

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

Minutes of the Management Committee Meeting Held at 7.30pm on Wednesday 14th June 2017 In the Annexe of Malborough Village Hall

Present:

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

Apologies: Margaret Pearse (MP), Madge Bailey (MB)

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

Proposer: John Jevans

Seconder: Val Jevans

There were no Matters Arising from the Minutes:

Chairman's Report:

The Chairman expressed his thanks to all involved with the Fete which was well attended and went smoothly.

Stage Lighting: A demonstration set had been temporarily installed on the stage but unfortunately had not been demonstrated to Jill Clarke or Nick Tee. It was decided that this particular set was not what was needed.

Gang Mower Base: Work not yet started. Needs to locate a mixer to enable the work to be done speedily once the footings are dug out. A suggestion that the base should be laid behind the Grandstand was not felt to be the best answer. It will be put in the area alongside the tennis courts. Needs a 4m wide base. **Action : AM**

Treasurer's Report:

Insurance done – Certificate for display has been issued. No Invoice yet received although payment has been made.

The new Xero system has been set up although DP has not yet been able to agree some of the brought forward balances. Still working on this. Will be better when he has the mandate through to enable him to log into the Bank Account. JJ had checked at Lloyds recently and was advised he would receive a text message when the mandate was set up.

JM to undertake training on the system with DP to enable him to input purchase invoices etc.

Secretary's Report:

During recent strong wind, one of the trees along the top of the Collaton Road bank lost a branch which has now been removed. Tony Lyle has reported that there is a dead tree (along the Collaton Bank) which requires attention. The sycamore trees close to the Hall need pollarding in the winter – GA to ask Andrew Marsh to quote. **Action: GA**

The Cubs Garage is now more accessible so it is much easier to store exterior items such as the market stalls, field stakes and tape. The old yellow and blue china cups, saucers and plates are to be moved down to the garage from the upper Hall store so that they can be properly counted and put up for sale on eBay / Facebook. GA suggested that we should now work on improving the storage facilities in the Shower Room and also creating a separate toilet cubicle with wash hand basin for Annexe users – thus enabling different hirers in the Hall and Annexe to be self contained. Removal of the Shower Heads, Water Tank in the upper storeroom, Urinals and pipework would mean there would be better use of the space with a proper cupboard provided for cleaning materials. AM suggested that the tank and urinals could be removed by MVH. Quotes to be obtained for a plumber to carry out the work to create a separate toilet with wash hand basin. With the tank removed this would also give better access to the old cubs cupboard in the eaves of the upper storeroom. AM suggested that it would also be the time to re-line the ceiling of the upper store. JC asked if it would be possible to include a refurbishment of the Ladies toilets in the near future. Maybe a possible source of funding to be located? **Action: GA**

The gas inspection of the 2 warm air heaters, 2 annexe heaters and cooker took place on 31st May. Everything passed this inspection. Debris was found, by the Engineer, behind the Annexe Heaters. Need to find a way of preventing this – Engineer had suggested a cage produced by manufacturers or JT suggested a metal strip above the gap.

It has again been reported to us that the kickboxing sessions are continuing. JJ and AM to ask instructor for a copy of his insurance and licence. He has not asked for permission from MVH & PFA to carry out these lessons on our charity's land.

Action: JJ/AM

Tony Lyle has now carried out the work on the fire escape doors and the Hall access onto the Car Park is much improved and easier to close.

Following damage to the Gang Mowers, we have received an invoice from Shidders Bridge to cover the collection and return although not the stripping down and repair of the gangs themselves. It was agreed that we had no option but to pay this however the Committee felt that we should be advised in future should any other repair work be required. A considerable (necessary) work has now been done on the gang mowers but we need to mitigate any further expenditure.

Sports: (JJ)

Mark Rossiter kindly removed goal posts. He also offered to dismantle cricket frame and arrange for removal of the bits. The frame is rusted and solid. AM to use blow torch and see if it will move so that the frame can be kept, otherwise it needs to be disposed of.

Action: AM

JJ has received various quotes for white lining and repair of the tennis courts. It was felt that just white lining was not sufficient and that a repair to the cracks on the surface should also be effected. As all of the quotes were beyond our current spending availability GA was asked if she could source some funding to enable the work to be carried out and improve the facility. This would encourage greater use of the courts.

Action: GA

Goal Mouths (GA): These have now been filled with topsoil where necessary and turfed by Malborough Contracting. GA produced a schedule of the expenses involved which was distributed to the Committee. KM have been invoiced for the labour for all except the Adult Goal Mouths and for the topsoil and turf for the Practice Goal. JM spent much of Wednesday 14th organising hose pipe and sprinklers to enable the areas at the Pavilion and Play Area end of the field to be well watered. He will also do this again over the weekend.. JJ will do Monday am. KM had agreed to do the other areas.

Action: JM / JJ

Booking Officer

Tesco recently held a Charity Bingo which went really well and anticipate holding future events at the Hall. The Garden Furniture sale went well.

Acorn Caravan Club are holding a fun evening on Thursday 15th June for Senior Citizens.

A Wedding reception has been booked for 2018 by Toby Yeoman

There are a number of birthday parties booked and The New Jersey Boys are coming to the Hall on the 30th June.

Parking Update

Richard Boyt is having the plan of the surroundings of the Hall and the connected access between the Hall and the Annexe digitised by an Architect. This work is being done as cheaply as possible as they are aware of our cost restraints. GA has been asked to approach contractors to see if they were interested in looking at the work involved and thus to send an engineer to site. GA will do this once she has sight of the plan.

Village Fete Update

Profit in excess of £1600 was made from the Fete on 10th June. Particularly good given the weather on the day. There are still some ices to be sold so the profit will increase.

With all but one of the raffle prizes now delivered, the market stall sheeting all hung out to dry and folded, field stakes and tape put away into garage, tablecloths and tea-cloths all washed, ironed and put away, road signs and banners removed and put away for another time, accounts done – we can all relax (until the next time)!!!

Any Other Business:

The Parish Council asked us to write and confirm that we have Public Liability for the land around the Outdoor Gym Equipment and around the Devon Air Ambulance Light. AM signed a prepared letter to the Parish Council confirming this. A copy of this letter will be kept in MVH files.

Query was raised about the cutting of the grass beside Robins Roost as this seemed to be growing again. GA confirmed that Jonathan Hawtin had cut this several times since the clear out but that it should be part of the gang mowing. GA to follow up with TL.

Action: GA

Query was also raised about the footpath beside the Tennis Courts through to the Collaton Road bus stop. This is very overgrown. GA to discuss with contractors.

Action: GA

GA had a query re the wording in the Minutes of the Parish Council Meeting of the 17th May where it says (under Matters Arising) that "it was agreed tha the asset would be given in whole to MVH & PFA as an extension of the play area for them to insure etc in the same manner". The Parish Clerk had been advised that MVH & PFA is only responsible for Public Liability of the land surrounding both the equipment in the Play Area and Outdoor Gym and not for insurance of the equipment itself.

Action: GA

The meeting closed at 20.48 hrs . The next meeting will be Wednesday 12th July at 7.30pm