

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

Minutes of the Management Committee Meeting

Held at 7.30pm on 13th April 2016

In The Annexe, Malborough Village Hall

Present:

Gail Allen (GA), Andy Morgan (AM), John Mahood (JM), John Jevans (JJ), Val Jevans (VJ), Jill Clarke (JC), Duncan Pope (DP), Pat Wood (PW), Jonathan Towne (JT)
John Yeoman (JY) attended as the Parish Council Representative

Apologies: Alan Purchase (AP)

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

PW wished it to be noted that she did not like the Hall chairs being loaned out. (This had been a committee decision when PW was not present.)

Margaret Pearse (MP) was co-opted onto the Committee as a representative of SVRA. ***Proposed by AM and Seconded by John Yeoman***

Matters Arising not being dealt with in Reports below

- **Dishwasher** – Harry Bullen has been actioned for this and will come back with prices
VJ has found integrated models ranging from £229 - £294 with the more expensive having a short cycle function **Action:GA**
Electric Socket to be sorted **Action: AM**
- **Entrance – North Side of Hall linking Annexe to Main Hall Fire Doors.** AM has spoken to Andy Guard who is prepared to draw up plans for this work. It is possible to replace the fire exit doors with UPVC doors, making the exits draught free. Wheelchair access needs to be considered. **Action: AM**

Chairman's Report:

The line marker has leaked white paint all over the floor of the Old Pavilion because the nozzle had been removed. The electricity had been turned off to the freezer leaving the contents unusable. AM had previously used some of the food for the adult football teams so the whole of the stock purchased for the cancelled November 5th Bonfire Night had not been lost.

(Post meeting note: Madge has fully investigated the switching off of the electricity and confirms that it was definitely not KM who did this. The nozzle had been removed from the line marker and left to soak -because one of the adult teams had not washed it through – without realising this would create a leak of white liner. KM have apologised for this.)

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

Account Balances as at 12.4.16: Treasurers - £27,704, Reserve - £13,328, NSI - £4,522. Wood is not included as this is ring fenced. Tennis Subscriptions year to date are now £360.

Net profit ytd is £5,251.58 as opposed to £2,066.68 in 2015. The National Health Service (Blood Donors) owe 3 bills as they are a bit behind – VJ chasing. **Action: VJ**

A cheque from Tom (Garden Furniture) has bounced. The December invoice for PTFA has now been paid. Joanna Reed's invoice is outstanding.

Secretary's Report:

Toni Brock of 105 Cumber Close has asked if she may plant some plants eg gorse etc beyond her fence (on MVH land) to screen her garden from walkers on the proposed Village Access Path. The Committee agreed this would be possible with the proviso that it does not impact on the path and that she is responsible for cutting back when necessary. As this would be on MVH land we reserve the right to remove if not maintained. GA to write a letter to confirm these points. **Action: GA**

Village Access Path. Specification has been written and has been sent out to tender for quotations. TL is communicating with the School re the moving of part of the inner pathway to allow for the fencing off of the Village Access Path along the boundary of the Wood. **Action: TL**

GA has had a meeting with Midge Henderson (Chairman, SVRA) and Catherine Robinson (Treasurer, SVRA). Catherine had documentary evidence (letters written to and from Brian Taylor in 1971 – no copies were found in MVH archives) to show that the land from the fence line of the Cumber entrance actually belongs to MVH and not Cumber as stated in previous years. The SVRA are sending out a document detailing the history of this access to their residents. A copy of the document had been distributed to MVH Committee. The SVRA did, indeed erect a concrete post and chainlink fence on MVH land at their expense (by agreement with MVH) to detail where residents could walk onto the playing fields. The chain link fencing was removed in 1977 by agreement with Cumber to facilitate grass cutting in this area.

GA is still waiting for information from the Footpath Officer as to how we can proceed with the plan for a Permissive Footpath which would prevent having to close the Cumber entrance each year. **Action: GA**

GA

Gas usage / meter readings. John M has done the monthly meter readings. The Gas usage/income shows a difference of £6 in hand. However there was an income of only £4 from the kitchen electricity meter despite KATS having been in the Hall for 2 weeks – mostly caused by the coin meter not working.

