**UGBOROUGH VILLAGE HALL**

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**MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 13th FEBRUARY 2024**

**Present**: Mr M Greaves (*Chair*), Mr R Mears (*Booking Secretary),* Mr S Williams (*Secretary*). **Apologies:** Ms V Hemming (*Treasurer).*

ITEM 1. MINUTES OF LAST MEETING

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

ITEM 2. MATTERS ARISING

- No-one attended the projector training in January, but the facility was appreciated by a hirer who had used it. It was considered that a mirror on the ceiling would help users see that the sound bar light was on – a pre-requisite for system operation. **Action: Chair to establish a mirror above the sound bar.**

- The Gas Safety Certificate (9th January 24) and Risk Assessments had been posted in the Hall. The First Aid Kits had new containers. were required. A copy of the electrical certificates with the fuse labelling had been placed in the fuse cupboard.

- There was no requirement to trim the side hedge prior to the nesting season.

- The power contract was renewed with SSE on 1st Feb 24. **Actions: Secretary to update Hall Tasks List. Booking Secretary to check heating settings.**

*Carried Forward:*

* A Newsletter Donation was due, it was agreed to donate £75. **Action: Treasurer to donate £75 from Hall funds to the Newsletter organisation.**
* Hard floor clean. **Action: Treasurer to engage hard floor cleaning in February.**

ITEM 3. CORRESPONDENCE

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

ITEM 4. FINANCE

- Current Acct: £39,033.67. This total was pending a contribution from the UDS for the Panto before Christmas. **Action: Treasurer to chase UDS contribution.**

ITEM 5. HALL FABRIC

- The feasibility of installing a new toilet design for 4 x WCs was discussed based on the sketch plans produced in 2019. Further investigation of planning consent, building regulations, changes to walls and plumbing were required before the project could be initiated. Consultation on implications would be required with regular hirers and initial quotes were needed. **Action: Chair to further scope the actions required to initiate the toilet re-design project.**

- Other tasks to be considered for future projects:

* Refurbish the kitchen worktops, cupboards and if necessary, the equipment.

ITEM 6. CARETAKER/CLEANER

- The front door had been left unlocked after bookings on Saturday 3rd February.

ITEM 7. HALL TASKS

- Tasks upcoming included:

* A Fire Extinguisher Service would be due by end of January 2024. **Action: Treasurer to report on Extinguisher Service.**
* The waste contract renewal was due in March.
* A leak check on radiators was due by the end of March. **Action: Caretaker to conduct leak checks on all radiators.**

ITEM 8. HIRINGS

- The Friday Chair Exercise class had been well received and supported.

ITEM 9. ANY OTHER BUSINESS

- Nil.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the **at 8pm on Tuesday 12th March 2024 in the Hall.**

Stafford Williams

Secretary