

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 14th JANUARY 2020

Present: Mrs C Martin (*Chair*), Mr T Slater (*Parish Council*), Mrs K Brampton (*Treasurer*), Mrs T Baretto (*Pre-school*), Mrs P Jones (*Booking Sec*), Mr S Williams (*Secretary*).

Apologies: Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- The Portable appliance testing (PAT) was completed on 5th January 2020.
- External movement sensitive light had been installed. **Action: Secretary to request Cleaner/Caretaker to include recharging of light in weekly duties.**
- The Caretaker/Cleaner contract had been renewed.
- The options to tank-paint the pre-school cupboard were no longer considered the best way forward as the aspiration for the group to move to a new building provided an opportunity to complete a renovation instead. **Action: Secretary to move the task to the prioritised task list.**
- *Carried forward:*
 - The problem window in the main hall had been secured with a new handle, but was pending replacement hinges. **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.**
 - A WC cistern in the male toilet was cracked. **Action: Secretary to investigate the need for repairs to the cistern.**
 - 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:
 - USS had contributed £600 towards the new chairs.
 - Portable appliance testing was completed on 5th January.
 - The Asbestos survey was completed on 23rd December.
 - Estimates for renovation of the lights in the main hall were obtained.
 - SHDC confirmed the discretionary award of rate relief.

ITEM 4. FINANCE

- Current Acct: **£10,419.28**. This was pending payments from School and Pre-School.

ITEM 5. HALL FABRIC

- It was agreed to commission replacement of the 7 remaining ballast units and tubes in the lights in the main hall according to the estimate from DJ Shepherd. **Action: Secretary to liaise with DJ Shepherd over an appropriate date to renovate the hall lights.** [*Post-meeting note 19th February*]
- A query was outstanding on the asbestos survey, but it recorded all incidences as low risk and the management plan could be updated. **Action: Secretary to address the outstanding query and update the asbestos management plan.**
- The pending list of refurbishment priorities in order:
 - The hatch in the kitchen needed raising, noting the need to sort the lintel and liaise with building control. The project needed a project manager. **Action: Treasurer to lead search for grant support to the hatchway project.**
 - 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

- Motion-sensitive light charging. **Action: Secretary to include motion-sensitive light recharging in Caretaker/Cleaner job specification.**

ITEM 7. HALL TASKS

- Upcoming tasks included newsletter donation and renewal of the waste contract.

ITEM 8. HIRINGS

- Nil.

ITEM 9. ANY OTHER BUSINESS

- It was agreed to accept the G-UP group request to store a flipchart upstairs in the store cupboard. It was also noted that the Fair Gazebos may need to be stored there in the near future.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be held on **Tuesday 11th February 2020 at 8.00 pm at Hill House.**

Stafford Williams
Secretary