



**Minutes of the Management Committee Meeting
Held at Malborough Village Hall at 7.30pm
on Wednesday 13th September 2023**

Present:

Andy Morgan - Chairman (AM);
Ray Carr (RC) – representing SVRA
Tim Chandler - Secretary (TC);
Victoria Flower (VF);
Janice Ginn– Safety Officer (JG);
Sally Harvey (SH);
John Jevans - Sports (JJ);
Val Jevans - Bookings (VJ);
Ann Kendall – Chair, Malborough Parish Council
Sarah Prowse (SP) – representing Malborough Parish Council
Bob Smale – Grounds Officer
Matthew Villaneuve
Guest: Cllr Samantha Dennis (SHDC)

1.Apologies:

Kevin Broom representing KM (KB);
Jill Clarke – representing
Tony Lyle – Wood Officer
John Mahood - Treasurer

2.The Minutes of the last Meeting.

The Minutes of the meeting of 12^h July 2023 were approved by the Committee, and signed by the Chairman.

Proposed: VJ; Seconded SH

3. Matters Arising:

None

4. REPORTS

ACTION

I. Chairman: the chairman confirmed that the new lighting had been installed in the Annexe. All present expressed their delight at the 'brilliant' result and thanks were expressed to the chairman for carrying out such an excellent job which has transformed the atmosphere in the Annexe and presents a much more inspiring and businesslike environment. Chairman emphasised the importance that we should place on our development plans for the hall and its grounds, to take into account the future needs of our community and also of the building itself. While low-cost short-term planning may prove attractive, we have a responsibility to those who will follow.



ii. **Treasurer:** in the absence of the Treasurer, the accounts had been circulated to all members of the committee. It was confirmed that JJ holds a second cheque book and is an authorised signatory. He will discuss with the Treasurer the use of online banking and whether it is possible for him to have access to make payments through that system should an emergency arise and the Treasurer be unavailable.

TC advised the committee that he had carried out a rough analysis of income and expenditure year-to-date, and that on current figures, it appears that, comparing net average monthly profit/loss for the first eight months of August against the net average profit/loss monthly for the previous whole year, we could be running towards a loss this year of £13,800 or thereabouts. This is reflected in the steady erosion of our bank reserves. The Booking Officer is hard at work and this has resulted in a very satisfactorily filled calendar for most of the time, and it must therefore be a priority for us to consider making significant increases in our charges if we are to reverse this process and pattern. We have certainly failed to keep up with inflation over the past 2 years and this must be reflected in next year's revised charges. He reflected that the satisfactory state of our finances over the last 2 to 3 years has been to a great extent the result of the grants received from government during the COVID pandemic. If we are to continue with the ongoing improvements to the facility that we provide, then it is essential that we should begin to move into profit as soon as possible.

JJ/JM

iii. **Secretary:**

Martyn's Law: TC has had email correspondence with Anthony Mangnall MP to discuss the implications of the draft bill currently before Parliament. He was assured that the implications of any new legislation on village halls will be taken fully into account before the bill is presented to Parliament.

Change of status from unincorporated charity: investigation still underway.

Bonfire Night: Devon Air Ambulance and Cutting-Edge (David Bawden) have been notified of the dates and Dave will undertake to ensure that the Old Pavilion is vacated well before 4 November and he will not put his equipment back until after 11 November.

Rubbish bins: the committee discussed the provision of additional rubbish bins to accommodate "special" occasions like theatre productions and large parties when the current green skip is not sufficient. AM will investigate the provision of an additional bin for occasional emptying when the need arises.

AM

W and W: the gas company as part of its contract with the village hall has undertaken to keep tidy the length of hedge that runs between the cash registration gas regulator in the corner. It was agreed that TC should ask Gail Allen to contact the company to arrange for the hedge to be cut.

TC/GA

(NB the Chitty Chiitty Bang Bang car remains on the stage)

JC/VJ



iv. Sports : JJ reported that the tennis courts have been broken into and one of the nets damaged, the code on the padlock changed so that others could not use it, and he believes local youngsters have done this. AK. advised that she has a new link for reporting such incidents which she will provide to the committee. It was hoped that the imminent installation of close circuit television will deter future acts of vandalism.

JJ/AK

TC advised that new dog signs have been obtained, by JT, and are currently in the storeroom awaiting installation. BS volunteered to carry out this work. In KB's absence, JJ gave a summary of his report. The KM invoice for the new year has been paid, all training commences this week, with a total of just short of 300 players, including 52 girls. League matches started last week (under 17 girls) first home game Saturday, 16 September. 'Friendlies' start on Sunday the 17th and also Pioneer league encounters. It was noted that parking might be a problem on Saturday the 16th as there will be a clash of events. (there will be a wedding that day too, see Booking Officer report below).

