

UGBOROUGH VILLAGE HALL



Vice Chairman	Secretary	Bookings Secretary	Treasurer
Mrs Sharon Hughes	Stafford Williams	Mrs Philomena Jones	Mrs K Brampton
The Old Chapel	3, The Square	Chickpea Cottage	Hill House
Ugborough	Ugborough	Ugborough	Ugborough
Iybridge	Iybridge	Iybridge	Iybridge
PL21 0NG	PL21 0NT	PL21 0NG	PL21 0NJ

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 12th JULY 2016

Present: Mrs C Gwynne, Mrs P Jones (*Booking Sec*), Mrs K Brampton, Mr D Smallridge, Mr S Williams (*Secretary*).

Apologies: Mrs S Hughes (*Chairman*), Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- Mrs Jones had arranged for an electrician to check the ovens for correct function and no fault was found. No further action required.
- *Carried forward:* DCC had agreed to provide £2000 for funding for replacement of the side-path. **Action: Secretary to confirm dates for the work to be carried out.** {Post meeting note: anticipated week-end 6-7th August}
- *Carried forward:* Broadband access had been provided to the Hall through a PLUSNET installation, but full public use is pending establishment of appropriate management systems. The Hall is classed as a business for the installation. **Action: Treasurer liaising with Vici Hemmings to establish an appropriate management system.**
- *Carried forward:* Mrs Jones had received a quote of up to £25 per tap and £20/hour for installation from Mike Cansdale, but he was unavailable for the work. It was agreed to commission the lever taps at the earliest opportunity from Mr Hill. A funding confirmation for £300 had been made by Councillor Holway for support to the replacement taps project. **Actions: Mrs Jones to commission the screw-in lever tap replacements from Mr Hill.**
- *Carried forward:* Pre-school had requested use of the hall for a day to sort the pre-school cupboard, but requested no charge for the day. It was agreed that no charge would be forthcoming, but that the day needed to be de-conflicted with the Bookings Secretary. **Action: Mrs Gwynne to liaise with Bookings Secretary to identify suitable day for cupboard clearing.**

ITEM 3. CORRESPONDENCE

- The Treasurer advised of changes at Lloyds Bank and renewal of the NCVO membership (free).
- The PRS and PPL licenses were renewed at a cost of £122.82.
- SHDC passed the committee a food safety questionnaire. **Action: Secretary to complete SHDC questionnaire.**
- The Ugborough Drama Group had donated £400 to the Hall from the recent 70s night. Treasurer had sent a thank you letter.

ITEM 4. FINANCE

- Current Acct: **£ 10,237.01**
- Recent payments include: Gas £277.30; Electric £193.20; Insurance £646.92.

ITEM 5. HALL FABRIC

- Mrs Jones noted the need for a deep clean of parts of the main hall. **Action: Bookings Secretary to organise a deep clean day.**

ITEM 6. CARETAKER/CLEANER

- The committee noted the situation regarding the caretaker, but noted no action was required.

ITEM 7. ANY OTHER BUSINESS

- There was discussion of the need to consolidate key holdings. **Action: Secretary to identify potential keys that could be returned and update the key register.**
- There was concern about the noise from the defibrillator on the hall wall. **Action: Mr Smallridge to report the noise to the Parish Council.**

ITEM 8. DATE OF NEXT MEETING

- **There is no August meeting.** The next meeting will be on **Tuesday 13th September 2016 at 8.00 pm.**

Stafford Williams
Secretary