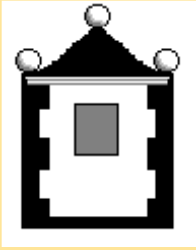


UGBOROUGH VILLAGE HALL



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 9th MAY 2023

Present: Mrs C Martin (*Chair*) Mrs K Brampton (*Booking Secretary*), Mr T Slater (*Parish Council*), Ms V Hemming (*Treasurer*), Mrs C Walliker (*Pre-School*), Mrs T Baretto (*Pre-School*), Mrs N Williams (*Pre-School*), Mr T Holway (*SHDC*), Mr M Greaves (*ad hoc Committee Member*), Mr S Williams (*Secretary*). **Apologies:** 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

- The Chair had provided advice on cleaning of the Pre-School Cupboard black mould that had appeared, and thanks were given to Rowan Martin and Tim Slater for their efforts doing the cleaning. The source had been identified and a Vent Fan was agreed as mitigation pending quotes. **Actions: Chair to identify the appropriate Fan and organise installation with Hatton's.**

- A new Caretaker Contract had been agreed and signed.

- The 5-year electrical check was arranged for half-term in concert with the vent installation task.

Carried Forward:

- The projector offer from Tom Holway was discussed, **Action: Chair to continue projector selection and installation discussion with Mrs Jones.**
- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary organise switch cover replacement.**
- 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: Chair to seek help to address the carpet trip hazard at the After-School cupboard door.**
- Recycling options were found to be impracticable at the Hall. **Action: Chair to organise, in concert with G-UP, a sign concerning recycling for Hall users.**
- Communication from the insurer requested notification of hirers using bouncy castles, the use of risk assessments and indicated that the committee should understand the capacity of the electrical system. It was agreed that the existing risk assessment covered most hires but that hirers be advised on the need to add their own for other activities. **Actions: Secretary to request clarity on bouncy castle notification from the insurer. Secretary to overhaul the hire agreements.**

ITEM 3. CORRESPONDENCE

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

ITEM 4. FINANCE

- Current Acct: £ 44,200.74.

ITEM 5. HALL FABRIC

- The upstairs clock had new batteries installed. The ends of 2 lighting units in the main hall were missing, but there was no functional impairment. The perspex screen used during COVID had been disposed of.
- Difficulties of hall acoustics when busy were discussed. **Action: Booking Secretary to investigate acoustic survey and mitigation options.**
- 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.
 - 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

- The cupboard cleaning identified vents that needed periodic cleaning. **Action: Secretary to confirm if the vents are in the Caretaker job spec and to arrange for periodic cleaning.**
- There was a need to cover Caretaker absence in June. **Actions: Treasurer to conduct a clean of kitchen and toilets on 11th June 2023. All hirers to note the absence and mitigate the need for support 7th-25th June.**

ITEM 7. HALL TASKS

- Anticipated tasks included review of Financial Controls, and review of insurance.

ITEM 8. HIRINGS

- A request for a flat-rate £30 hire fee to cover evening sessions across Fair Week was agreed along with use of the Hall toilets on Fair Day. **Action: Secretary to invite member of the Fair Committee to attend the June Hall meeting.**
- A request for a discount for a Saturday 30th Anniversary event for Pre-School Group was agreed at £30 for the event.
- A request for a discount for the Holiday Club in June and July was discussed. **Action: Mrs Walliker to identify a requested Holiday Club discount to cover the period needed.**

ITEM 9. ANY OTHER BUSINESS

- Mr Greaves suggested investigating higher interest accounts for the Hall funds. **Action: Mr Greaves to investigate high-interest savings accounts for Hall funds.**
- Now that the King's Coronation had been completed there was a need to replace the Royal pictures in the main hall. **Action: Mr Slater to investigate Royal pictures for the Hall.**
- Internal-use bunting had been donated to the Hall by Christine Matthews and would be stored in the upstairs store cupboard.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the **at 8pm on Tuesday 13th June 2023 in the Hall.**

Stafford Williams
Secretary