

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 MAY 2020

Present: Mrs C Martin (*Chair*), Mr T Slater (*Parish Council*), Mrs Charlott Fletcher, Mrs K Brampton (*Treasurer*), Mrs P Jones (*Booking Secretary*), 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 School was determining its requirements post-COVID-19 restrictions and had indicated spring and autumn term times, but not summer term; they had also yet to complete a hire form. Their requirements and the consequent need from the Pre-School would need coordinating, as would the use by the emergency post office. **Actions: Treasurer to remind the School to provide hire form and outstanding payments. Mrs Fletcher to identify Pre-School requirements when known. Secretary to call committee meeting to discuss increased opening of the Hall once requirements are available.**
- The Parish Council had fitted a new defibrillator that was currently awaiting a battery change.
- Chair had investigated options for a new boiler and reported (*post meeting*) that it was currently 78% efficient compared to 93% if new. Renewal costs of £1500 were estimated. It was agreed to renew when the boiler becomes unserviceable rather than purchasing now.
- *Carried forward:*
 - The problem window in the main hall had been secured with a new handle, but was pending replacement hinges. A meeting was booked for 28th March. **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.**
 - 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.**
 - The Playgroup cupboard was remaining open to help ventilate the damp problem. Other reports of damp required investigation. **Action: Secretary to investigate damp reports.**

ITEM 3. CORRESPONDENCE

- Routine correspondence had been shared prior to the meeting, which included information and surveys from CVS, DCF and SHDC. Additionally, correspondence included renewal of the Hall insurance; confirmation of the rate relief; renewal of the Plusnet contract; DCC locality funding (£400) from Mr Hosking and Parish Council support (£242) to the asbestos survey.

- Of particular note:
 - £8,184 had been awarded to the kitchen hatch project from the Awards For All scheme and the surveyor had been engaged regarding next steps. The work was scheduled in a 3-week period in August.
 - SHDC Small Business Grant of £10,000 had been awarded to help support the Hall during periods of reduced income due to COVID-19 restrictions.

ITEM 4. FINANCE

- Current Acct: **£33,000.47**. The annual accounts had been approved by the auditor.

ITEM 5. HALL FABRIC

- The boiler had been serviced and a new gas certificate provided.
- The pending list of refurbishment priorities in order:
 - Installation of new toilet design for 4 x WCs.
 - 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

- Nil.

ITEM 7. HALL TASKS

- Upcoming tasks had been completed for the period until end June.

ITEM 8. HIRINGS

- There had been requests for Hall hires in August, which would require coordination with proposed refurbishment work and the opening of the Hall when permitted.

ITEM 9. ANY OTHER BUSINESS

- The Annual Report had been circulated and was approved by the committee.

ITEM 10. DATE OF NEXT MEETING

- The next meeting will be conducted via video-conferencing at 8pm on Tuesday 9th June, but one may be called earlier if required to discuss re-opening of the Hall.

Stafford Williams
Secretary