

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 10th MARCH 2020

Present: Mr T Slater (*Parish Council*), Mrs K Brampton (*Treasurer*), Mr S Williams (*Secretary*).

Apologies: Mrs J Hosking, Mrs C Martin (*Chair*), Mrs Charlott Fletcher.

There were only 3 members and so the meeting was not quorate; however, a review of necessary items was conducted and minuted.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record. **Action: Pending quorate meeting.**

ITEM 2. MATTERS ARISING

- The hatch in the kitchen needed raising, noting the need to sort the lintel and liaise with building control. Mr Slater noted the opportunity for reasonable bids to the Parish Council. The Treasurer had completed a bid to the Community Lottery Fund. There was a need to develop specifications to obtain quotes, but this was pending decisions on funding support from the Parish Council for Technical Documentation Development. **Action: Treasurer to lead search for grant support to the hatchway project.**

- A new Occurrence Reporting Book was in place and the old one archived by the Secretary.

- The motion light was observed to be inoperative several times in the past weeks. **Action: Caretaker/cleaner to ensure motion light is charged or replaced weekly.**

- *Carried forward:*

- The problem window in the main hall had been secured with a new handle, but was pending replacement hinges. A meeting was booked for 28th March. **Action: Secretary to investigate replacing the window hinges.**
- A feasibility study into redesigned toilet facilities was received from Croft. The findings were discussed and options for raising funds were required. Tom Holway had indicated that Section 106 funding may be available. **Action: All to seek funding and grant opportunities.**
- Handles had been suggested for the pre-school bookshelf to improve mobility. **Action: Chair to report on progress to increase mobility of bookshelf.**
- 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.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting. Additionally, correspondence included the Annual Parish Meeting was to be held on 15th April. **Actions: Mr Slater volunteered to represent the committee at the Annual Parish Meeting on 15th April. Treasurer was to complete the Annual Report for presentation to the Annual Parish Meeting.**

ITEM 4. FINANCE

- Current Acct: **£14,529.17**. This included payment from the School that was outstanding and a deposit for an event in August.

ITEM 5. HALL FABRIC

- The oven had been fixed after burned out wires had been found by the plug sockets in the adjacent cupboard. The front door lock had stuck and had been released with lubrication of the barrels.
- The boiler was of January 2004 vintage and may be replaced by a more efficient model. **Action: Boiler replacement to be raised at subsequent meeting.**
- 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

- Upcoming tasks included newsletter donation, renewal of the waste contract, preparation of annual accounts and reports, advertising the AGM and the annual insurance review.

ITEM 8. HIRINGS

- The impact of social isolation policies surrounding COVID-19 was discussed and actions required in due course. [Post-meeting note: Secretary coordinating Hall policy in response to government guidance]. At time of writing hires were available.

ITEM 9. ANY OTHER BUSINESS

- A key was requested for the G-UP group as new regular hirers. **Action: Secretary to obtain new set of keys for G-UP group and supply to Mrs Matthews.**

ITEM 10. DATE OF NEXT MEETING

- Due to COVID-19 the next meeting will be held when required and through means appropriate at the time (Skype, Face-time or teleconference). This may be on 14th April to maintain the meeting schedule, but will be notified when necessary.

Stafford Williams
Secretary