

## MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

### Minutes of the Management Committee Meeting Held at 7.30pm on 14<sup>th</sup> September 2016 At Highland, Salcombe Road, Malborough

#### **Present:**

Gail Allen (GA), Andy Morgan (AM), John Jevans (JJ), Val Jevans (VJ), Jonathan Towne (JT), Pat Wood (PW), Jill Clarke (JC), Madge Bailey (MB) (part meeting)

**Apologies:** Alan Purchase (AP), John Mahood (JM), Tony Lyle (TL), Margaret Pearse (MP), Duncan Pope (DP)

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

**There were no Matters Arising not being dealt with in Reports below**

#### **Proposal from neighbour of MVH Land**

Geoff Allen from Highland, Salcombe Road presented the Committee with a proposal to purchase the small area of land – 0.011 hectares (0.027 acres) of land between the Cycle Track and Highland's boundary. This area had on it a wildflower area which had been tended since 2012 by Gail Allen although the original intention had been for it to be a community wildflower area. The Committee discussed this proposal in the absence of Gail and Geoff Allen and concluded that they all agreed this was a good idea. It would tidy up the area. It was confirmed that a valuation of the land should be obtained with the cost of the Surveyor agreed in advance of any valuation. (This cost to be shared between Highland and MVH to ensure neutrality). A public meeting is necessary to allow the community to obtain a mandate for MVH to sell. This needs to be followed up with permission from Fields in Trust and the Charities Commission. If all agreed then Highland will give MVH the detailed plans regarding the planting/fencing of the new boundary.

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

**Annexe Link:** Andy Guard has now retired but his Son may be able to take on the necessary work preparing plans for this. AM to follow up. It was suggested that an appeal through Malborough in Touch would be an idea as another option.

**Action: AM**

**Cub Garage:** GA to get in touch with Dave Crunchy to establish if/what storage he is needing so that MVH can use the available space for the old Hall chairs and Overflow Parking Cones.

**Action: GA**

**Old Pavilion :** AM has found some shiplap on the internet suitable to effect the necessary repair. GA passed on TL's note that the supports on the weather side of the pavilion are rotting and need repair. With the forthcoming Devon Air Ambulance installation, it is important for the Pavilion to be sound.

**Action: AM**

**Ex-Bonfire Stock:** GA asked if the monies from the sale of 2015 bonfire stock could be passed on to the Treasurer so that the accounts can be closed for that year.

**Action: AM**

**Goal Mouths:** Turf has been laid on goal mouths and has taken well

#### **Treasurer's Report: (JJ acting on behalf of AP )**

Account Balances: Treasurers: £21,927, Reserve: £13,334, Wood: £3,885, NSI: £4,522.

Income £21,275 year to date 2016 vs £20,876 year to date 2015.

Aged Debtors: There is a slight confusion as there are items made up of £200 due for a wedding in October and £75 for a party in 2017 showing in Other Hall Hire. These items are not yet outstanding as the events have not happened but are the balance on the invoice after the deposit was paid. GA suggested perhaps invoices for such events should be raised for the deposit payable but noting the full amount eventually payable on this invoice without it being shown in the total. A separate invoice can then be raised for the remaining amount at the time of the event. A £65 bounced cheque from Tom of the Garden Furniture sales is being dealt with. South Hams Dance have been chased. NHS Blood Donors in disarray following their move – they have been

chased and informed that MVH is entitled to charge an increase if the invoices remain unpaid. Young Farmers – VJ has sent a copy invoice to the Chairman.

PW asked if the 50% share of the July Bingo had been sent to Devon Air Ambulance. AP is dealing with this.

**(Post meeting note, AP has confirmed that this has been done and will be reflected in September accounts).**

AP now has to be registered with HMRC in order to carry out a Treasurer's role and has to pay HMRC £115 per annum. As he works with 2 businesses plus voluntary organisations he is charging the MVH £20 per annum to help cover this cost.

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

**Branches overhanging bench on the Collaton Road near Hall entrance:** Andrew Marsh has now cut down the small re-seeded tree near to the pavement and cut back the offending branches. The cost has been shared between the Parish Council and MVH – should really be DCC but the work needed to be done.

