

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 9th FEBRUARY 2021

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

- The Treasurer noted that COVID restrictions grant funding may have been overpaid, which required investigation with SHDC. **Action: Treasurer to confirm COVID restriction grant funding with SHDC.**
- *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 Parish Map was now held in the village (by Joan Fletcher) and would be available for placing in the Hall once COVID regulations permitted.
 - 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.**

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.
- Treasurer had renewed the electricity contract with SSE for a 3-year period. This brought the gas and electric renewal into line for January 2024.
- Queries about the funding for Christmas Hampers had been clarified for the Ugborough Support organisation.
- Treasurer had completed a report on the implications of COVID on the Hall for the ACRE organisation.

ITEM 4. FINANCE

- Current Acct: **£35,002.28**. This included the potential grant overpayment. Bills were anticipated for the Hall redecoration, new worktops, and window hinges.

ITEM 5. HALL FABRIC

- Work had been commissioned to provide a new, rectangular basin in the kitchen to be placed where the circular basin was currently. This work was to coordinate with the new worktop build.
- 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

- No new tasks were identified.

ITEM 8. HIRINGS

- Pre-school and After-school organisations were operating with low numbers during COVID restrictions and income was lower than normal. Mrs Fletcher requested a rent reduction on their behalf and explained the situation. It was agreed to investigate potential reductions that were consistent with existing policies. **Action: Treasurer and Mrs Fletcher to liaise with Mrs Nightingale, the Treasurer of the Pre-School organisation, to identify potential reduction.**
- It was agreed that the Pre-school organisation would need to ensure that the main hall and kitchen were clear for the work to be conducted at half-term. **Action: Mrs Fletcher to liaise with Pre-school to ensure the main hall was clear for the half-term work.**
- The Booking Secretary keys were now held by the Secretary.
- 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 March 2021.

Stafford Williams
Secretary