**UGBOROUGH VILLAGE HALL**

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**MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 9th JANUARY 2023**

**Present**: Mr M Greaves (*Chair*), Mrs C Walliker (*Pre-School),* Mr R Mears (*Booking Secretary),* Ms V Hemming (*Treasurer),* Mr T Slater (*Parish* Council), Mr S Williams (*Secretary*).

ITEM 1. MINUTES OF LAST MEETING

- The minutes of the last meeting were approved as a true record.

ITEM 2. MATTERS ARISING

- The projector and screen installation were complete. Hirers required training on its operation before use and the Chair offered to provide user training to any group or individual at 8pm on Friday 19th January in the Hall. **Action: Secretary to advertise projector and screen training for 19th January. *The new facility was available to all hirers.***

- The storage project was complete with the tables now on trolleys at the far end of the main hall and most of the Pre-School equipment in the cupboard in the Foyer. New keys had been distributed for the cupboard. ***A vote of thanks was made to Mr Mears for his substantial effort in making this significant change.* Action: Secretary to update the key holders list.**

- A Royal Photo had been procured for the main hall. Carpet cleaning and Portable Appliance Testing had been completed. A certificate for PAT was in the Foyer.

- The new LED lighting in the main hall had been completed.

- The Risk assessments and Welcome Pack had been updated. **Action: Treasurer to post the new Welcome Pack on the website. Secretary to place the Risk Assessments in the Hall.**

- The First Aid Kits had been checked and replacement supplies procured. New containers were required. **Action: Chair to procure new containers for the First Aid kits.**

- The Gas Safety Certificate and boiler service was conducted on 9th January. **Action: Treasurer to confirm certification.**

*Carried Forward:*

* Fuse labelling to be chased. **Action: Secretary to check electrical certificate for the fuse labelling.**
* The renewal of the power contract had been received and needed review prior to the end of January 2024. **Action: Booking Secretary to review the options for power contract renewal.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included funding opportunities and Devon Communities Together (DCT) bulletins. A Thank You had been sent to the Fair Committee for the donation of £500 from last year’s events. It had been proposed that recycling containers be made available at the Hall.

ITEM 4. FINANCE

- Current Acct: £39,161.64. This total was pending a contribution from the UDS for the Panto before Christmas.

ITEM 5. HALL FABRIC

- The pending list of refurbishment priorities was revised to remove the upstairs access aspiration with a kitchen refurbishment:

* 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. **Action: Chair to scope the actions required to initiate the toilet re-design project.**
* Refurbish the kitchen worktops, cupboards and if necessary, the equipment.

ITEM 6. CARETAKER/CLEANER

- Nil.

ITEM 7. HALL TASKS

- The business rates submission was anticipated in January and a Fire Extinguisher Service would be due by end of January 2024. Tasks upcoming included:

* Hard floor clean. **Action: Treasurer to engage hard floor cleaning in February.**
* A Newsletter Donation was due, it was agreed to donate £75. **Action: Treasurer to donate £75 from Hall funds to the Newsletter organisation.**
* The hedge growth required attention prior to the spring season. **Action: Secretary to monitor hedge growth before March.**

ITEM 8. HIRINGS

- A Friday Chair Exercise class was due to start on 19th January 1.30-2.30pm. The Pre-School would move to the School on Friday afternoons.

ITEM 9. ANY OTHER BUSINESS

- The Quilt that had been removed for the screen installation needed to be put back. **Action: Booking Secretary to replace the Quilt.**

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the **at 8pm on Tuesday 13th February 2024 in the Hall.**

Stafford Williams

Secretary