**Re-decoration of Hall:** GA has given Dave Rundle dates over the Christmas period and New Year when the Hall is available for the redecoration to be carried out. He will do his best to complete the work within these dates but may have to leave part to be finished at the next available opportunity.

**Annexe Clear Up:** Volunteers have removed the old carpet and taken it to the tip, removed the old curtain fixings, prepared and painted the walls. New curtain poles have been fitted and the new curtains being made. Mats have been placed at each fire escape door to encourage people to wipe their feet. The heater covers have been re-sprayed. Broken plug covers have been replaced and all others cleaned of paint residue. The Roto floor cleaning machine has been cleaned out and serviced and GA will use this on the Annexe floor once KATS have vacated the Hall (and instruct Hayley how to use it). PW said that it was quite noisy with the hard floor. Maybe worth thinking about some carpet to loose lay (to aid easy removal). JJ to contact Roger of Moyseys. **Action: JJ** Few jobs left to do – the stage doors (inside) need white painting and a new kitchen hatch door made. Will be necessary to look at the entrance hall to the annexe in due course (plenty of paint left over).

Costings so far are £239.28 including paint, curtain poles, curtains.

Thanks were expressed to all who helped – JM, JJ, VJ and JT. VJ asked that thanks should be passed on to Geoff Allen for his work.

**Action: GA**

**Flower Club re fire escape doors:** Following the discussion at the July meeting, GA has spoken to Julie Robinson from the Flower Club. There seems to have been some confusion where the instruction not to use the fire escape doors has come from and, despite the earlier report, there does not appear to have been an email with this instruction. The Flower Club are aware that the doors should not be left open but whilst flower displays etc are being carried into/out of the Hall the doors should be secured by the long hooks on the outside wall.

**Village Access Path :** The fencing is now being erected by Wild Work of Ashburton with the work commencing on the 10<sup>th</sup> October.

**Western Power Distribution:** After a lot of to-ing and fro-ing with Western Power, the issue of outstanding invoices has been resolved with the latest one having been recalculated to our estimated usage. GA has had the contact information amended from Michael Taylor to the Secretary of MVH. A new Certificate of Unmetered Supply has been raised and this details the use of temporary Christmas tree lights from 4<sup>th</sup> December to 30<sup>th</sup> December (again another error by Western Power) with 8.5 hours covered each day. Should we require any amendment to this then we can let them know. The Committee confirmed that we would wish to have Christmas Lights. GA will confirm this with Western Power for 2016/2017.

**Action: GA**

**Co-op Petrol Station Refurbishment – Malborough:** MVH has been contacted by the contractors undertaking the Co-op Petrol Station refurb to ask if it may be possible to have parking facilities at the Hall during the 10 weeks they are present. Following various suggestions from the Committee, VJ and GA requested a charge of a flat rate of £500 reserving the right to review the situation during the last 6 weeks when it is possible that the number of vans could be anything from 3 – 12. The contractor is considering this proposal.

**Devon Air Ambulance Night Time Lighting:** A drop in meeting was held on Wednesday 31<sup>st</sup> August in the Hall with John J and GA in attendance together with Toby Russell (DAAT), John Sampson (MPC and Salcombe Rotary), John Yeoman (MPC). A number of residents called in during the evening who were all in support. Toby Russell felt that the lack of any protest was a good thing and, in fact, it showed that the village was in support of the installation. Tom Jones of SHDC Planning has now informed MPC/DAAT/MVH that, unless DAAT is an air traffic services licence holder, planning permission is actually required. This may hold up the installation which was hoped to be in October although this decision is being appealed against. With 40 possible night landing

sites planned for Devon, this is going to add a lot of extra work onto the shoulders of planning departments when they are already very stretched. In addition, Fields in Trust, have required detailed documentation and Heads of Terms document so that our request can be considered at their next meeting (scheduled October – unless SHDC can confirm no planning permission is required which may help to push a decision forward.) It is vital that the cricket/football nets are adequately secured to prevent any problems with the helicopter landing and taking off. It has been suggested that they should be secured at 3 points on the poles and luminous tape put at the top of the poles.

