

## 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      |
| Iybridge            | Iybridge          | Iybridge           | Iybridge       |
| PL21 0NF            | PL21 0NT          | PL21 0NJ           | PL21 0NR       |

### MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 20th JULY 2022

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

- Insurance renewal was complete. NCVO membership had been renewed. The Village Quilt was now hanging in the Hall.

- The Gas Certificate was now posted in the Hall. There was a need to synchronise re-certification dates with the new boiler installation. **Action: Secretary to synchronise recertification date in Hall Task Schedule.**

#### *Carried Forward:*

- The plastic cover on the light switch was worn halfway up the stairs. **Action: Secretary organise switch cover replacement.**
- Replacement of doors was anticipated in the summer. **Secretary to obtain dates for work.**
- A report of issues with tradespeople working during Pre-School activity had been noted and was being resolved. **Action: Secretary to discuss with relevant tradesperson.**
- There was a loose wall tile on the side of the Hall. **Action: Secretary to investigate side walls for loose tiles.**
- There was a request to refurbish the Hall sign at the front of the building. Colour options were agreed. **Action: Chair to commission refurbishment of the Hall sign.**

#### ITEM 3. CORRESPONDENCE

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

- The Hall was to be used as a polling station on Thursday 4<sup>th</sup> May 2023. The Secretary had completed the confirmation. **Action: Booking Secretary to book-out the Hall on the 4<sup>th</sup> of May 2023.**

#### ITEM 4. FINANCE

- Current Acct: **£41,556.71**. There was discussion of gas bill for April to June 2022. **Actions: Treasurer to confirm billing for gas was correct. Treasurer to update Financial Controls Checklist document.**

#### ITEM 5. HALL FABRIC

- A new clock was installed in the main hall, but another was requested for the Committee Room. **Action: Treasurer to purchase a clock for the Committee Room.**
- The upstairs cupboard was crowded but the Fair Committee had planned to remove some of the stored equipment.
- Two white jugs were missing.
- The pending list of refurbishment priorities in order:
  - Committee Room door to be replaced.
  - 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.
  - 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.**

#### ITEM 6. CARETAKER/CLEANER

- The new Caretaker had been recruited and briefed.

#### ITEM 7. HALL TASKS

- Upcoming tasks included the inventory and review of First Aid kits. It was agreed to add the upstairs carpet to the deep clean regime. **Actions: Secretary to include the upstairs carpet in deep cleaning task. Chair to check first aid kits. Booking Secretary and Caretaker liaise over conducting the inventory in the summer holidays.**

#### ITEM 8. HIRINGS

- The Parish Council now wished to meet upstairs. There would be no USS over the holiday, but the café was to operate. The TLC Lunch was cancelled. The Hall would be used for Parish Council interviews, Holiday Club and Yoga. Information from the Pre-school Group was required for future booking requirements. The decision on UDS bookings was pending the Pre-School information. **Action: Pre-School Group Representative to update the Committee on requirements at the September meeting.**

#### ITEM 9. ANY OTHER BUSINESS

- There was a need to confirm the profit share agreement with the Fair Committee. **Action: Chair to confirm profit share with the Fair Committee.**
- Chair sought to post the 'get involved' board on a Village Noticeboard and online. **Actions: Treasurer to post the board on-line. Chair to post the board on the noticeboard by the bus shelter.**

#### ITEM 10. DATE OF NEXT MEETING

- There would be no meeting in August. The next meeting will be **in person at the Village Hall Committee Room at 7.30pm on Wednesday 14<sup>th</sup> September 2022.**

Stafford Williams  
Secretary