**UGBOROUGH VILLAGE HALL**

****

**MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 17th OCTOBER 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 Smart Meter was due to be installed 26th October.

- Chair reported on projector and screen options. It was agreed that there was no requirement for acoustic survey. Quotes for ceiling mounting a projector and installing the screen were discussed. It was agreed to commission fitting of the suggested projector, screen and electrics. **Action: Chair to commission projector and screen fitting and seek quote for the electrical work.**

- The Charity Commission return had been submitted.

- The financial health check was completed.

- The Chair reported on the down-pipe issues. Following specialist advice trunking had been installed at the roof edge to prevent water diversion. **Action: Treasurer to settle the £50 bill for roofing services when received.**

- Booking Secretary reported on options to revise table and Pre-School storage. It was agreed to move the tables to the rear cupboard, purchase table trolleys, redecorate the rear cupboard, refurbish the existing table cupboard for Pre-School storage and move equipment once ready. **Action: Booking Secretary to commission the revised storage project.**

- Badger Cleaning had been engaged to complete the hard floor clean over October half-term.

*Carried Forward:*

* Mr Slater reported that Royal photos could be sourced from the internet. **Action: Mr Slater to arrange suitable Royal photos to hang in the Hall.**
* **Actions: Treasurer to complete PPL/PRS submissions.**
* **Mr Mears to lead on sorting the upstairs cupboard during the school holidays.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included funding opportunities and Devon Communities Together (DCT) bulletins. Other correspondence included the hire of the Hall as a polling station on 2nd May 2024 for the Police and Crime Commissioner elections.

ITEM 4. FINANCE

- Current Acct: £41,195.97.

ITEM 5. HALL FABRIC

- Maintenance issues with main hall lights and the front doorbell were discussed. It was agreed to replace existing main hall lighting tubes in the short-term but seek LED replacements for the longer term. **Action: Secretary to replace existing light bulbs as required. Chair to investigate LED replacement options. Treasurer to purchase battery doorbell.**

- 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

- Cleaning between user hires was discussed and it was agreed that it was the responsibility of users to leave the Hall as they found it after their hires.

ITEM 7. HALL TASKS

- Anticipated tasks included sorting the upstairs cupboard over half-term. Further ahead, a clean of the carpeted floors and PAT testing were due over Christmas. **Action: Treasurer to liaise with Badger Cleaning on conducting floor cleans. Secretary to engage PAT testing over Christmas.**

ITEM 8. HIRINGS

- Routine hires were noted as well as increased use by UDS, and a trial of band practice on a Sunday afternoon.

ITEM 9. ANY OTHER BUSINESS

- Nil.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the **at 8pm on Tuesday 14th November 2023 in the Hall.**

Stafford Williams

Secretary