

# MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

## Minutes of the Management Committee Meeting Held at 7.30pm on 14<sup>th</sup> May 2014 In the Annexe

**Present:** Andy Morgan (AM), Geoff Allen (DGA), Val Jevans (VJ), John Jevans (JJ), Gail Allen (GA), Margaret Pearse (MP), Debi Kerslake (DK), Pat Wood (PW), Tony Lyle (TL), Alan Purchase (AP)

**Apologies:** Jill Clarke (JC),

**Parish Council:** Kevin Yeoman attended meeting on behalf of PC

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

### **Matters Arising from the Minutes not dealt with by Reports below:**

**Christmas Tree Update:** DK has been in contact with a Christmas Tree supplier and has received a message to say that now was not a good time to plant but that we would be advised in October/November of the best time to plant and which variety. **Action: DK (Oct/Nov)**

**Concert Update:** DK has spoken to the Manager of her contact, Sally, and has been advised that there will be a Village Hall Tour starting in Cornwall then moving around the UK. It has been suggested that possible dates for a concert in Malborough could be 9<sup>th</sup> or 10<sup>th</sup> January 2015.

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

**PA System:** Nick Tee(NT) has now installed this system which is working very well. DGA installed the speakers beforehand. NT has lent us a good quality mike on a long lead to try out. The current Hall radio-microphone is VHF but should we decide to purchase a radio-mike it would need to be UHF to be of sufficient standard. The Committee queried whether or not an additional charge should be made to Hall Hirers when using the PA System. It was decided not to charge if only the mike was being used but that an additional charge of £25 should be made if the additional facilities were required – i.e. discos, concerts etc. DGA pointed out that the front of the PA System has a large number of adjustment knobs which we would not want to have disturbed and has suggested that he made a cover for these to prevent misuse. AM noted that we should take a picture of the current settings in case of problems in the future. **Action: DGA**  
As NT is only charging for the equipment and not the installation itself, DGA felt that we should compensate him in some way. In addition, NT has been replacing the stage bulbs, at no charge, for many years. The Committee agreed that GA should write a Thank You note to deliver with a box of agreed goodies. **Action: GA**

**Play Area – Pavilion Path and Drainage :** Gareth Morgan is asking Richard Seale if a digger could be used to sort out the Pavilion Path and the drainage this coming weekend (17<sup>th</sup>/18<sup>th</sup>). **Action: AM**

**Fire Exit Lighting and Portable Appliance Testing:** Fire Exit lights are now working with the exception of the one onto the car park, for which AM has a solution and will resolve a.s.a.p. **Action: AM**  
All relevant items passed on the Portable Appliance Testing. AM to email report to GA to enable her to update the Risk Assessment. **Action: AM**

### **Treasurer's Report:**

**MVH Account Audit** - AP is still waiting to hear from Nigel Martindale who had agreed to audit the accounts. GA to call in to see him and let AP know the situation. **Action: GA**  
GA and VJ will work on the overdue accounts to try and remove the outstanding debts. **Action: GA/VJ**  
AP confirmed GA's query regarding the hire income from KATS which is much lower than 2013.

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

**DCC Land ownership:** This matter is now with Bartons Solicitors (acting on behalf of MVH) and the Legal Department of Norfolk Property Services.

**Stage Curtains:** The curtains were removed on the 15<sup>th</sup> April to have a new, more substantial, heading tape applied and also 2cm taken off length to prevent curtains chafing on the staging. GA has also worked on the hem to adjust it once the heading had been replaced. GA thanked VJ, JJ and DGA for their help in the removal and re-hanging of the curtains. The Committee felt that these should not be removed unless absolutely necessary (and only then with prior agreement).

**Scarecrow Trail – 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> May 2014:**

Plans for the Scarecrow Trail are well underway with the deadline for entries now passed. Refreshments of Morning Coffee/Cake, Ploughman's Lunches and Cream Teas are being served in the Hall as well as a Sunday Lunchtime BBQ. The Ceilidh planned for the evening of the 24<sup>th</sup> has had to be cancelled because of the lack of ticket sales (although many promises had been made). Many local businesses have given support to the Trail weekend. GA asked if each member of the Committee would sell at least one book of the pre-printed raffle tickets to ensure the cash prizes are covered prior to the event.

