuing to plan for it.
- The fire equipment service had been completed with replacements made of one extinguisher and a fire blanket.
- A solar powered external light had been fitted in the main doorway.
- *Carried forward:*
 - The feasibility study into redesigned toilet facilities was discussed. The findings suggested that the new window arrangement would require planning permission, and this may be a pre-requisite for grants. It was agreed to pursue a planning permission using engagement of Croft to complete the technical provisions once they were ready to progress. **Action: Treasurer to investigate engagement of Croft on obtaining planning permission for the toilets.**

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.
- The Treasurer noted that grant funding may be available due to the latest lockdown. **Action: Treasurer to apply for COVID restriction grants.**
- SSE were rebranding to SSE Energy Solutions.

ITEM 4. FINANCE

- Current Acct: **£27,776.48.**

ITEM 5. HALL FABRIC

- It was noted that the thermostat had been left at 28°C and users should note the need to reset after use.
- The pending list of refurbishment priorities in order:
 - Installation of new toilet design for 4 x WCs.
 - 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

- Nil.

ITEM 7. HALL TASKS

- It was noted that the hall neighbour on one side had trimmed the hedge and there was ivy growing up the wall on the other side. **Action: Mr Slater to report on the need to trim the ivy on the southern wall.**
- Upcoming tasks included renewal of electric contract and donation to the newsletter (if requested).

ITEM 8. HIRINGS

- Following lockdown on 4th January the Hall was continuing to support the Pre-School as per earlier lockdowns. Future events included Polling Station on 6th May and the AGM.

ITEM 9. ANY OTHER BUSINESS

- There was still a need to identify a new Booking Secretary.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the using Zoom at 8pm on Tuesday 9th February 2021.

Stafford Williams
Secretary