Despite the effort and work on the pitches during the summer which had initially resulted in a splendid finish, the rapid growth which occurred during the heavy rain of July and early August on top of new fertiliser resulted in excess growth and this has had a deleterious effect upon the sward. Lining is now carried out. A robot line painting machine has been tried. All moles were removed, (JJ reported that some have reappeared). KM still concerned at the amount of dog mess and the number of dogs still being permitted to walk on the playing fields. TC will submit a strongly worded article for the next edition of the Malborough Messenger.

Planning permission has been sought for the new large container (AK advised this has passed through Marlborough Parish Council and should be confirmed in a matter of days).

TC

v. Bookings: VJ reported that the hall has been busy over the summer holidays, with children's parties, the excellent MAD KIDS show and the Horticultural Shows. The SHDC have booked the Annexe for the afternoon of Friday, 15 September regarding the housing questionnaire, and there will be a wedding reception this weekend. KATS are preparing for their play next month, Redfern have booked the Hall for flu/COVID vaccinations on the 11th and 18th of October. There there is another Murder Mystery Evening on Saturday, 14 October, and a Bingo Evening on the 21st. Emma Gray has booked the Hall for Saturday, 28 October for the Community Compost Show in the afternoon, and the Hope Cove Lifeboat Quiz is on that evening. There is also plenty going on in November and December, such as the Strictly Night and RNLI Salcombe Lifeboat Christmas Musical Event, with only a couple of Saturday Nights free before Christmas. There are two Wedding Receptions booked for 2024, Including one for Claire Tapper. The gas heaters in the Annexe are no longer safe to use, but the lighting is now amazing. The Piano Tuner is coming on Monday, 9 October in the morning. Clive has done a brilliant job cleaning the blinds in the Hall and I have asked if he would be available to check the outside of the Hall from time to time, sweeping up leaves, keeping windowsills and doors clean etcetera. The Committee agreed that Clive should be approached and asked to carry out this work on a needs basis.



vi. Grounds Report: it had been noted that Madge had complained that the borders of the field adjacent to her hedge and around the memorial bench had been strimmed back very close and she asked if more could be left uncut. BS advised that as this grass cutting was carried out by local resident as a tribute to the person in memory of whom the bench had been installed, was outside of the work carried out on behalf of the village hall, but he will endeavour to contact the individual concerned to see whether more space can be left along Madge's border. BS expressed concern that so much fertiliser had been applied to the playing fields, and with the subsequent heavy rain mounds of cut grass had been left lying which killed the grass underneath and this has now led to bare patches. He understands that KM are now looking to buy a new mowing machine which will have tines which will drag out the matted under grass and this should improve matters. AM advised that there are two germinating mats in the Old Pavilion should reseeding be necessary. The reseeding of the goalmouths has been damaged by casual users during the summer holidays. The clearance of the banks is in hand. The floodlight posts will be cut down and sawn off and the reinforcing rods will be buried.

BS

4. Wood report: in the absence of a report, SH advised the apple trees in the wood are now fruiting nicely and we are all welcome to help ourselves. TC had received a note from TL that the Rattle is expected imminently so that the wild flower planting can begin in the autumn.

TL,BS et al

5. New heaters for the Annexe: TC presented a draft report on progress so far in sourcing alternative means for new heaters. There is more work to be done and he hopes to have a meeting with a contractor next week to obtain an accurate estimate. AM advised that this was a matter which should be considered carefully and that no rush decision should be made, to make sure that whatever we decide to do will remain appropriate long into the future. AM expressed a personal preference for air-to-air heat recovery systems if this is financially viable. TC continues to seek grant support for the cost of this equipment, and reported with gratitude that Councillor Dennis had already offered £500 from her allowance towards the cost. He had also approached Anthony Mangnall MP, Devon County Councillor Rufus Gilbert and South Hams District Councillor Mark Long, and hopes to receive a positive response from each of them. He had also asked Anthony for help towards sourcing grants and awaited a response. Draft report attached these minutes.

TC

6. Closed-circuit television

AM has started work on installing the comprehensive system agreed and discussed at previous meetings. He found that the link installed between the Clubhouse and the Old Pavilion had failed and will obtain two new wireless access points. In the Veranda of the OP, he will install a dome vandal resistant camera which will mean he has an extra camera point to be placed around the grounds. He anticipates the installation will be completed within two weeks and agreed that he will remove the new support post for the skateboard park camera from the Parish Clerk's front garden as soon as possible.

AM



7. Bonfire Night

AM confirmed that the fireworks have been ordered, and he is arranging for a meeting with John Butler to discuss, identify and appoint the various members and volunteers in the village who have agreed to help with all the jobs.

AM

8. Malborough Parish Council Matters:

AK advised the meeting that, following the returns from the village survey requesting ideas for improving leisure facilities in the village, of the 76 responses there was overwhelming support, and also expressions of concern regarding vandalism and antisocial behaviour.

