

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION
Minutes of the Management Committee Meeting
Held at Malborough Village Hall at 7.30pm
on Wednesday 21st September 2022

Present: Andy Morgan (AM) Chairman; Tim Chandler (TC) Secretary; John Jevans(JJ) Sports Officer; Val Jevans (VJ) Bookings Officer; Janice Ginn (JG);Bob Smale (BS); Tony Lyle (TL);.John Mahood (JM); Sally Harvey(SH); John Butler (JB);
Ann Kendall (AK) representing Malborough Parish Council

1.Apologies:

Jonathan Towne(JT); Kevin Broom (KB); Victoria Flower; Jill Clarke;

2.The Minutes of the last Meeting.

The Minutes of the meeting of 14th July 2022 were approved by the Committee, and signed by the Chairman.

ACTION

3. Matters Arising:

All matters arising are covered in other paragraphs of the minutes.

4. Bonfire Night : JB advised that Hannah has had to stand aside following a bout of ill-health. He is prepared to take it on for the 2022 event. The date is set for Saturday 5th November, with a fall-back date in the event of bad weather of Saturday, 12th November. VJ confirmed that the hall will be available both weekends with access to the toilets. The market stalls will be needed. Health and safety documentation is being reviewed. The Hog Roast will be organised by Andrew and Emma. Money collected on the night will be deposited with Jill Clarke, for counting on the morning following the event, and then passed to JM for banking. Meat et cetera for the barbecue will be obtained from the Galley Girls. KM have confirmed that the clubhouse will be available for first aid on the night. The stock of fireworks and food unused from last year will be used for this year. Posters will be produced and erected around the village in due course. Members of the committee will be on hand to help in the evening, and a working party will be attending to clear the fields on the following morning.

5. Reports:

i. Chairman:

- a.The new lighting for the Annexe will be installed shortly
- b.The tap in the Gents loo now operates when touched
- c.The mics in the Hall will be checked, and repaired or replaced, similarly the mic stand.
- d.CCTV will be checked to see if there is any evidence of car racing on the car parks.
- e. In due course, consideration will be given to a suitable memorial for her late Majesty Queen Elizabeth II, and discussions will be opened between the Village Hall committee and the Malborough Parish Council when appropriate.

AM

ii.Treasurer : the accounts for the year to 31 August 2022 had been provided and distributed to all present. A copy is attached to these minutes showing a profit year-to-date of income over expenditure of £8,691.90 9B. TC led the committee in expressing our thanks to VJ for her unstinting work in encouraging bookings, even taking telephone calls while on holiday abroad.

iii **Secretary** : renewal of our membership of Devon Communities Together is now due, and TC will provide JM with payment details.

TC

iv. **Sports Officer** : JJ had contact from Mark Simpson who is endeavouring to revive Salcombe Town Football Club, to enquire about availability. There is a lot of work to be done before any firm reservations can be made, and it is unlikely that pitches will be required before 2023. The matter will be reviewed at that time. KM will take priority.

KM report:

1. Grass Cutting

- Dave B is doing a good job, the cut is much better than the gang mowers
- We were caught out at the weekend when Dave couldn't cut due to an issue with the truck that pulls his trailer. It became evident there was no plan B to cut the grass. KM had to get a team of volunteers together to cut the main pitch. Games could not have been played on the main pitch as the grass was too long (amazing growth in a week)
- If Dave were to keep his equipment in the new pavilion, then the issue would be mitigated

2. Bonfire Night

- We understand the date to be reserved and will ask the league to cancel home fixtures on Sunday the 6th November.
- KM are however not happy to have to cancel the following weeks fixtures also (13th November) just in case the weather is not ok for the 5th November. It is our recommendation that the reserve date be Friday 11th November or Sunday 13th November to allow KM to play fixtures on the Sunday morning of the 13th November.

3. Pitch Improvement

- KM have received FA funding to improve the playing surface at Malborough (£25k+ over 6 years)
- Dave Bawden has been given the go ahead to start some of the treatments recommended by the FA and will carry our groundsman training (funded by KM United)
- Selective Weed Killer to remove clover and weeds
- Slow-release granular fertiliser to promote grass and root growth
- Aeration / Verti-drain
- KM will continue to work with John and Bob on making the improvement treatments and give notice when they are occurring.

v. Booking officer report: I am pleased to say that I've taken quite a few bookings – children's parties, three bingo evenings, a Christmas concert, MAD tabletop sale, Hope Cove lifeboat quiz, a small hen party, Fiona's Fancy Feet Show, an auction, the preschool Christmas party, also a wedding reception for May next year and Malborough School have booked Saturday 24th of June next year for their fete. U3A have booked for next year and voting will take place on Thursday, 4 May. I am meeting Maggie early next month to discuss the Scarecrow Trail, which will hopefully take place at the Bank Holiday weekend of 27th May for two and a half days. I understand the Horticultural Society shows were very successful, and MAD KIDS were excellent as always. KATS are in at present, and have booked a couple of extra days for rehearsals et cetera.

vi Wood report: TL advised that after the summer's growth spurt, there are several areas where the brambles need to be cleared back during the autumn. He will talk to Pitman Trees about whether the undergrowth should be cut back or weed killed, to allow sunlight to get into the new small trees which are currently overwhelmed. He has also noted ash die-back on some tree and will discuss this with Pitman Trees too.

