

UGBOROUGH VILLAGE HALL



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

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 12th JUNE 2018

Present: Mr D Smallridge (*Parish Council*), Mrs K Brampton (*Treasurer*), Mrs P Jones (*Booking Sec*), Mr S Williams (*Secretary*). **Apologies:** Mrs C Martin (*Chair*).

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- A building surveyor (Tony German of Croft) had been appointed to develop design and control notices for the roof refurbishment. Preliminary documentation for tendering had been drafted. The wildlife survey had been conducted on 9th May and circulated to the committee, with no issues of concern, but advice for the contractors.
- Charity commission advice for trustees had been circulated.
- *Carried forward:* The upstairs cupboard required sorting to clear access into the cupboard. **Action: Post-pantomime Chair and Treasurer to liaise with Mrs Gwynne and review items stored.**
- *Carried forward:* The Lottery organisation had provided information on advertising their support to the roof refurbishment. **Action: Secretary to compile and send information to local media once the roof project was complete.**

ITEM 3. CORRESPONDENCE

- Much of the routine correspondence had been circulated to the committee. There was discussion of the proposed Seamoor Lottery, but no action was required.

ITEM 4. FINANCE

- Current Acct: **£26,124.44** including the £10,000 from the Lottery Grant and a further £2,000 from local groups reserved for the Hall Refurbishment Project. The Treasurer noted the importance of receiving prompt payment from regular hirers to support the roof refurbishment demand.

ITEM 5. HALL FABRIC

- The roof refurbishment project was progressing with the tender documentation due in the following week for release by 2nd July. Returns would be by 20th July and a

report generated by the surveyor by 27th July. Site set-up was anticipated to take 2 weeks with a month on task to complete the refurbishment. There was to be no use of the committee room during work as it was to be used for storage. Available finance was £35,000 and there was agreement with SHDC on invoicing to release the CRPF funds. The Treasurer reported a contingency amount for unexpected costs and noted the main issue for building control would be insulation upgrades.

- The surveyor reported that the Hall floor area of 225 square metres (GF = 176m² and FF = 49m²) would attract re-build costs of £550,000. **Action: Secretary to include floor area in negotiations with insurer for insurance coverage.**

- A report of window closure difficulty was investigated with no fault found. Wall markings had now been cleaned. The flush handle in the ladies toilet is becoming loose and will need replacing soon. **Action: Caretaker to monitor flush handle.**

ITEM 6. CARETAKER/CLEANER

- There was a need to liaise with the Caretaker over deep clean activities. **Action: Booking Secretary to liaise with Caretaker about supporting the deep cleans.**

ITEM 7. HALL TASKS

- Recent tasks had been completed, but upcoming tasks included:
 - Deep clean of carpet during breaks in Terms.
 - Engaging Mr Skelly to conduct the 5-year electrical test initiation in June 2018. **Action: Secretary to contact Mr Skelly about 5-year testing.**
 - Insurance renewal. **Action: Secretary to contact insurer for renewal.**
 - Gas certification was due on 20th July.
 - Performing Rights renewal.
 - External staircase re-painting.

ITEM 8. ANY OTHER BUSINESS

- The roof refurbishment project may require an additional meeting following the tender report at the end of July.

ITEM 9. DATE OF NEXT MEETING

- The next meeting will be held on **Tuesday 10th July at 8.00 pm at Hill House.**

Stafford Williams
Secretary