

**MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION**  
**Minutes of the Management Committee Meeting**  
**Held at Malborough Village Hall at 7.30pm**  
**on Wednesday 8<sup>th</sup> February 2023**

**Present:** Andy Morgan (AM) Chairman; Tim Chandler (TC) Secretary; John Jevans(JJ) Sports Officer; Val Jevans (VJ) Bookings Officer; Sally Harvey (SH); Janice Ginn (JG); Victoria Flower (VF); Ann Kendall (AK) representing Malborough Parish Council;

**1.Apologies:**

Bob Smale (BS); Jonathan Towne; Matthew Villaneuva;  
Kevin Broom (KB) representing KM;  
John Mahood (MH); Treasurer;  
Tony Lyle (TL);  
Jill Clarke (JC) representing MAD;

**2.The Minutes of the last Meeting.**

The Minutes of the meeting of 11<sup>th</sup> January 2023 were approved by the Committee, and signed by the Chairman. Proposed JGJ; seconded SH;

**ACTION**

**3. Matters Arising: none**

**4. Reports:**

**i.Chairman: .**

a.During the recent MAD production, a few pre-used fluorescent tubes have been uncovered, and they have been fitted into the Annexe lighting fittings and have provided a short-term improvement. Ben will help AM to fit the new down lighters in the Annexe. AM is seeking the best prices for these and hopes to complete the installation before the end of February. Invoices will be submitted to MVH for payment. This was agreed.

b.MAD has requested that a sliding door be fitted in the storeroom at the top of the temporary stairs. In agreeing to this the committee stressed that the door must be locked to prevent accidents. AM will notify MAD.

c.New Village noticeboard: the application for a village noticeboard to be erected under the auspices of the Devon AONB, had been circulated by the secretary. Committee agreed to this in principle, but requested that the final draft be submitted to the committee for proceeding.

d. Chairman reported that Jill Clarke had recently suffered a fall, and the committee sent their best wishes for a swift recovery.

**ii.Treasurer :**

See attached Profit and Loss account. SH has purchased paint et cetera for furnishing the lining around the plinth, and will submit her receipted invoices to the Treasurer for reimbursement this was agreed.

**iii Secretary :**

a.A meeting was held in the Hall on Monday 6<sup>th</sup> February comprising Gail Allen, JG, SH and TC, to consider the current CCTV equipment and service. JG is now investigating ways in which this might be improved, particularly with regard to backing up the video records which currently

“drop off” 10 days after any motion activated event. She will report back at the next meeting. Thanks were expressed to GA for giving up her time on Monday.

c. Jill Clarke has advised that MAD and KATS have both agreed to contribute £300 towards the cost of the new curtains in the hall.

**iv. Sports Officer :**

- a. JJ has held a meeting with Kathy Harrad and Madge Bailey from Malborough Parish Council to open discussions on the possibility of installing a Pump Track for BMX bikes next to the skateboard park, and combining this with an extension of the skate park facility. Estimated cost £40,000-£60,000. Funding for this project would not be sought from MVH.
- b. A suggestion has been made that the recently refurbished tennis courts, which have attracted very little interest in the last 12 months, might be converted to a multi-sports arena, with markings for both basketball and five-a-side football. Kingsbridge Basketball Club has expressed an interest in hiring the court for matches if the lining and equipment were available. JJ will obtain an estimate for the cost of making this alteration and installing new equipment. It is understood that benches to be installed within the court may be available at little or no cost to MVH.

**v. Booking Officer report:** a very busy few weeks, with plenty of new bookings. The Salcombe Rugby Club held a successful Murder Mystery evening on Saturday, 3 February and it is understood they raised about £1000. The Church quiz will be held on Friday the 18<sup>th</sup> of February, Kingsbridge Young Farmers have their entertainment evening on the 19<sup>th</sup>, and a Bingo evening on Good Friday 7 April. The National Trust have booked the Annexe for a meeting on March 9<sup>th</sup>, the School has an extra booking on March 10<sup>th</sup>, then KATS are in for their show “My Fair Lady” from Friday 17<sup>th</sup>. Fiona’s Fancy Feet are in the Hall on Saturday, 1 April for a show, there is a Dartmoor Talk on Saturday the 15<sup>th</sup>, voting in local elections on May 4, Stanborough Chorus have a show on Sunday, 18 June and a booking has just been taken for a Folk Concert on Saturday, 1 July. After KATS moved their September booking, MAD KIDS have now moved their date forward a week. SMASH now have regular meetings booked during the year, along with all our regulars and various children’s parties have been booked too. The Booking Officer is having to be very strict with applications from new potential customers who sometimes want her to change the established bookings of other hirers. She has made it clear that this is not acceptable. With regard to the reported failure of the heaters in the hall at a recent U3A meeting, it was found that the main gas tap to the heaters had been turned off as a safety measure during the recent MAD production, and had not been switched on again. This has been rectified.

