

# MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

## Minutes of the Management Committee Meeting Held at 7.30pm on Wednesday 9th December 2020 At Malborough Village Hall

### 1. Present:

Andy Morgan - Chair (AM); Tim Chandler - Secretary (TC); John Mahood - Treasurer (JM);  
John Jevans - Sports (JJ); Val Jevans - Bookings (VJ); Gail Allen (GA); Jonathan Towne (JT);  
John Yeoman (JY) representing Malborough Parish Council  
Jill Clarke (JC) representing MADS;

### 2. Apologies:

Sally Harvey;  
Kevin Broom representing KM (KB);

### 3. The Minutes of the last Meeting.

The Minutes of the meetings of 14<sup>th</sup> October 2020 and Composite Report dated 10<sup>th</sup> November 2020 were approved by the Committee, and signed by the Chairman.

**Proposer:** GA; **Seconder:** VJ

**ACTION**

### 4. Matters Arising:

Correction to Notes 9.09.2020: item 3. COVID not Cupboard

Tree planting: news is awaited from Baker Estates, who have been held up by ramifications of COVID 19.  
GA will keep on top of this.

The decision on our application to the Woodland Trust for 40 trees will be given to us by the end of January 2021.

### 5. Reports

a. **Chairman:** matters will be discussed under later items on the agenda.

b. **Treasurer:** the current Lloyds Bank balances are as follows:

<b>Current account:</b>	£16,934.66p
<b>Deposit account:</b>	£13,363.52p
<b>Wood account:</b>	£2,858.14p
<b>NS &amp; I:</b>	£4,651.61p

**Total cash reserves:** £37,807.93p

The Profit and Loss account, Aged Payables Summary and Aged Receivables Summary were presented to the committee by email prior to the meeting, copies attached to these Minutes. VJ will pursue amount outstanding from JActive.

**VJ**

JM confirmed that the balance in the P & L account matches the amount held in the bank accounts.

c. **Secretary:** TC advised the committee that Sally Harvey had told him that, following a change in her work shift pattern, she will be unable to attend committee meetings on a Wednesday evening. She is hoping that this will revert to the old pattern in the New Year. She expressed the

wish to continue to be considered a member of the committee and to be involved in helping with any of our activities.

It is understood that the Co-op in Malborough would like to have access to the grounds of the Village Hall for use as an emergency assembly point, in the event that the shop needs to be evacuated. The committee was in general agreement that this would be acceptable, and expressed the hope that a suitable sign could be agreed upon to be erected in the upper car park, to show where Co-op personnel could be expected to assemble in the event of an emergency evacuation. TC undertook to contact the Co-op to discuss the matter further and will come to a future committee meeting with the proposed resolution.

**TC**

**d. Sports Officer: JJ**

The committee discussed the progress to completion of the new tennis courts. JY had submitted a detailed and very helpful account of the Malborough Parish Council's views on the tennis courts, which was posted to all committee members prior to the meeting, a copy of which is attached to these minutes. JJ and GA have already received enquiries from local residents about the use of the tennis courts.

AM had looked into the question of providing a remote booking service using Bluetooth to control the use of the tennis courts and collect charges from non-Malborough residents. Cost of this equipment would be about £100.00. He will investigate further and bring a proposal to the next meeting of the committee.

**AM**

JJ has been in contact with the LTA to enquire as to whether we need to form a club before we can become members of the LTA, and awaits a reply.

It was confirmed that the line marking for the tennis courts will be in white, and for the netball court in yellow.

The matter of insurance cover for the courts and their users was raised and JM will check this with the brokers.

**JM**

It was agreed that until the official opening in spring of 2021, no charge would be made for the use of the tennis courts. The gates will be secured by a padlock and the key will be held in the key box until then. This will allow time for the committee to consider and decide upon future charging policy for non-residents. GA will post details on Facebook, and initial contacts will be publicised on Facebook as JJ and JM.

**GA**

Salcombe Football Club will hold their first home game, weather and ground conditions permitting, on 19<sup>th</sup> December 2020.

**e. Bookings Secretary:**

VJ was pleased to report that following the second lockdown most of our regular hirers have returned. Caroline, who booked the art class for last Saturday, said that the Annexe was perfect for her and she has already booked another session for January 2021. Janey Syrret has decided to go ahead with her fundraising event, and has booked Sunday, 11 July 2021. VJ will be meeting with her to discuss her final plans.

Barry White, who had his wedding reception booked for 2020, and subsequently transferred to 2021, has had to postpone again as his guests do not want to have to book accommodation and then cancel again. Gordon Bess hopes to return to the Hall with more tribute bands. The mobile library will be using the Village Hall car park on Wednesdays for half-an-hour, once a month, starting on Wednesday, 13 January 2021 at 1055.

The Village Fête is scheduled for June 26, 2021.

## 6. Projects

- a. **Proposed copse/spinney at south end of sports field;** this proposal by TL was held in abeyance to await his attendance at a future committee meeting to describe in detail this project.
- b. **Village Fete 26 June 2021;** GA offered to organise this event and the committee promised its full support.

