

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 10th SEPTEMBER 2019

Present: Mrs C Martin (*Chair*), Mrs K Brampton (*Treasurer*), Mr S Williams (*Secretary*).

Apologies: Mrs P Jones (*Booking Sec*), Mr T Slater (*Parish Council*), Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

- The minutes were approved as a true record.

ITEM 2. MATTERS ARISING

- Tasks completed:
 - The review of regular hirers had been completed.
 - Kitchen cupboards had been painted.
 - Membership of Devon Communities Together had been renewed.
 - NPS SW had for the second year conducted a check of the Hall asbestos register on behalf of the school, but without requesting either permission or presence of a committee representative. Secretary to advise School that inspections require permission of the Committee, but NPS appear to be working without direction. **Action: Secretary to write to NPS re correct procedure.**
 - The inventory check had been done and a range of crockery and other items had been purchased at a cost of £157.13. It was noted that significant damage had occurred and yet no record of breakages had been put in the occurrence book. **Action: Mrs Gwynne to discuss breakages with Pre-School staff.**
- *Carried forward:*
 - The problem window in the main hall had been secured with a new handle, but was pending replacement hinges. **Action: Secretary to liaise with Mr Snell on replacing the window hinges.**
 - The damp at the rear of the playgroup cupboard was discussed and the potential to 'tank-paint' it required investigation. **Action: Mrs Gwynne to investigate options to tank-paint the playgroup cupboard wall.**
 - A feasibility study into redesigned toilet facilities was received from Croft. The findings were discussed and options for raising funds were required. **Action: All to seek funding and grant opportunities. Secretary to discuss funding possibilities with Tom Holway.**
 - The Treasurer requested a feasibility study for the Hatch replacement using the funds allocated previously from users. **Action: Treasurer to investigate cost of a feasibility study with Croft.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting. Devon Communities Together membership certificate and invitation to join the 200 Club had been received.
- Quotation for the waste contract monthly payments had been received and a small reduction in costs was noted.

ITEM 4. FINANCE

- Current Acct: **£10,552.75**. Payments had been received for Pre-School use, but it had been overpaid. Further, PTA and Pre-School had both paid for a year 6 event. The Treasurer was organising repayments where necessary.

ITEM 5. HALL FABRIC

- A set of lights in the main hall were inoperative despite new tubes. Mr Shepherd has visited and was procuring a new balance unit.
- Urinal flushing had failed and was repaired with a manual valve.
- Carpet and floor cleaning had been completed at a cost of £160 and the stain had been removed.
- It had been suggested that Pre-School put wheels and handles on their bookshelf. **Action: Mrs Gwynne to report on progress to increase mobility of bookshelf.**
- Fair equipment in the upstairs store cupboard had yet to be tidied up. **Action: Chair to organise a Fair Committee tidy of the equipment.**
- 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.
 - New worktops were required in the kitchen.
 - Solution to the damp storage cupboard used by the playgroup.
 - Floor surfaces were due for replacement.
 - Disabled access to upstairs was an aspiration pending feasibility investigation.

ITEM 6. CARETAKER/CLEANER

- Nil.

ITEM 7. HALL TASKS

- Upcoming tasks included:
 - First aid kit and eye-wash renewal. **Action: Mrs Gwynne to conduct checks for the first aid kits.**
 - Boundary hedge trimming. **Action: Secretary to organise trimming of the hedge.**

ITEM 8. HIRINGS

- Pilates was withdrawing its Monday evening session. A Yoga session may be introduced in October.

ITEM 9. ANY OTHER BUSINESS

- The Treasurer had noted difficulties of access and seating for attendees at a recent Parish Council meeting. It was suggested that the Hall buy chairs with arms to help those with difficulties. The Treasurer had investigated the cost of 12 chairs with arms from Style Seating, who provided the existing chairs: circa £900. **Action: Treasurer to buy 12 chairs with arms from Style Seating.**
- A request from the Sustainability Group to put recycling collection boxes in the Hall was discussed. **Action: Chair to investigate potential situations for collection bins.**

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be held on **Tuesday 8th October 2019 at 8.00 pm at Hill House.**

Stafford Williams
Secretary