

## UGBOROUGH VILLAGE HALL



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

### MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 11th AUGUST 2020

**Present:** Mrs C Martin (*Chair*), Mrs Charlott Fletcher, Mrs K Brampton (*Treasurer*), Mrs P Jones (*Bookings Secretary*), Mr S Williams (*Secretary*). **Apologies:** Mr T Slater (*Parish Council*), 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

- The AGM to be held in the Hall on Tuesday 15<sup>th</sup> September at 8pm with appropriate social distancing put in place had been advertised.
- The COVID-19 Risk Assessment had been updated and a re-opening plan was to be circulated to the Committee. Fogging disinfectant equipment had been procured for the cleaning obligations. **Action: Secretary to circulate re-opening plan for comment. Chair to investigate disinfectant options.**
- Treasurer had completed the annual inventory check.
- *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.**
  - The problem window in the main hall had been secured with a new handle but was pending replacement hinges. A meeting was booked for 28<sup>th</sup> March. **Action: Secretary to investigate replacing the window hinges.**
  - The Parish Council had produced a Parish Map and it was agreed that a copy be placed in the Hall. **Action: Mr Slater to organise display of the map in the main hall.**
  - **Chair to complete the annual check of first aid kits.**

#### ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included information from CVS, DCF and SHDC. Additionally, correspondence included PPL/PRS renewal; updates of the Hall insurance; and renewal of DCF membership. The SHDC Duty of Care Waste Control Form had been completed by the Treasurer.

#### ITEM 4. FINANCE

- Current Acct: **£31,295.82**. This included payment from the Pre-School.

#### ITEM 5. HALL FABRIC

- The Hatch refurbishment task that was to be initiated on 10<sup>th</sup> August had to be moved to October half-term to accommodate procurement of a bespoke door to the hatch. **Actions: Treasurer to liaise with Croft on project management. Secretary to inform the Hall insurers of the new dates for the work. Treasurer and Booking Secretary to ensure that there was no Hall hiring for completion of the project.**

- The pending list of refurbishment priorities in order:
  - Installation of new toilet design for 4 x WCs.
  - New worktops were required in the kitchen.
  - 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

- Upcoming tasks had been completed for the period until end September. It was noted that the hedge at the side of the Hall required some attention. **Action: Mrs Jones to liaise with neighbour regarding the boundary hedge.**

#### ITEM 8. HIRINGS

- The AGM in the Hall on 15<sup>th</sup> September would be a test event for the COVID cleaning plan before and after.

#### ITEM 9. ANY OTHER BUSINESS

- Nil.

#### ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the AGM to be held in the Hall at 8pm on Tuesday 15<sup>th</sup> September. Final AGM agenda to be circulated with these minutes.

Stafford Williams  
Secretary