**Mugs :** These have been purchased (96 of them) at a cost of 50p each and are in the cupboard in the Main Kitchen.

**Co-op Local Community Fund :** Our project for the Annexe has been approved – i.e. energy lighting, skimming of ceiling and interactive whiteboard. This Fund will be launched on 21<sup>st</sup> September when Co-op members start to receive their new membership cards and be able to choose a cause in their communities to support. Every time members choose Co-op branded products and services and use their membership card, 1% of what they spend will go to their chosen cause. The giving period ends on 18<sup>th</sup> March 2017. If members don't pick a cause then the 1% is shared out equally between all the local causes in the area. MB noted that although KM are one of the local recipients of this fund they did not have to define an actual project.

**Bonfire & Fireworks Evening :** GA has arranged first aid cover from St John Ambulance at a cost of £110.40 for 2 first aiders 17.45 – 20.15. This is not an upfront cost and will not be payable if the event is cancelled. The Committee confirmed its agreement to the acceptance of this cost. **Action: GA**

Information passed to GA stated that Samantha Ayre and her husband were taking over the fields behind PW at the end of September which could lead to possible overflow Bonfire parking. PW confirmed that the existing tenant still has the land for another year and plans to plough it soon.

Bonfire Committee Meeting week is planned for **Tuesday 27<sup>th</sup> September in the New Pavilion at 6pm.** (Andy Morgan, Madge Bailey, Val Jevans, Gail Allen plus a Senior Footballer?)

## **Sports**

Goal mouths have been re-turfed. KM are looking at alternatives for AstroTurf for the Practice Goal (had 2 quotes - £2000 and another cheaper with lower grade domestic astroTurf). The KM Committee have to decide the way forward on this – possibly to turf and see how it goes but ensuring a sound base and raising it slightly. MB to inform MVH of decision. **Action: MB**

Tennis coaching has finished for the year. Patrick Parfitt will come back 2017 if there is a demand. (Up to 12 youngsters turned up this season). JJ to send email from committee to thank him for his work. **Action: JJ**

Skateboard users have been using one of the wooden picnic benches as a ramp at the top of one of the slopes. They have been advised not to do this as it is dangerous and could cause serious injury. It was decided to secure it in the skateboard area so that it can be used for the purpose it is designed for. **Action: JJ / JT**

There have been no cricket matches over the season with 7 or 8 out of 15 scheduled matches cancelled by other teams.

MB to arrange with KM to take down cricket nets and put up football nets by play area behind the practice goal and will inform JJ when ready to do work so that volunteers from MVH can assist. ?possibly to be done with a cherry picker. **Action: MB**

MB informed the committee that there is to be an EDF safety inspection of electric meter in the Old Pavilion in October.

MB asked it to be minuted that KM is grateful for the work done by TL on the grandstand and also with the truck and gang mowers.

Now that the area is being strimmed, MB asked if the cricket tunnel net could be dismantled. JJ to speak to DP. **Action: JJ / DP**

Work yet to be done by KM: complete drainage, guttering, replace tiles. Old plastic chairs to be stored where they cannot be used around the field/skateboard park. They are used by KM to work on the goal nets.

MB made a request for more No Dog signs. GA and VJ have this on their to do list to review the signs around the Hall / fields. MB has a sign writer contact who would be able to help with this – suitable boards need to be provided. **Action: GA / VJ / MB**

The perimeter of the field needs to be cut lower to allow the gang mowers to cover this area during each cut. GA trying to get a contractor to do this. **Action: GA**

Overflow car parking on the 10<sup>th</sup> September was rather chaotic with cones removed late morning but field gate left open. Afternoon visitors were then able to drive anywhere onto the grass areas. This was due to an oversight by member of KM. It is hoped that once the Cub Garage is available then the cones can be stored there rather than having to enter the Hall and disturb hirers. A note from Keith Steer of Malborough Horticultural Society stated he was concerned that a keyholder can enter the Hall or Annexe during a hire thus placing doubt on the security of items stored in the Hall at that time. **(Post meeting note – VJ has apologised to Keith Steer on behalf of MVH).** PW suggested that Keith Steer could be issued with keys for the inside Annexe doors on future hires. **Action: GA**

#### **Booking Officer:**

There are bookings for Pilates, Yoga, Baby Ballet although the Zumba sessions have been cancelled. Yoga and Pilates are going well. No response from the Judo group as yet. There are 2 charity events booked – 30<sup>th</sup> September Coffee Morning for Cancer Research and 20<sup>th</sup> October Charity sale of Plants, Gifts and Cakes for Dementia. 6<sup>th</sup> October – Redfern Health Centre Flu Jab sessions, 2<sup>nd</sup> November Antique Valuation Donna McCheyne has booked 3 Yoga sessions.

