**UGBOROUGH VILLAGE HALL**

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**MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 12th DECEMBER 2023**

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

ITEM 1. MINUTES OF LAST MEETING

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

ITEM 2. MATTERS ARISING

- The projector task included electrical fitting on 20th December and projector/sound bar fitting on 22nd December.

- The storage project was progressing with the tables now on trolleys and further work planned over Christmas.

- Carpet cleaning was booked for 21st December.

- Sorting of the upstairs cupboard was planned over Christmas.

- Booking Secretary undertook to source a Royal photo. **Action: Booking Secretary to source a Royal photo.**

- Quotes had been received for LED replacements in the hall: 8400 lumens at £882. It was agreed to progress with the LED replacements. **Action: Chair to continue with LED replacement task.**

- PAT testing dates needed advertising for Hall users who wished to have portable appliances tested. **Action: Secretary to advertise date of PAT to users.**

*Carried Forward:*

* PAT testing was due over Christmas. **Action: Secretary to engage PAT testing over Christmas.**
* Fuse labelling to be chased. **Action: Treasurer to organise fuse labelling with Hatton’s.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included funding opportunities and Devon Communities Together (DCT) bulletins. Information on electrical supply interruption and recycling changes were received. 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 4. FINANCE

- Current Acct: £39,367.57. The Booking Secretary had been reimbursed for the materials associated with the storage project.

ITEM 5. HALL FABRIC

- Various tasks required making good of walls. **Action: Booking Secretary to source paint for making good tasks.**

- The pending list of refurbishment priorities in order:

* 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.
* 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

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

* Updating Risk Assessments. **Action: Secretary to update Risk Assessments.**
* First Aid kit checks. **Action: Chair to check First Aid kits.**
* Gas Safety Certificate and boiler service to be booked by 21st February. **Action: Treasurer to book safety certificate and boiler service.**

ITEM 8. HIRINGS

- Routine hires and a quieter period over school holiday periods were noted. There had been deconfliction with Hall maintenance tasks.

ITEM 9. ANY OTHER BUSINESS

- Nil.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the **at 8pm on Tuesday 9th January 2024 in the Hall.**

Stafford Williams

Secretary