

## MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

### Minutes of the Management Committee Meeting Held at 7.30pm on Wednesday 13<sup>th</sup> December 2017 In the Annexe of Malborough Village Hall

#### **Present:**

Andy Morgan (AM), Jonathan Towne (JT), Gail Allen (GA), Duncan Pope (DP),  
John Jevans (JJ), Val Jevans (VJ), John Mahood (JM)

**Ann Kendall represented Malborough Parish Council**  
**Steve Dyos (SD) representing KM**

**Apologies: No apologies had been received**

**The Minutes of the last Meeting.** The Minutes were approved by the Committee and signed by the Chairman.

**Proposer :** John Jevans                      **Seconder:** Val Jevans

#### **Matters Arising from the Minutes:**

Matters arising were dealt with by the various reports below

#### **Chairman's Report:**

**Annexe Lighting:** Possible suitable lights have been installed in Quba in Salcombe. AM to discuss possibilities with Nick Tee. **Action: AM**

**CCTV / Broadband:** The necessary equipment has now been purchased from ActionWest. AM to discuss with Nick Tee the positioning of the equipment so that cabling can be started. Installation should be after Christmas. AM has spoken to Steve Mammatt of ActionWest re broadband but decisions have to be taken regarding accessibility of the service to public users of the Hall (Purple Wifi charge £160 p.a. licence). Need to look at possible funding options for broadband installation. **Action: AM**

#### **Treasurer's Report:**

**Account balances to be advised.**

DP presented the accounts to the meeting. Various queries were raised regarding outstanding payments from Hirers – to be followed up. GA queried the total of £2175 Field Maintenance in November. JM has contacted the gas supplier and established that recent invoices have been estimates. Arrangement has been made for JM to submit regular meter readings – credit is due to MVH.

#### **Secretary's Report:**

**Car Park and Extension Planning Application:** Planning application has now been submitted to SHDC with a decision promised by January 12<sup>th</sup>. Three objections have been made to SHDC by two of the neighbouring houses. The Planning Officer is due to pay a visit to Malborough. 5 enquiries have been received from contractors wishing to submit a Tender Response (which they need to do by the end of December to enable the necessary funding to be applied for).

**Shower Room / Annexe Improvements:** Responses from plumbers are awaited for the job but nothing yet received. Latest contact has promised a ball-park figure before the 20<sup>th</sup> Dec. The Parish Council feel that they may be able to source some funding for this work. A plan was emailed to the Committee on the 14<sup>th</sup> Nov reflecting the possible change in the use of the Shower Room once the plumbing to showers, urinals etc were removed. This was in response to a suggestion from the Parish

Council that it would be good if their area could be self contained and where they could store the printer they use for The Messenger, printer paper and 3 filing cabinets plus a table

**Rubbish and Recycling:** The bin has been filled to overflowing by various hirers over the previous week. This mostly caused by cardboard boxes being put into the bin without being flatpacked. Hirers will often throw out all sorts of things from events which really shouldn't be put into the bin but taken away for disposal – e.g. a large sack of polystyrene chips. With strong winds and the bin lid propped open, rubbish from an overflowing bin gets spread around the Hall and beyond. Note to be made in the Conditions of Hire regarding disposal of rubbish after events.

**Tree Pollarding / dead tree removal:** Harbour Trees did a great job pollarding the trees around the Hall and removing the dead ash tree on the Collaton Road boundary. Wood chippings were moved to an area at the bottom of the playing fields and near to the Village Access Path. A number of people have moved barrow loads and spread them onto the path but there is still more to be done.

**Christmas Tree:** Disappointing that there was little response to take on the job of erecting and decorating the Christmas tree and it came down to the usual helpers (VJ, JJ, Geoff Allen, GA) with the addition of two newcomers to the village who wished to be involved in village activities (Nikki and Martin). We need to encourage the village to get involved in this and not leave it to others. AM handed in £100 by way of an anonymous donation to cover the costs of the tree in 2017.

**Ex-Cubs Garage:** The new door now is installed making the garage a better storage place. The overflow parking has been moved from the Annexe Shower Room and put on a trolley for the kit to be wheeled onto the grass to use. A spare garage key has been given to KM so that they can access the trolley. The Annexe key previously held by KM has been returned.

**Co-op Community Fund:** Representatives of MVH (JJ, VJ, JC, MP and GA) attended a presentation at the Co-op recently when a cheque was presented for £1382.21 from the Co-op Community Fund. The first round had generated £800. This funding will enable the purchase of an interactive whiteboard for the Annexe to make meetings and presentations much easier. We have also had an enquiry for a pull down screen in the Hall (from the U3A). GA to research. The family of the late Margaret Leach have decided to donate a further sum to MVH & PFA and would like this to cover some item of technology. The screen and projector would be a great project for this donation.

**MVH Licence:** GA has arranged a meeting between Peter Cosby (Kingsbridge Police) and Naomi Stacy (Licensing Department of SHDC) to review the MVH Licence (10am Tuesday 19<sup>th</sup> Dec) to ensure it covers the needs of hirers (particularly at weekends) and thus avoid unnecessary applications of Temporary Event Notices.