**vi Wood report:** TL is awaiting a quote from Pitman Trees to carry out the work in the wood that was agreed at the last committee meeting. He has had a meeting on-site with Emma the local National Trust Ranger to discuss the use of some of the grounds for wilding and the planting of wildflowers. The Forest School visited on Monday 6<sup>th</sup> and helped with the planting of more whips.

**TL**

**vii. Grounds Report :** BS is still waiting for a quote from Pitman Trees, (see Wood report above) and will be seeking alternative contractors to carry out the pruning of the trees adjacent to the front door of the hall and at the top of the slip road, as reported and agreed in previous minutes. A local resident has offered to clean up and repaint the football grandstand, if MVH are prepared to pay for materials required. This was agreed unanimously and BS is asked to pursue this. Receipted invoices to be submitted to the Treasurer for reimbursement. It is understood that the cutting back of the grass by the hedge at the top of the Collaton Road bank is in hand.

**BS**

**5. Malborough Parish Council Matters (MPC)**

The Parish Council has received no feedback from the meeting held recently to plan the Coronation weekend. This may be raised at the next Parish Council meeting.

**6. Ongoing Matters: see attached Project Report.**

**VJ**

**7. Next meeting: Wednesday 8<sup>th</sup> March 2023 at 7:30 PM in the Annexe**

**8. There being no further business, the chairman closed the meeting at 2115**

**Signed as a true record :**

**A.Morgan - Chairman**

**8<sup>th</sup> March 2023**

## **LIST OF AGREED PROJECTS FOR 2023**

1. Replace all fencing adjacent to the hall : TC obtained quotations from two contractors to carry out the replacement and extension of all the wooden fencing adjacent to the hall. He recommended to the committee that the quotation from E.J.Parr be selected and this was agreed. He will notify E.J.Parr of the committee's decision and the other contractor will also be advised. A copy of the successful quotation is attached to the archive copy of these minutes, total price including VAT £1,638.00.

**TC**

2. Replace curtains in main hall : JG is obtaining more samples, and also seeking a contractor who will make up the large curtains.

**VJ/JG**

3. Fit new ceiling lights in Annexe; see Chairman's report above

4. Yellow line painting ; paint has been obtained and a work party will be assembled shortly to carry out the work once the weather has improved, probably mid-April

**SH/JG**

- 5 .Paint the Old Pavilion; TC will measure up the outside walls and obtain sufficient green wood stain protective paint. A work party will then be assembled to carry out the work April/May.

**TC/ALL**

6. Restore the bench, currently behind the garage, for the tennis courts; this may no longer be necessary, see Sport Officer's report above

**JJ**

7. Arrange for in-depth maintenance of hall floor; it was agreed that regular maintenance of the Hall floor is necessary, and VJ will discuss past history with GA and come back to the next committee meeting with recommendations.

**VJ**

8. Sort out the signs at the entrance to the slip road; JG/SH have this in hand and will report to the next committee meeting on what action needs to be taken

**SH/JG**

9. Clean and paint wall opposite entrance door; JG/SH have this in hand

- 10.Jet-wash the exterior of the building; AM to discuss with BS

**AM/BS**

11. Fit external tap by Annexe toilet with lock shield and internal stopcock; TC to contact Dave Prout to obtain quotation for this work

**TC**

12. Remove old floodlights on east side of Playing field; may be carried out in the event that the skateboard park development proceeds

**BS/AM**

13. Clear the central area of the Wood

**TL**

14. Remove old fence posts, wire etc from play area bank, smooth over and plant with grass and wild flowers as part of the plan to increase the area within the grounds which is committed towards wildflowers, and following discussions with BS, TC presented to the committee the following proposal: –

- a. The bank facing the Play Area to be cleared of all undergrowth, concrete posts, wire and other dangerous matters, the surface then to be smoothed and planted with a range of grasses and wildflowers, including daffodils, poppies et cetera. The plants and grasses will be allowed to grow throughout the year, and will be lightly strimmed every autumn after the growing season has finished. This would provide a delightful aspect to all those visiting the play area and other parts of the grounds and would significantly reduce the cost of maintaining the bank in its present state.
- b. The bank below the west side of the tennis court, which was cleared during the autumn 2022 tidy up programme, will be recontoured to provide a smooth and even surface. At the top of the bank evergreen hedge plants will be put in and permitted to grow to a height of about 5 feet, to protect from the wind the tennis court area, and provide cover for nesting birds and other small creatures. The use of evergreen will reduce the problem of leaves on the tennis court. The bank below the hedge on the west side will then be planted with grasses and wildflowers in a similar manner to the bank by the Play Area. This again would then simply need a light strimming in the autumn and would provide an attractive and ecologically sound use of this piece of land. **BS, TL and TC** will jointly investigate developing this further through the year, accepting that it may not be possible to complete until early 2024. This will give time to find a suitable contractor at a suitable price.

8/2/2023