**MVH & PFA Publicity Brochure:** This has now been printed and copies distributed to the Information Centres and also the MVH Noticeboard dispenser.

**Piano Stool:** GA had noticed that the piano stool in the Hall needed refurbishment and offered to sort this out. **Action: GA**

**Facilities:**

**Hall Roof:** A quotation has been received from SMW Roofing of Totnes (Redland recommended) and DGA is awaiting quotations from Ollie Gocher, Tony Paul and Tony Lyle. DGA pointed out that the specification for the new roof is very complex and thus time consuming in terms of quotation preparation. He intends to ask another of the Redland recommended Roofers to quote. **Action: DGA**

**Annexe Fascia:** The materials for this work are expected in the next few days with the anticipated completion before the end of May. Unfortunately the builder concerned currently has a knee problem. **Action: DGA**

**Gang Mower :** A non-rotating roller and damaged cutter blade have been identified on one of the gangs. A representative from DGM has been on site to have a look at the gang mowers and confirms that they are generally in a good condition with the exception of the seized roller and damaged cutter blade. He has a single gang mower which he will lend to us (hopefully Saturday or early next week) whilst he endeavours to source new or second hand parts, or repair the damaged items. A Ransome roller would be in the region of £230 but a different make (and as good) would be half that price. AM noted that the mowers have not been maintained for 5/6 years so it is suggested that once the faulty roller and blade are resolved that the other two Gangs should be examined and serviced as necessary in the winter months. The blades should be self-sharpening unless they have damage to them. **Action: DGA/TL**

TL also advised that DGM recommended that the gang mowers should be parked on a semi-hard surface to reduce moisture ingress and covered during the winter months. AM agreed to prepare an area when the Digger was on site – but additional planings would be needed (which were, in the past, sourced by Justin Harmer). **Action: AM / TL**

**Hall and Field appearance:** Jonathan Hawtin has cleared the area under the trees alongside the fence at the Collaton Road end of the grass. DGA has repaired some of the broken fencing in this area.

DGA proposed that a replacement front entrance sign to the Hall be erected above the present damaged sign. The damaged sign would have the remaining PVC lettering removed. Quoted cost £46.57 including VAT. The Committee agreed that this should be done. **Action: DGA**

DGA suggests that the 4 plaques currently in the Hall be mounted onto a single mahogany board erected above the Cleaner's cupboard. This would also serve to cover a hole in this area. There will be no cost for this work. **Action: DGA**

**South Hams Agreement re Play Area:** We have received a new agreement which requires signing and return. The terms include SHDC charging £100 to inspect and insure and carry out any repairs under £20. Any repairs above this figure would be discussed with MVH. The Committee agreed that this should be signed and returned. **Action: DGA**

### **Sports:**

**Cricket Match 24<sup>th</sup> May:** JJ has arranged for the Cricket Pitch and Pavilion to be hired out for the 24<sup>th</sup> May (they will be using the all-weather wicket). The Hirer has paid £125. MUFC have changed their fixture to accommodate this. It was agreed that anyone hiring the pitch must operate along the same rules as Moonrakers to ensure the safety of children playing. It has been suggested that perhaps coloured flags could be used on the side where the rule is '6 and out'. The necessary warning notices also need to be displayed.

It was considered that we could perhaps advertise the fact that pitches are available for hire and there are a number of options to think about including linking the Malborough website to a site which promotes cricket pitches for hire. GA agreed this could be done. JJ to forward necessary link. **Action: GA/JJ**

JJ and GA to organise a leaflet regarding the hiring of sports facilities, a copy of which could go into The Rectory in Malborough following an enquiry recently. **Action: GA/JJ**

JJ asked if the goal mouth crater problem could be resolved once the Season has finished (last game is May 24<sup>th</sup>) and it was suggested that the goal posts be removed to prevent youngsters playing on seeded areas. The posts also need re-painting. (There would still be a goal at the Cumber Close end for Youngsters to kick a ball into.)