Hall Heating. The new units, together with pipework to conform to the current legislation, are now being installed with completion promised by Friday afternoon although, for various reasons, they are a little behind schedule. **(Post Meeting Note: the work is now continuing into week beginning 18th.)**

Evening bookings have been retained and daytime bookings have been moved to other sessions or venues. SMW Roofing Ltd are coming week beginning 18th April to sort out the roof flues (as these will no longer be needed) to ensure that the roof retains its 15 year guarantee. In addition, with the ceiling tiles being taken down in certain areas to enable the heating engineers to access the pipework behind, GA has asked for the suspended ceiling installers to check all is ok and to effect a repair where the existing flues exited through the roof. **Action: GA**

Hall Flooring. Tim Derbyshire of Total Floor Care made a site visit on 1st April. The Maple floor is in a sound condition and does not need replacing - with the exception of one section in the middle requiring attention. He recommended the use of a micro mopping system instead of a mop and bucket as this uses less water and the floor dries in 10 minutes. The Committee agreed that a system should be purchased now for Hayley to use. (£70 approx) **Action: GA**

Total Floor are an Approved Member of the Junckers Care Team, regularly checked by Junckers so that the floor sealing can be warranted. Total Floor offer a return visit in 18 months to assess the wear on the floor and to give any necessary advice. Their sanders are 95% dust free. The cost of sanding and sealing plus line marking is £4,560 including VAT. Mr Derbyshire does recommend the following:

- A large door mat (wall to wall) at the Main Entrance, to ensure people do wipe their feet. He recommends Polyrib by Jaymart of Warminster
- There is also a suitable outdoor mat available which he recommends is installed at the Car Park Entrance
- The lines marking out the current Badminton Court are not of the correct width

The work would take 3 days. There are 3 – 4 further possible sandings possible on the floor given the depth of the plank which is to be replaced. It was agreed that an order should be placed for the re-surfacing of the floor – to take place in October during Half Term – 24th – 28th October. **Proposed by GA and Seconded by PW.** It was felt that prior to the floor surfacing the walls should be painted. Dave Rundle to be asked to quote. JT suggested that extra time should be factored into the project to allow the Hall to be cleared beforehand and cleaning of all surfaces of dust afterwards. **Action: GA**

Grass Cutting. Jonathan Hawtin has advised that he is now obliged to become VAT registered as of 1st April 2016 and needs confirmation that we wish him to continue working for us. The Committee agreed that as he does a good job and is reliable we would like him to continue. **Action: GA**

Kevin Yeoman has aerated the pitches with his machinery (12th April) and has advised that the gang mower be raised up a little so that the grass, when cut, is 1" in height – this should, over time, help prevent the

pitches becoming water-logged. The Wildflower Garden beside the cycle track has been mown in error by one of Jonathan's new employees - it is to be left to see what grows this season.

S106 Monies. A draft of possible funding requests was sent to Debbie Ede, Parish Clerk prior to the PC meeting of the 16th March. The PC wished to submit a request to cover as wide a remit as possible to ensure that all aspects of sporting activities could benefit. It was not possible, therefore, to just include a request for one large item (as per discussion at MVH last meeting in March). JY explained that these monies should be available to the local community where new housing is built and that the Parish Council should be able to choose how it is spent but that this is not always what happens.

Plan of MVH Facilities. DP has very kindly prepared a plan of MVH & PFA land. This can be used on websites and on brochures and gives an overview of where the various facilities are positioned and to advertise what is available.

Sports

MB went through details of the meetings between KM and the Adult Football and Cricket Teams. Items under discussion were:

Use of New Pavilion, Rent, Use of Changing Rooms and Cleaning Equipment.

A recent problem occurred when Adult Footballers washed their boots in the Shower creating blockage. KM are planning to install a larger container which will have a door at one end specifically to give ease of access to the cricket roller. The container will be racked to enable 10 teams to store equipment as well as the new goal.

KM matches finish at the end of May, Training on Saturday mornings continue until the end of the Summer Term.

The goal mouths will be seeded after end of May so that friendly games need to avoid these areas.

KM plan to install a tap outside Away Team Changing Rooms to facilitate cleaning. They were advised to ensure that the tap could be locked to prevent misuse.

An area in front of the clubhouse is to be paved to avoid muddy areas being created.

The mound to the left of the container is to be levelled and excess soil disposed of on verges. It would be necessary for a representative from MVH to be present when this work is being done.

Sockets for 99 goals – soil level to prevent gang mower damage – caps available

Goals – at side of container – to be painted

Cycle Track Signpost has been found and needs disposing of. DCC not interested. AM can cut in half for ease of disposal

Action: AM

KM want to put a KM FC sign on the green sign at the top of Collaton Road/Salcombe Road junction. MB to send description to JY for approval by the Parish Council.

