

UGBOROUGH VILLAGE HALL



Vice Chairman	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Mrs Philomena Jones	Mrs K Brampton
14 Seldons Close	3, The Square	Chickpea Cottage	Hill House
Ugborough	Ugborough	Ugborough	Ugborough
Iybridge	Iybridge	Iybridge	Iybridge
PL21 0NF	PL21 0NT	PL21 0NG	PL21 0NJ

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 12^h SEPTEMBER 2017

Present: Mrs K Brampton, Mrs C Gwynne, Mrs P Jones, Mrs C Martin, Mr S Williams
(*Secretary*).

Apologies: Mrs J Hosking, Ms S Scanlon.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- The Secretary had applied to the Lottery Awards for All Scheme for £10,000 towards the materials for the roof refurbishment **Action: Secretary to inform of progress and to seek further grant opportunities and planning enquiries.**
- The gutters had been checked and were clear.
- Treasurer had renewed membership of the Devon Communities Together organisation.
- Treasurer had liaised with SW Ambulance for instructions on use of the defibrillator and implemented monthly checks, which include updates to the Parish Council and the SW Ambulance Service.
- *Carried forward:* During the path refurbishment it was noted that the drain running into the road was collapsed and it was likely that the responsibility would lie with South West Water. Water was draining satisfactorily despite the collapse. **Action: Secretary to contact South West Water about the drain collapse.**
- *Carried forward:* The committee considered the timing of the full clean by the caretaker. One suggestion was that it could be conducted on a Friday prior to weekend use, noting that this risked the condition of the Hall for users on Monday. It was suggested that an extra 1 hour clean mid-week may be added to the existing contract. It was requested that a soda crystal/vinegar treatment be used in the kitchen sink periodically to avoid the waste pipes becoming blocked. **Action: Secretary to liaise with the caretaker/cleaner over options for meeting aspirations or contracting additional hours. Action: Secretary to liaise with the caretaker/cleaner over sink treatments.** [*Post-meeting note: Secretary had discussed the points with the Caretaker and awaited the considered response*].

ITEM 3. CORRESPONDENCE

- A request had been made by Ashburton Arts to buy a number of old plastic chairs. It was agreed that whilst some could be sold there was an enduring need to have spare chairs for major events. It was noted that storage of the chairs could be transferred to the RDA organisation so that they could be used in between village events. **Action: Mrs Gwynne to investigate if the RDA organisation could use and store the surplus chairs. Secretary to respond to the Ashburton Arts organisation regarding potential sale of up to 25 chairs.**
- The updates from Lloyds Bank and NCVO were circulated.
- The Charity Commission return had been completed.
- The Treasurer had made an application for grant funding to the People's Postcode Lottery.
- SSE had queried the installation of smart electric meter, but the offer was rejected by the Treasurer for logistical reasons.

ITEM 4. FINANCE

- Current Acct: **£14,248.36**. £110 had been received from Mr Jones, donated to the Hall from the Fair.

ITEM 5. HALL FABRIC

- A review of the first aid box contents was required. **Action: Mrs Gwynne and Mrs Martin to conduct review of first aid box contents.**

ITEM 6. CARETAKER/CLEANER

- The suction of the vacuum cleaner had been queried by hirers. **Action: Treasurer to liaise with Caretaker over vacuum performance.** [*Post-meeting note: Caretaker is content with vacuum performance and will seek a new one if required*]

ITEM 7. HALL TASKS

- Recent tasks completed included renewal of the insurance, gas safety certificate and the performance rights licenses.
- Upcoming tasks include: 5-year electrical test in 2018; deep clean at half-term; sorting of the upstairs cupboard before Christmas.

ITEM 8. ANY OTHER BUSINESS

- Nil.

ITEM98. DATE OF NEXT MEETING

- The next meeting will be **on Tuesday 10th October 2017 at 8.00 pm at Hill House.**

Stafford Williams
Secretary