TL noted that Roy Mooney has worked hard on the tennis courts to get them up to standard and wondered if it was now the time to erect a banner to advertise the fact that the Courts are available for hire. Rather than a banner (which has a limited life and could look untidy) it was suggested that 2 noticeboards could be erected to signify what is available within the Hall grounds – Tennis Courts, Cricket Pitch, Wheels Park, Wood, Play Area, Football Pitch and what is available to hire. These could be erected at the road entrance and also on the railings by the car park. DGA was asked to design the proposed new signs and seek Committee approval before placing an order with OTM. **Action: DGA**

**Tennis Nets:** JJ has identified a company who can supply the new nets. Sports Equip will supply them at £70 each plus VAT with delivery in 24 hours. In addition, a winder is needed for each net and permanently attached with a central screw. Players should be encouraged to de-tension the nets when they have finished playing. JJ to go ahead and order them. DGA queried whether or not the new nets have wires which JJ will check. It was agreed that prior to installation of the new nets, the posts should be checked for any problems at the bases. DGA to help with the installation. **Action: JJ/DGA**

### **Booking Officer:**

"Hall and Hearty" are meeting with GA and VJ on Tues 27<sup>th</sup> to see kitchen and discuss facilities. **Action: GA/VJ**  
VJ has chased GB Liners regarding the outstanding invoice for illegally parking 2 large removal vans on our car park. They were not prepared to pay the invoice as there was no financial loss incurred by the Hall. However VJ did write to them again and, because of the problems the Blood Donors had, GB Liners agreed to send them a donation of £50.

Quba Sails had cancelled a booking but have re-booked for the 31<sup>st</sup> May.

The WI have asked if they could put things into the Annexe on Tues am prior to their event in the afternoon. This has been agreed.

VJ had received an enquiry from Cliff House, Salcombe regarding the use of MVH Car Park for a wedding in August. VJ has suggested that the Hall could be hired at a cost of £150 (which is a Wedding Hire Fee) and this would then give them access to the car park.

Ann Kendall, who writes the Messenger, suggests that VJ mentions to Hirers who are holding events at the Hall that they may wish to have a piece printed in the Messenger advertising such an event. **Action: VJ**

### **Wood :**

Jonathan has been cutting a strip of grass through the wood to give better access. TL wonders if the gang mower could be taken through the Wood to give a wider strip. **Action: TL**

**Picnic Bench:** TL is still waiting for delivery of the additional bench to go into the Wood. **Action: TL**

**Securing of Wheels Park Bench :** TL will do when can. **Action: TL**

**Securing of Play Area Picnic Benches:** The slabs have been delivered for this work. DGA to undo the bolts prior to the work being carried out. **Action: DGA/TL**

**Solar Panels for Hall Roof** TL yet to investigate. **Action: TL**

**Malborough School:** TL is following up the recent enquiry from the School regarding the use of the Wood and will also follow up the query from Jane Greaves regarding bird boxes to go into wood. **Action: TL**

### **Hall Chairs**

MP has contacted re Methodist Chapel in Kingsbridge and discovered that the company supplying their chairs is now bankrupt. GA to help MP re chairs once the Scarecrow Trail activities are over. **Action: GA/MP**

### **Any Other Business:**

GA queried whether or not we should allow BBQs on the field and in the Wood following the discovery of a disposable BBQ in the bin by the Wheels Park. AM felt that this was a difficult one to police but that it should be monitored.

GA brought up the problem of parking congestion during recent KATS performances, as reported at the Parish Council meeting in April. It was felt that we should ask that Hirers to provide marshals, where possible, to ensure that the overflow car park and MVH Car Park are efficiently used. GA to contact KATS with this point in mind. PW suggested that perhaps a note should be made in the Terms and Conditions of Hire. **Action: GA**

DGA and GA had noticed that the Manager of the Royal Oak exercising his dog on the grass beside the Hall and allowing the dog to foul without cleaning up the mess. It was agreed that on behalf of the Committee GA would write to him in the first instance and if the situation does not improve then the Dog Warden should be involved. **Action: GA**

PW reminded the Committee that she was holding a Bingo Evening on the 29<sup>th</sup> May and appealed for help to put out the tables and chairs and clear away afterwards and for donations of raffle prizes. GA to locate the Bingo Banner which DGA would erect after the Scarecrow Trail. **Action: DGA/GA**

MP informed the Committee that a gate had been installed at the bottom of the garden of Number 101 Cumber Close leading onto the playing fields. As no permission had been sought, GA was asked to write to the householder to inform them that there is no right of access onto the field. MP to give GA the person's name. **Action: MP/GA**

**The meeting closed at 8.45**

***The next meeting will be held on Wed 11<sup>th</sup> June at 7.30pm in the Annexe.***