**UGBOROUGH VILLAGE HALL**

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**MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 12th MARCH 2024**

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

- A mirror had been placed above the projector sound bar to help users see that it is on. Hall tasks updates and heating settings review had been completed. £75 had been donated to the Newsletter Organisation. The hard floors had been cleaned.

- £1200 had been donated to Hall funds from the UDS and thanks had been communicated to them.

- The Fire Extinguisher Service had been completed.

- *Carried Forward:*

* A leak check on radiators was due by the end of March. **Action: Caretaker to conduct leak checks on all radiators.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included funding opportunities and Devon Communities Together (DCT) bulletins.

- The certificate from Extinguisher Service had been received. A user advised of kitchen sockets not working, but it was discovered that a circuit breaker had tripped.

- A request for a discount had been received from the Friday Exercise Class based on now regular use. It was agreed to a discount of £2.50 on the hire charge for the Friday Exercise Class if they paid in 6-week blocks. **Action: Secretary to advise Friday Exercise Class of the discount arrangements.**

ITEM 4. FINANCE

- Current Acct: £40,027.64.

ITEM 5. HALL FABRIC

- Opinions had been canvassed on plans to renovate the toilets. Issues raised included:

* Some coat hooks and a radiator may be lost.
* Sound proofing was requested in the ceiling.
* An Architect should be commissioned to complete planning and inform any planning consents required.
* Building Control would need to be engaged with.
* A small grant could be sought to contribute to costs.

- It was agreed to commission Architects to complete planning materials. **Action: Chair to seek estimates for Architectural support to the project.**

- It was agreed to seek small grant contributions for toilet renovation. **Action: Secretary to initiate grant funding application for toilet renovation.**

- Other tasks to be considered for future projects:

* Refurbish the kitchen worktops, cupboards and if necessary, the equipment.
* Green energy options such as solar panels.

ITEM 6. CARETAKER/CLEANER

- The Caretaker reported that additional clean-up was required on the weekend 9/10th March. **It was agreed to remind Hirers of their responsibility to leave the Hall ready for subsequent hires.**

- The Caretaker would be away on weekend 27/28 April 2024. **Action: Booking Secretary to advise hirers of the Caretaker absence due on last weekend April.**

ITEM 7. HALL TASKS

- Tasks upcoming included:

* The waste contract renewal was due in March.
* Insurance review.
* Smoke/Fire Alarm Service.
* Website donation. **Action: Treasurer to update website hire form with payment options and advise on suggested donation.**
* AGM on 14th May 2024. **Actions: Secretary to seek AGM agenda items. Chair and Treasurer to prepare annual reports. Booking Secretary to prepare Annual Report for Parish Council.**

ITEM 8. HIRINGS

- Updates on demand were provided.

ITEM 9. ANY OTHER BUSINESS

- Nil.

ITEM 10. DATE OF NEXT MEETING

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

Stafford Williams

Secretary