Action: MB

Practice goal for youngsters to play in is needed to save wear on pitches. To be positioned into the bank on the pitch side of children's play area. It may be possible to cut the bank back to give a sharper outline and therefore gain more space on pitch side. It will be necessary to have Football / Cricket nets at top of bank.

Perhaps insert sockets along bank to move goal posts to prevent undue wear ?Astroturf possibility. MB to have a look and come back with options.

Action: MB

JJ reported that Patrick Parfitt would no longer be running tennis sessions for youngsters on Sundays as he is involved in Loddiswell Tennis Club which is having an investment of £30k from the Parish Council. He has recommended Tennis Mad of Ivybridge which is a coaching organisation. Maybe someone from Kingsbridge Tennis Club may be interested in helping out?

Action: JJ

Cigarette Ash / Trash Can has been provided for use by adults involved in Football / Cricket. This is kept in Old Pavilion and to be managed by the adult teams (including emptying and returning to the pavilion after use).

Old Pavilion

AM working on inside and the Pavilion is now sound. Shiplap yet to be priced up. The freezer is being removed. Inside to be painted as well as outside. Storage to be tidied so that stumps etc can be put away. Some equipment currently stored in a garage in Higher Town can be moved to the container (above cricket roller).

Action: AM

Grandstand

TL has quoted £120 – 130 for materials. Volunteers are needed to effect the repair which is from 3 sheets of corrugated iron and a length of treated timber. MB suggests that the cost be split between the Football Clubs and MVH. MB has cleared up with volunteers and can arrange to get it painted. AM suggests it is strimmed first which JM volunteered to do. **Action: JM**

It was agreed to ask TL to effect the repair and for MVH to pay a share.

As discussions on sporting matters had concluded MB left the meeting.

Booking Officer:

VJ reported a January 2017 party booking has queried whether or not the Hall has a safe 230v trip system. AM confirmed. A band called the Flower Pots is playing.

No response following 2 possible wedding viewers recently.

Bookings have been made for May 5th and June 23rd – Polling Dates

AM asked to book the Hall for the 29th October from 1pm – 11.30pm with a bar in the evening **Action: VJ**

Wood:

TL has reported that there are some rotten lower branches of Ash Trees but they are not exhibiting symptoms of Ash Dieback. Signs of rabbits but no damage as yet.

KATS: A letter dated 2nd April had been received from KATS regarding a query on the £60 electricity charge levied on their invoice and asking for it to be removed. This is a published hiring rate of £10 per day to be charged to theatrical performances etc and which covers the large use of power and lighting during Dress Rehearsals and Performances. A drafted response had been prepared by GA stating that as they already received a discounted rate MVH was unable to further reduce the invoice. It was agreed that the letter be sent to KATS. **(Post meeting note – letter has been sent and KATS have agreed to pay the full invoice. They are looking at reducing the number of days booked prior to their performances.)**

JC confirmed that a loft ladder above the stage has now been fitted and makes it a great deal safer for access.

Scarecrow Trail 28, 29, 30th May

GA has printed Raffle Tickets for distribution.

Volunteers are needed to help over the weekend. (JC, VJ, AM(away from 29th), JT offered cakes)

Any Other Business:

- MP and PW plan to run a 50/50 Bingo on a Friday evening – date to be arranged. Profits 50% to Air Ambulance, 50% MVH. PW asked for raffle prizes.
- JY informed the meeting that the Air Ambulance are looking for sites where they can land at night. Would need to have their own lighting which they can switch on remotely. Keith Makepeace is liaising.
- JM asked if there had been any response re the Malborough in Touch request for a volunteer to look after / maintain the 4 x 4 Truck and Gang Mowers. With no-one coming forward it is clear that other avenues need to be looked at.
- VJ raised a Health and Safety point which Total Floor had raised – a white line should be painted at the edge of the stage to prevent performers from falling off. With the stage extended it was not clear how this could be done.
- GA reminded the meeting that the Malborough Annual Parish Meeting is being held in the Annexe on Wed 20th April at 7.00pm. All Parishioners are invited to attend.
- GA arranged for Geoff Allen to put up a small roller blind in the Annexe Kitchen as it had been noticed that various things had been used by hirers to screen the room's contents from the outside.

The meeting closed at 21.16 hrs. The next meeting will be on May 11th 2016 in the Annexe.