**Bonfire & Firework Night 2017:** The Bonfire Sub-Committee has been advised of the points raised at the MVH meeting in November. At their own meeting, they agreed to run the event again in 2018 with John Butler chairing the group.

It was agreed that the Sub-Committee should meet with MVH in the Summer of 2018 to ensure all aspects were going to be covered / booked and then a further meeting in September to check that all is in place. Having agreed a donation to Salcombe Town Regatta of £50, the final net profit, taking into account all expenses including the cost of the fireworks is £824.21. The Sub-Committee had asked for this profit to be ring-fenced for future events, however, after discussion it was felt this was not appropriate. MVH would, presumably, be asked to purchase the fireworks in August 2018 and this would be an outlay on MVH funds and only recovered if bonfire night held that year had sufficient profit made. GA to respond to the Sub-Committee's request. **Action: GA**

**Repairs and Maintenance:** A schedule of the necessary works around the Hall and Play Area was shown to the Committee. Much of it was necessitated by an annual play area insurance inspection but several jobs were created by vandalism (Cradle Swing Barrier Rails and Outdoor Gym Area Bench) and another by a couple of long lengths of decking moved from the Bonfire site to the Wheels Park but which were spotted by the Inspector. John Yeoman, MPC, worked with Geoff on the Roundabout and also the re-siting of the Bench in the Outdoor Gym Area.

**Resignation:** GA announced that she would wish to step down from the position of Secretary at the Annual General Meeting in 2018 although would be willing to remain on the Committee and thus be able to carry out the various project works and other tasks as necessary.

### **Sports: (JJ)**

Salcombe TFC had asked if it would be possible to aerate the pitch whilst there was a quiet time for matches. SD commented that this was an unnecessary exercise when the ground is so soft and would create more damage than benefit. JJ to report back to Phil Greaves. **Action: JJ**

Steve Dyos asked about the damage to the bottom corner of the pitch (Cumber Close end). This had apparently been caused by the tree contractors when they were depositing the wood chippings near to the Access Path. The damage has now been resolved.

### **Booking Officer: (VJ)**

Last but one Blood Donor session to take place on the 14<sup>th</sup> December. A request was made by them to bring their own electric heaters to ensure they were warm enough. This was denied but GA offered to turn on the Main Hall heaters prior to their arrival.

**Post meeting note: VJ agreed that they could bring their heaters but that an additional charge would be made for the electricity used (NHS agreed).**

All regular hirers have re-booked including the Flower Club (who will be using the Annexe for future sessions).

Tim from the RNLI has booked the Lewisham Concert Band for a fundraising evening (may need stage extension for this) and wished MVH & PFA a very merry Christmas for all the hard work we do.

### **Gang Mowers**

Shinners Bridge had further work to do on the gang mowers to ensure they were cutting correctly. Andy White of Shinners Bridge agreed to reduce the latest invoice by removing the labour element but he did make a number of points re the use of the gang mowers:

- Storage of the mowers needs sorting as they are sitting on wet grass creating a problem for both the mowers and the wheels. Should also have a proper cover. Steve Dyos is applying for funding to produce hardstanding for goal posts next to the container and has suggested this area is increased to accommodate the gang mowers. A wooden cover over this would provide the necessary area. Tony Lyle (TL) had suggested creating a concrete base behind the Grandstand and setting up a tarpaulin over the top of the gangs. GA to inform TL of the current plan. **Action: GA**
- A possible alternative to the gang mowers could be a rotary mower – 6' or 8'. Can be towed behind a truck. Cost about £2000 with the only maintenance necessary being sharpening of the blades. There is a certain amount of FA funding available for machinery – SD to check if this applies to particular items. **Action: SD**
- The optimum speed for using gang mowers is 6mph. Higher speeds create vibration thus causing problems.
- It is important to cut with the gangs first before making any adjustments as these should not be necessary with the work now having taken place

### **Hire Charges / review**

The Committee discussed the increase of Hire Charges and set the rates for each session. VJ to produce the agreed list. **Action: VJ**

The Hiring Agreement will need to be amended following the Licence meeting to be held on the 19<sup>th</sup> December. The Conditions of Hire need to reflect:

- Hirers staging large events should provide marshalls to regulate parking
- Rubbish put into the Hall Dumpy Bin should be done with consideration to other hirers, all boxes flatpacked. Large items of rubbish should be removed by the hirer to disposal

### **Other Business**

#### **Signage around grounds**

JT has the various signs now made to put up around Hall grounds and will do so when weather dictates.

**Action: JT**

#### **Cleaner**

Discussion followed re the Hall cleaner payments. GA to write to Hayley with the result of discussion.

DP to organise payment.

**Action: DP**

#### **KM**

SD advised that Juliet Brodie and Madge Bailey have stepped down from KM. All emails henceforth should go to SD. A new Secretary and Treasurer to be appointed.

***The meeting closed at 20.53 hrs . The next meeting will be Wednesday 10<sup>th</sup> January at 7.30pm.  
The Annual General Meeting of MVH & PFA will take place on Wednesday 14<sup>th</sup> February 2018***