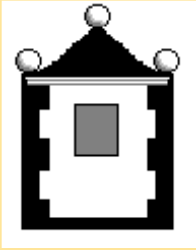


UGBOROUGH VILLAGE HALL



Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Mrs K Brampton	Ms V Hemming
14 Seldons Close	3, The Square	Hill House	Virginia Lodge
Ugborough	Ugborough	Ugborough	Ugborough
Ivybridge	Ivybridge	Ivybridge	Ivybridge
PL21 0NF	PL21 0NT	PL21 0NJ	PL21 0NR

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 7th FEBRUARY 2023

Present: Mrs C Martin (*Chair*), Mrs K Brampton (*Booking Sec*), Mr T Slater (*Parish Council*), Mrs C Walliker (*Pre-School*), Mr S Williams (*Secretary*). **Apologies:** Ms V Hemming (*Treasurer*), Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

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

ITEM 2. MATTERS ARISING

- Pre-School had agreed to the request to free up the Hall on Friday afternoons post-half term, but a provider for mobility classes had yet to be found. **Action: Booking Secretary to report on updates for mobility classes.**
- Chair had changed the upstairs bulbs to warm LED. It was agreed to monitor performance before potentially changing other bulbs to LED. The left-hand toilet light had been replaced with ordinary bulb, but Caretaker planned to replace with energy saving in due course.
- The Henry vacuum cleaner had been replaced downstairs. **Action: Chair to remove old vacuum cleaner for recycling.**
- Cleanliness issues had been addressed with the Caretaker. **Action: Pre-School Representative to monitor cleaning standards in the Hall.**

Carried Forward:

- Quotes from Devon Contract Waste to improve Hall recycling were considered. **Action: Chair to further investigate recycling opportunities for Hall waste.**
- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary to organise switch cover replacement.**
- **Actions: Treasurer to confirm billing for gas was correct.**
- The radiator in the Gents Toilet was rusty and would need replacement, but this should await the planned refurbishment. **Action: Caretaker to monitor the toilet radiator for leaks.**
- **Action: Treasurer to investigate interest-earning accounts for a Capital Fund.**
- **Action: Chair to seek help to address the carpet trip hazard at the After-School cupboard door.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included funding opportunities and Devon Communities Together (DCT) bulletins.
- Cups and saucers had been given to the Hall by the School and were now stored for future use.
- Concern over condensation in the Pre-School Cupboard was discussed. **Action: Chair to investigate options for upgrading the cupboard.**

ITEM 4. FINANCE

- Current Acct: £40,869.81.

ITEM 5. HALL FABRIC

- UDS lighting equipment needed putting back in storage post PAT. **Action: Booking Secretary to liaise with UDS for removing the lighting.**
- The lock on the cleaning cupboard needed replacement. **Action: Caretaker to replace the lock on the cleaning cupboard.**
- A projector screen had been donated to the Hall and Mrs Jones was looking to raise funds for a projector.
- The puddle on the stairway landing was a concern when weather was freezing but there was no grit in the bin next to the Hall. **Action: Mr Slater to investigate replacing grit in the bin with the Parish Council.**
- 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.
 - Review renovation of the damp storage cupboard at the back of the Hall.
 - 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

- A report of bin use without bags was received. **Action: Mrs Walliker to remind Pre-School of the need to use bin bags and empty them after hires.**
- The projector screen needed cleaning. **Action: Caretaker to look at cleaning of the projector screen.**

ITEM 7. HALL TASKS

- A carpet clean was planned for 14th February. Gas certification was to be completed on 16/17th February. Waste contract renewal was anticipated.

ITEM 8. HIRINGS

- The UDS hire for their AGM was expected to be charged normal hire rates as it did not fall under the agreement for profit share from the last performance. It was also noted that UDS hire had been requested for 3rd – 7th July which was also Fair Week.

ITEM 9. ANY OTHER BUSINESS

- Councillor Holway had agreed to use Locality Funding for a Hall Projector facility. **Action: Chair to investigate procurement and installation of a projector.**
- There was a need to find committee members to project manage capital projects. **Actions: Chair to seek volunteers to join the committee to run capital projects.**

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **online at 8pm on Wednesday 8th March 2023.**

Stafford Williams
Secretary