TL

vii. Maintenance:

a.Grounds : BS and TC had carried out a full and detailed survey of the grounds, with particular emphasis on undergrowth, brambles, and the encroachment on the margins of the fields. A detailed report on this has been prepared, which is attached to these minutes under Appendix A. It was agreed by the committee that this work should be carried out and that the contract be awarded to Cutting-edge, who currently look after our football pitches and other grassed areas. In addition, the margin of the field between the top of the footpath which leads down to the bus shelter on Collaton Road, round the south and east side of the playing fields to the top pedestrian entrance to Cumber Close, will be included in the work but will be invoiced separately, in the event that Malborough Parish Council are able to pay for this work as part of the "access for all" footpath project. The work needed on the large trees to the south of the hall, and on both sides at the top of the slip road, will not be included in this contract. BS will seek suitable quotation from qualified tree surgeons to carry out this work.

BS

b. Buildings :, TC had submitted by email to all committee members a schedule of suggested work to be carried out in an around the buildings during autumn 2022 to spring 2023. The schedule appears as Appendix B to these minutes.

Using the item numbers on the schedule the following was agreed:

1. and 2. TL offered to attend to this **TL**
3. To be postponed until route of the new path has been finalised
4. JJ will talk to KM about raising a working party to do this **JJ**
5. No decision
6. BS, SH & JG agreed to form a work party to carry out this work **BS,SH,JG**
7. No immediate action required -councillor Mark Long attending to this
8. No immediate action required
9. TC to talk to Geoff Allen regarding this **TC**
10. TC to examine file records and report to next committee meeting **TC**
11. BS advised that his immediate neighbour, J Marshall, is a qualified gas fitter and plumber. BS will talk to him and report back at the next committee meeting **BS**

6. Ongoing Matters:

- energy costs, while the meters on the gas heaters can be adjusted to reflect the increasing price of gas, it was felt that there was no fair way to increase electricity charges across-the-board, as some hirers use more electricity than others. It was therefore agreed that at the time of review for rates 2023, the increase in electricity costs will be taken into account when setting the new rates.

- Scarecrow Trail, see booking officer report above

- disposal of gang mowers and towing vehicle; BS has obtained a buyer for the CRV and hopes to sell it this weekend for £400. He will keep the cash and provide the treasurer with a cheque for this amount.

- recruitment: secretary will continue to endeavour to attract new members to the committee
- risk assessment: JG is developing a risk assessment plan and will investigate what past history and resources are available within the filing system, once KATS have vacated the premises
- caretaker: no solution evident
- curtains: it was agreed unanimously that the curtains in the hall need replacing. VJ undertook to investigate the cost for material to carry out this work, which would require in addition blackout linings. The search will then be on for someone to carry out the work. It was estimated that there would be 12 full length curtains of different widths, and at least another six of window length.
- pothole and approach road, see 5 vii 7 b 7 above
- new plumber: see 5 vii b 11 above

7. **Next meeting: Wednesday 12th October 22 at 7:30 PM in the Annexe**
8. There being no further business, the chairman closed the meeting at 2110

APPENDIX A

Grounds maintenance for autumn 2022

Following a close and detailed inspection of all the grounds by Bob Smales and Tim Chandler, this is list of the work perceived to be needed, includes those areas which fall within the responsibility of MVHPFA, and excludes the area which it is understood will be included in the 'Access for All' contract under the control of Malborough Parish Council, namely from Jubilee Road footpath to Cumber Close gate.

1. Cutback roadside hedge on A381 bordering car park from substation to boundary
tractor flail: £195
 2. Cutback on Car park side the hedge bordering the car park from substation to boundary
tractor flail: £195
 3. Clear back northern edge tarmac to margin, approximately 1 m, from substation to boundary
tractor and bucket: £220
 4. Tidy up feathers and lower branches of trees bordering Western hedge
by hand pruning: £120
 5. Low wall in front of village hall: on the field side radical attention required. To clear weeds, brush cut and trim, prune lower trunks of trees
£220
 6. South and West side of tennis courts: clear by tractor and flail where access can be gained. Reverse side of bank to be manually cut. Risings left to rot in cleared area and future weed growth suppressed by further brush cutting, and use of suitable herbicide.
Tractor and flail: £420
Brush cut: £440
 7. From Cumber Close gate round to skateboard area, and continue westward past wooded area to 5 bar gate, reduce the margin, and clear to a suitable width avoiding newly planted trees
Strimming, and some brush cutting: £600
 8. Bank between playing field and playground, clear both sides of the bank. Estimated 20 hours work
Mainly brush cutting: £400
- £2,810.00
+ VAT
- TOTAL : £3,372.00

APPENDIX B

Buildings Maintenance for autumn 2022.

1. Downpipe drains on the south side of the building appear to be blocked and should be cleared before the autumn rains.
2. The drainage gully on the north side of the hall is choked with leaves and debris and the culvert adjacent to the North door into the Hall should be checked and cleared.
3. The wooden post and board fence opposite the door into the Annexe is showing signs of deterioration, and at least one post is now rotted at the base.
4. The grandstand is looking very tired and would benefit from a coat of paint.
5. The floodlights and support poles on the side of the playing fields are no longer viable, the floods themselves are now dangling by wires or lost in the undergrowth, and there must be concerns for safety and also the aesthetic for visitors considering hiring the hall for weddings and other functions.
6. The low wall opposite the entrance doors to the hall in the Annexe would benefit from a scrub down and paint. Again, as the main access route into the Hall it makes a poor impression on would be hirers.
7. There is a pothole at the Collaton Road end of the approach road, it is believed that this falls within the remit of our agreement with South Hams District Council, and the matter has been reported to councillor Mark Long who has promised action.
8. The general condition of the tarmac surface of the approach road is showing signs of wear. While not serious at the moment, this should be watched carefully to ensure that any severe weather conditions do not accelerate the deterioration to the point where major work may be required.
9. The two benches on the terrace outside of the north-west corner of the Hall are looking very tired, and would benefit from the application of suitable oils.