GA

- c. **Hall plumbing**

JM reported that water usage by the Hall at a rate of 20 m<sup>3</sup> per month seems excessive. The committee decided in discussion that it was possible that this was being caused by the urinals being flushed automatically throughout the day and night, seven days a week irrespective of the usage of the toilets. TC suggested that as a first step, the arrivals should be roped off, in order to establish that this is the source of the excessive water usage. GA had obtained a quote from Dave Prout for installing sensors above the urinals so that they would only flush when used, cost £350 for labour and materials plus VAT.

GA

JM voiced his concern about the tap outside of the Clubhouse, which is still live. He has sought but been unable to find an isolating valve for this tap. AM confirmed that he will investigate.

AM

Questions was raised as to whether KM should be charged for water usage, as this is not currently clear. GA will check and discuss with JM on the history of this matter and whether an invoice should from time to time be raised.

GA/JM

GA proposed and the committee agreed, that running hot water should be laid on into the kitchen, supplied from our new hot water tank. A quote from Dave Prout to carry out this work at £396 including VAT was agreed by the committee and GA was asked to instruct Dave Prout to proceed.

GA

- d. **Forest School:** The Parish Clerk had been approached by the Forest School who were requesting an indoor storage facility, and had proposed offering them the use of the Parish Room. GA pointed out that dirty boots in that room would not be good idea, and that a box could be put in the Cub Garage for the Forest School to use. This was agreed.

## 7. Matters Outstanding – review

- a. **The Old Pavilion – snagging:** TC reported that despite his efforts he had been unable to obtain a positive response from JMV to carry out two small jobs that remain. Accordingly, he proposed that we should do this in-house and will have a word with Geoff Allen to see whether between them they could sort out the small matters, which include installing a beam across the old “west” doorway; until this has been completed it will not be possible for AM to reinstall the high-voltage cable which is currently dangling. Also some work is required on the large opening doors and bolts.

TC

GA had noticed on a recent visit that there was debris in the pavilion, including banana skins, crisp packets et cetera. The committee was perturbed to learn that someone has been gaining access to the Old Pavilion although to date the security code on the padlock has been revealed to only 3 members of the committee. TC reported, and GA confirmed, that on a

recent visit it was noted that the bolt had not been properly secured with the padlock so that the door could be opened at any time. The committee expressed the view that in future the combination lock should be replaced with a key operated padlock, as the old padlock is still available; this will be installed, and the key kept in the key box as before.

TC/GA

- b. **Old Pavilion Electrics:** in addition to the work still outstanding with regard to reinstalling the various pieces of electric equipment within the Old Pavilion, awaiting the installation of the support beam, AM suggested that it is now time for us to install CCTV and he will come to the next meeting with a firm proposal on costing for a camera and aerials so that the installation will “report” direct to the central installation in the Hall. The cameras will operate as infrared and will not require additional external lighting.

AM

- c. **Hall electrics** AM confirmed that an inspection will be carried out as soon as possible.

AM

- d. **Wi-Fi extension:** AM advise that he had tested the system from home and that it has a tendency to drop out a lot. Proposed an alternative wired solution within the hall and will come to the next committee meeting with a detailed proposal to provide for access points with separate codes so that when individual outlets are in use the general public access facility could be turned off.

AM

- e. **Replacement Windows and Fire Doors**

GA advised the committee that our recent application to the Prince’s Countryside Fund was not successful. This source of funding like many others is now totally dedicated to helping organisations that have been directly adversely affected by COVID 19.

The money which we have received from councillor Judy Pearce and councillor Rufus Gilbert, which had previously been allocated towards the replacement window and door project, must be spent before the end of March 2021 or must be repaid. Councillors will be approached to ask whether we may use this money for the repair of the fire escape.

GA

## 8.KM report

1. Grassroots Football has resumed (strictly following COVID guidance from the FA & Government)
2. All teams are presently training at KCC on the Astro & the Juniors at Malborough (in the Hall from this weekend)
3. Matches have already started back
4. The replacement windows for the clubhouse are delayed due to COVID. Due to start WC4th January
4. The Clubhouse & changing rooms are presently being cleaned
5. The Cafe is being prepared to start to offer hot drinks in a takeaway format for Matches when the time is right, on a trial basis
6. Some minor maintenance will be taking place on Saturday to remove an old goal sleeve from the 7 a-side pitch which has become exposed
7. KM have worked in association with Wildcats, MJ Tekkers and KCC to start up a girls football session on a Monday. The first session had 30 girls attend so a fantastic start! The mid-term goal is to create a KM Utd girls football team
8. The play park boundary net will need to be repaired

**9. Any other business**

The Chairman extended thanks on behalf of the committee to Geoff and Gail Alan for erecting and decorating the Christmas tree.

JY advised that he and Geoff Allen had carried out the necessary repairs to the roundabout in the Children's Play Area. Cross ropes were ordered and delivered and were found to have been wrongly made. Replacements are on order.

GA raised the question of staff wages and a new wage level was agreed for 2021.

**10. Date of next meeting:**

**Wednesday, 13<sup>h</sup> January 2021, at Malborough Village Hall**

**11. The meeting closed at 2110**

**Addenda :**

**Tennis Courts : Malborough Parish Council briefing note**

**Pofit & Loss a/c 30.11.2020**

**Aged Payables Summary : 8.11.2020**

**Aged Receivables Summary : 8.12.2020**