

## UGBOROUGH VILLAGE HALL



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

### MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 13th OCTOBER 2020

**Present:** Mrs C Martin (*Chair*), Mrs Charlott Fletcher, Mrs K Brampton (*Treasurer*), Mrs P Jones (*Bookings Secretary*), Mr T Slater (*Parish Council*), 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

- Mrs Jones reported that the neighbour was to address the hedge at the side of the Hall.
- The Hatch refurbishment task was to be initiated on 26<sup>th</sup> October and the schedule had been cleared.
- *Carried forward:*
  - The feasibility study into redesigned toilet facilities was discussed. The findings suggested that the new window arrangement would require planning permission, and this may be a pre-requisite for grants. It was agreed to pursue a planning permission using engagement of Croft to complete the technical provisions once they were ready to progress. **Action: Treasurer to investigate engagement of Croft on obtaining planning permission for the toilets.**
  - The problem window in the main hall had been secured with a new handle but was pending replacement hinges. A meeting was booked for 28<sup>th</sup> March. **Action: Secretary to investigate replacing the window hinges.**
  - The Parish Council had produced a Parish Map and it was agreed that a copy be placed in the Hall. **Action: Mr Slater to organise display of the map in the main hall.**
  - **Chair to complete the annual check of first aid kits.**
  - There had been enquiries for Hall hire but few could be accommodated within the restrictions. **Action: The Booking Secretary was to keep a record of enquiries to support future funding bids.**

#### ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included COVID-19 updates, funding opportunities and Devon Communities Together bulletins.
- The Hall was to be used as a polling station for Police Commissioner and County Council elections on 6 May 2021. COVID-19 questions had been answered with the booking, but it was suggested that additional liaison would be needed nearer the date.
- South West Water payments were now recommenced by direct debit.
- An offer to join Amazon Smile was noted.

#### ITEM 4. FINANCE

- Current Acct: **£30,551.66.**

#### ITEM 5. HALL FABRIC

- Lottery funding of the Toilet refurbishment project had been unsuccessful.
- The pending list of refurbishment priorities in order:
  - Installation of new toilet design for 4 x WCs.
  - New worktops were required in the kitchen.
  - Review renovation of the damp storage cupboard at the back of the Hall.
  - Floor surfaces were due for replacement.
  - 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

- Nil.

#### ITEM 7. HALL TASKS

- Nil.

#### ITEM 8. HIRINGS

- The hirer for a course due at the weekend was awaiting confirmation. **Action: Booking Secretary to liaise with Mr Goulden.**
- Mrs Fletcher noted requests for hire were anticipated from Pre-School including one for the Committee Room. The need to receive hire forms was noted. **Action: Mrs Fletcher to arrange for hire forms to be submitted.**

#### ITEM 9. ANY OTHER BUSINESS

- Nil.

#### ITEM 10. DATE OF NEXT MEETING

- The next meeting will be the October meeting using Zoom at 8pm on Tuesday 10<sup>th</sup> November.

Stafford Williams  
Secretary