VJ had an enquiry from Roger Gillard for a car rally on the 26<sup>th</sup> November (20 – 30 cars) 8pm to 4am and wishing to return to the Hall at 3am. The Committee decided this was outside our hiring hours and could cause disruption to local residents and asked VJ to decline this. **Action: VJ**

#### **Wood: Report from Tony Lyle:**

TL has removed loose corrugated galvanised iron roofing from the Grandstand and fitted 3 new extra thick sheets and timbers. Old sheets have been taken to the tip.

The brambles encroaching on the wood path have been trimmed slightly with Jonathan Hawtin to effect a better cut a.s.a.p. Random ragwort has been pulled by TL and JM. It all looks good in the wood although some of the oaks have some sort of haze on them which will be investigated on his return. **Action: TL**

The truck has been topped up with oil and water. The exhaust is blowing but not too noisy as yet. The working grease nipples have been greased twice and the cutting blades adjusted on three occasions. The blade adjuster has sheared on the new gang and Shiners Bridge collected this on Tuesday 13<sup>th</sup> to return them later in the week. Shiners Bridge to advise on the maintenance required for the winter period.

#### **Any Other Business:**

- AM expressed his concern over the care of the newly surfaced floor (October). This is particularly in view of the staged seating, scaffolding lighting tower, stage set up supplies etc that KATS and MAD use. AM to look at ways of preventing damage from the seating and tower. **Action: AM**
- With regard to KATS hiring ending on the 18<sup>th</sup> September, VJ will check the Annexe before any hirers go in on Monday. **Action: VJ / GA**  
It will be necessary to have a meeting with them prior to any future productions to discuss what they plan to do in terms of stage set up and in particular to the removal of doors etc which have not been authorised. GA had gone into the Hall on the Monday of their hiring week to put in a supply of black sacks only to find that not only had the cleaners cupboard door been blocked by their stage set, the door had been removed and the only way to retrieve cleaning supplies was by crawling underneath the stage. It is necessary to find somewhere for the Cleaners Cupboard to be relocated giving better access. AM suggested Shower Room to be a good alternative.
- PW asked why the northern Fire Escape doors were open onto the car park during MAD rehearsals. JC explained it was very hot inside the Hall and thought that permission had been granted for this in the past. PW also complained about the loud music coming from the Hall after their last performance on the Saturday evening when the cast party was taking place. Fire Escape doors should be shut during this time.
- PW brought up the subject of the last Bingo session in July when she was very hurt to hear a comment from a member of the committee that they did not want to use the dishwasher. VJ stated that this comment came from another member of the kitchen helpers and not a committee member. In addition PW was upset to also hear that the caterer preparing a lunch for the Malborough Show was unhappy

that a commercial dishwasher was not provided. After a short further discussion about the installation of the dishwasher, PW resigned from the Committee and left the meeting.

- JC reported that Nick Tee was concerned about the state of the northern Fire Escape doors onto the car park where the lower bolt hole needs sorting. Maybe needs new catches? **Action: AM**
- The fence post for the gate to the entrance of the playing field from the cycle track has rotted and now collapsed leaving the gate lying on the ground. Geoff Allen has reported this to Devon CC.
- The SVRA have asked if there is anywhere they could put some filing cabinets and a photocopier? They had suggested perhaps the Old Pavilion. They need the space to help in their search for a new Secretary who may not be willing to have these items in their house (and they anticipate that the person concerned will be from Cumber). The Committee considered the Old Pavilion suggestion but felt that this was not appropriate and there was nowhere else currently in the Hall where such items could be stored. GA to contact the SVRA Chairman, Midge Henderson. **Action: GA**

***The meeting closed at 21.27 hrs. The next meeting will be on 12<sup>th</sup> October 2016***