In preparation for the next Parish Council meeting, and to ensure that the Village Hall committee were up to speed before any further public discussion, AK presented to the committee in outline a report on the range of ideas which are now under consideration. This is not yet sufficiently developed to require discussion within the village hall committee but for information.

AK emphasised that the top priority for the Parish Council is to bring to a satisfactory conclusion the discussions with Fields in Trust regarding the car park extension at the village hall and maximum effort is being expended on these negotiations.

9. Items for Malborough Messenger October/November 2023

It was agreed that TC will present a one page insert advertising the Bonfire Night, and also an article regarding the installation of close circuit television and will include in this mention of the continuing problem of dog mess created by the activities of irresponsible dog owners both local and visiting.

TC

10. Projects for 2023 –

PROJECTS FOR 2023

1. New ceiling lights for Annexe – complete
2. New curtains for Hall; in hand, fabric cut out, work commencing soon for completion late autumn.
3. Painting the Old Pavilion, second coat – a work party will be called imminently.
4. Maintenance of hall floor delayed because of financial situation

All other matters, not otherwise referred to in these Minutes, were put on hold

9. Date of next meeting – Wednesday, 11th October 2023

10 Chairman thanked all who attended, and the meeting closed at 2125.

Signed as a true record :

A.Morgan - Chairman

11th October 2023

**The Secretary's Office, Malborough Village Hall, Malborough, Kingsbridge, Devon
TQ7 3SN**



Presentation to the Meeting of the Management Committee 13.09.2023

Replacement Heaters in the Annexe

Following the failure to pass inspection on 14 August 2023 of the two gas heaters in the Annexe, and the obvious need for quick and urgent replacement before the winter season, I have researched several alternatives and report with cost estimates below: –

Quote from Buswell to replace with identical equipment, namely 2 Drugasar Art 8 heaters, parts and labour £7,134. (Identical heaters can be purchased online £1,415 each). It is noted that each of these units has an output of 9 kW which appears excessive in a room of this size.

Advantages: system we know, which has the facility to heat up very quickly, and for which coin slot machines are readily in place.

Disadvantages: we would still be using gas with its carbon emission rates, and also require our hirers to have coins to put in the coin boxes.

Sunflow “Classic” electric panel heaters

Based upon the size of the room, the suppliers recommend 2 x 2.5 kW and 3 x 2.0kW, total output 11kW. Cost, parts and labour £4,509.51 p

Advantages: installation would be simple and control by timed clock would ensure heat was only provided when required. No carbon emissions.

Disadvantages: additional electrical supply to the Annexe would be needed and this may require some radical electrical installation.

Fischer “Classic” electric panel heaters

Based upon the size of the room, Fischer have recommended two panels at

2.4 kW each. . Cost for parts only £1,501.20p.

Advantages: as for the Sunflow system, comparatively simple to install, but with the same possible requirement of radical electrical installation changes.

It is noted that the estimate from Fischer provides for a significantly lower rating output for the total installation compared with that from Sunflow.

South West Air Heat Recovery Company, Barnstaple

2 Panasonic air to air heat recovery units each rated at 3.4 kW incorporating two outdoor compressors and two indoor fan units each to provide air to air heating and cooling, estimated cost for parts and labour including VAT £9,647.94 p.



Advantages: no carbon emissions; the system provides heating and cooling. Once installed it would be very economical to run and complies with governmental guidelines with regard to the reduction in carbon emissions. The units run quiet, only 20 DBA. They rate A++ for energy-saving and air is filtered to catch PM 2.5 particles to maintain clear air in the room. Each unit is fitted with two independent airflow blades so that the direction of airflow will not subject any person to a continuous blast, either hot and cold. *There is the option of compatible Wi-Fi control so that a schedule may be set up in advance whereby the heating in the room coincides with the needs of the users. This works with Google Assistant and Amazon Alexa. This is not been included in the price quoted.*

Disadvantages: the units are in two cabinets 779 mm wide . The equipment on the outside of the building would need to be protected against vandalism.

It is the experience of the writer, who has a heat recovery system in his home, that an annual maintenance contract is essential on this type of equipment as replacement parts can be exceedingly expensive, e.g. printed circuit board £1000 plus.

Remit Zero “Cyclo”

This Exeter based company provides this system which heats water with off-peak electricity and stores it for use when needed. Designed to fit into an existing central heating system with radiators et cetera it is not considered suitable for our purpose.

Grants

Emails have been sent to Anthony Mangnall MP, DCC Councillor Rufus Gilbert, SHDC Councillors Mark Long and Samantha Dennis, asking for help with regard to funding towards the cost of this urgent need. Rufus has replied that he will come back to me once he returns from holiday. No reply to date from either of the other parties.

Devon Communities Together has an Emergency Resilience Fund only, providing a maximum help of £250 towards planning for emergencies, just not relevant to our needs.