

UGBOROUGH VILLAGE HALL



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

MINUTES OF UGBOROUGH VILLAGE HALL COMMITTEE MEETING 10th AUGUST 2021

Present: Mrs K Brampton (*Treasurer*), Mr T Slater (*Parish Council*), Mr S Williams (*Secretary*).
Apologies: Mrs Charlot Fletcher, 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 Pre-School play kitchen was no longer in the Hall, but a doll's house was awaiting action, noting that the house needed to be put away as it was difficult for other hirers to move.

Action: Treasurer to liaise with Pre-School regarding doll's house use.

- Documentation had been updated with the latest COVID guidance and requirements from the insurers including risk assessment and hire terms and conditions. These were now on the website.

- The PPL/PRS certificate with applicable exemptions had been posted in the Hall.

- It was agreed that the Kitchen extraction fan outlets required cleaning and that a deep clean of the carpet should be completed in the summer holiday. **Action:** Caretaker/Cleaner to complete the fan cleaning and deep cleans (*Ivybridge Cleaning booked for 17th August*).

- The Fair Committee had postponed Fair Day.

Carried Forward:

- Tasks included the audit of Hall inventory, the summer carpet clean and the need to trim hedge growth. **Actions:** Secretary to trim the hedge growth (*completed post-meeting*). Treasurer to conduct inventory audit.

- A request was made to install a new carpet in the Committee Room. **Action:** Chair to investigate carpet replacement with Ivybridge Carpets.

- There was still a need to identify a new Booking Secretary. **Action:** Chair to publicise the urgent need to fill this role. Secretary to share TORs with Chair.

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included COVID-19 updates, funding opportunities and Devon Communities Together (DCT) bulletins. Insurance certificates had been posted in the Hall.

- Correspondence from SSE regarding meter readings prompted a formal complaint to them from the Treasurer when they had proved uncontactable to receive them.

ITEM 4. FINANCE

- Current Acct: **£44,776.89.** This included payments from the Pre-School Group and Parish Council.

ITEM 5. HALL FABRIC

- The Treasurer had contacted a plumber to investigate broken thermostat controls.
- The Treasurer had replaced batteries in the Hearing Loop equipment, but it required testing with a user.
- It was agreed to procure a flexible and easy-erect/remove Perspex screen for hatch users. **Action: Treasurer to procure Perspex screen for the hatch.**
- A strip of seal needed replacing on the main door. It was agreed that the fire exit sign that had fallen off the rear door did not require re-attaching. **Action: Secretary to re-attach seal on front door.**
- The pending list of refurbishment priorities in order:
 - Committee Room carpet renewal.
 - Installation of new toilet design for 4 x WCs. It was agreed to pursue a planning permission once funding and project management were in place.
 - 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

- A stock of toilet rolls had been replaced.

ITEM 7. HALL TASKS

- Tasks included review of the first aid kits to include COVID requirements (gloves, masks, respiration covers). **Action: Chair to complete First Aid kit review.**

ITEM 8. HIRINGS

- COVID regulation updates had been circulated with hire confirmations. USS had requested return to Saturday mornings from 11th September.

ITEM 9. ANY OTHER BUSINESS

- The booking form on-line had been refined. An upgrade of the website service provision had been necessary to provide the number of lines required on the form.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be **virtual at 8pm on Tuesday 14th September 2021.**

Stafford Williams
Secretary