**UGBOROUGH VILLAGE HALL**

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**MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 19th SEPTEMBER 2023**

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

ITEM 1. MINUTES OF LAST MEETING

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

ITEM 2. MATTERS ARISING

- The Hall Valuation Survey had been completed and a small rebate agreed with the insurer. The carpet cleaning contract was agreed with Badger Cleaning. Annual Task List had been updated with several amendments. The boundary hedge had been trimmed.

- The annual inventory was completed with no significant changes noted.

- It was agreed to retain funds in the existing current account and not pursue the potential savings accounts currently being offered.

- The electrical certification had been completed and final confirmation was ongoing with the insurer.

- It was agreed to move the action to monitor of radiator leaks to an annual task pending the toilet refurbishment project.

- A Smart Meter was due to be installed but had been delayed to October. **Action: Booking Secretary to liaise with installer of Smart Meter for access.**

*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.**
* The projector options remained under investigation and Mrs Martin had proposed 3 courses of action. It was agreed to move the lead to the Chair and seek further advice from the supplier Richer Sounds. **Action: Chair to continue projector selection and installation planning, liaising with Richer Sounds, including review of the need for an acoustic survey.**
* **Actions: Treasurer to complete Charity Commission Return and 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 electrical work completion, cleaning contracts, defibrillator maintenance, replacement of the front door handle replacement of the kitchen child-gate, Insurance Liability Certification, and the Valuation Survey.

ITEM 4. FINANCE

- Current Acct: £ £38526.92. £250 had been received from UGFEST but nothing yet from The Fair. **Action: Treasurer to conduct health check on recent expenditure.**

ITEM 5. HALL FABRIC

- The Booking Secretary queried the existing storage options and the limitations in the Hall. **Action: Booking Secretary to review Hall storage.**

- Two down pipes from the roof emptied onto roof rather than gutter causing splash onto neighbouring fence. **Action: Chair to investigate options to re-route down-pipes.**

- 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

- Anticipated tasks included sorting the upstairs cupboard, renewing Devon Communities membership, completion of the Charity Commission Return and a clean of the hard floors. **Action: Treasurer to liaise with Badger Cleaning on conducting a clean of the hard floors.**

ITEM 8. HIRINGS

- Routine hires were noted as well as use by UDS, music practice, a Thursday Support Group,

- A Bring and Share Supper had requested a discount and £20 for up to 3 hours was agreed. **Action: Booking Secretary to liaise with the Bring and Share Supper organiser regarding the discount.**

- An update on the search for a Friday Fitness session provider suggested that one had been found and it was agreed to hire on Friday afternoons once the organiser was ready to book it.

ITEM 9. ANY OTHER BUSINESS

- Nil.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the **at 8pm on Tuesday 17th October 2023 in the Hall.**

Stafford Williams

Secretary