

UGBOROUGH VILLAGE HALL



Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Mrs K Brampton	Mrs K Brampton
14 Seldons Close	3, The Square	Hill House	Hill House
Ugborough	Ugborough	Ugborough	Ugborough
Iybridge	Iybridge	Iybridge	Iybridge
PL21 0NF	PL21 0NT	PL21 0NJ	PL21 0NJ

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 9th NOVEMBER 2021

Present: Mrs C Martin (Chair), Mrs K Brampton (*Treasurer*), Mr T Slater (*Parish Council*), Mr S Williams (*Secretary*). **Apologies:** Mr James Maxwell (*Pre-School*), Mrs T Baretto (*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

- Mrs K Brampton had moved to the vacant post of Booking Secretary and was in the process of handing over the post of Treasurer to Ms V Hemming.
- Ms A Douglas was now in the post of Caretaker/Cleaner vice Ms V Hemming.
- The replacement carpet for the Committee Room was due on 20th December.
Action: Chair to liaise with contractor over access on 20th December.

Carried Forward:

- The Clean of the Kitchen extraction fan outlets was completed and a deep clean of the carpet should be completed at Christmas. **Action: Treasurer and Caretaker to organise the carpet clean at Christmas.**
- Review of the first aid kits to include COVID requirements (gloves, masks, respiration covers). **Action: Chair to complete First Aid kit review.** [*Post-meeting: Check confirmed items requiring replacing*].
- Chair reported opportunities for a Hall email address and templates for help requests. Interest had been gained from Mr J Maxwell in helping the committee. **Action: Chair to investigate and report on Hall Committee support opportunities.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included COVID-19 updates, funding opportunities and Devon Communities Together (DCT) bulletins.

ITEM 4. FINANCE

- Current Acct: **£43,115.52.**

ITEM 5. HALL FABRIC

- A food digester had been suggested for the kitchen sink. **Action: Chair to seek advice from plumber on drainage from kitchen sink.**
- 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.
 - 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.
 - 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 job specification and contract had been shared with Ms A Douglas.

ITEM 7. HALL TASKS

- Nil.

ITEM 8. HIRINGS

- There had been some issues with Pre-School clearing up after use and an increase in hire requests that required coordination with Pre-School use and the COVID cleaning regime. It was agreed that Pre-School would need to revert to clearing the Hall after each use as other hires were returning to normal levels. **Action: Secretary to inform Pre-School of the need to revert to clearing the Hall after each use.**
- Hire updates included private parties, UDS, Hedgehog Group, Luncheon Club, Christmas Day enquiry and a Shanty Group. A reminder of the £30 minimum charge for hires had been inserted in the on-line information.

ITEM 9. ANY OTHER BUSINESS

- Nil.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **virtual at 8.15pm on Tuesday 14th December 2021.**

Stafford Williams
Secretary