

UGBOROUGH VILLAGE HALL



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

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 9th MARCH 2021

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

- The Treasurer noted that COVID restrictions grant funding may have been overpaid. Although clarification was still awaited from SHDC it was agreed that the funds would be paid back if an overpayment were determined. There were indications that further grants may be forthcoming due to the continuing restrictions.
- The Hall was cleared for the work completed over half-term. This included new worktops and basin in the kitchen as well as decoration in the kitchen and main hall.
- The request for discounted hire by the Pre-School group had been withdrawn now that schools had returned.
- *Carried forward:*
 - The feasibility study into redesigned toilet facilities was discussed. The findings suggested that the new window arrangement would require planning permission, and this may be a pre-requisite for grants. It was agreed to pursue a planning permission using engagement of Croft to complete the technical provisions once they were ready to progress. **Action: Treasurer to investigate engagement of Croft on obtaining planning permission for the toilets.**
 - The Parish Map was now held in the village (by Joan Fletcher) and would be available for placing in the Hall once COVID regulations permitted.

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included COVID-19 survey, funding opportunities and Devon Communities Together (DCT) bulletins.
- SSE had confirmed the electricity contract with SSE for a 34-month period from 1st April 21.
- There had been a request to help fund the Village Website. It was agreed to grant £80 towards funding the Village Website. **Action: Treasurer to forward the grant of £80 to the Village Website.**
- The PRS/PPL organisation had indicated that funding of performance licenses may be apportioned to the Pre-School Group. Clarity on the Pre-School Group view had been sought as to whether this was necessary; however, the Committee agreed that the Licenses held by the Hall should be sufficient for all current users.
- SHDC had agreed the continuance of discretionary award of 20% of business rates until the end of FY21/22.

ITEM 4. FINANCE

- Current Acct: **£33,053.10**. This included the potential grant overpayment, but all bills had been paid.
- It was agreed to adopt a policy for internal financial controls to bring Committee practice in line with guidance by the Charity Commission. **Action: Secretary to hold the final, agreed policy on behalf of the Committee.**

ITEM 5. HALL FABRIC

- It was noted that the hall neighbour on one side had trimmed the hedge and there was ivy growing up the wall on the other side. **Action: Secretary to remove ivy from Hall wall.**
- The pending list of refurbishment priorities in order:
 - Installation of new toilet design for 4 x WCs.
 - 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

- Tasks for the upcoming period included: advertising the AGM, waste contract renewal, review of insurance, preparation of annual accounts and the Annual Report. It was agreed to hold the AGM in the Hall subject to the ongoing restrictions. **Action: Treasurer to draft Annual Report, Accounts and AGM reports. Secretary to advertise the AGM.**

ITEM 8. HIRINGS

- There had been one enquiry to hire the kitchen, but all hires were on hold until restrictions were lifted.
- Future events included Polling Station on 6th May and the AGM.

ITEM 9. ANY OTHER BUSINESS

- There was still a need to identify a new Booking Secretary.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be using Zoom at 8pm on Tuesday 13th April 2021.

Stafford Williams
Secretary