

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION
Minutes of the Management Committee Meeting
Held at Malborough Village Hall at 7.30pm
on Wednesday 13th April 2022

Present: Tim Chandler (TC) Secretary; Sally Harvey (SH); John Jevans(JJ) Sports Officer; Val Jevans (VJ) Bookings Officer; Andy Morgan (AM) Chairman; Bob Smale (BS); Malborough Parish Council represented by John Yeoman(JY);

1.Apologies:

Kevin Broom representing KM (KB);
Jill Clark (JC) representing MAD;
Janice Ginn (JG);
John Mahood (JM);
Jonathan Towne (JT);

2.The Minutes of the last Meeting.

The Minutes of the meeting of 9th March 2022 were approved by the Committee, and signed by the Chairman.

3. Matters Arising:

- a. JY reported that the tree which was planted in memory of the Duke of Edinburgh had not been staked or protected. He will ask Jamie to make the necessary arrangements to protect the tree.

4. Reports:

- a. Chairman: the dishwasher has been repaired, and the tap in the toilets also. The tap in the disabled toilet seems fragile and this will be checked.
- b. Treasurer : the accounts to end March 2022 had been provided and distributed to all committee members, a copy is attached to these minutes. There were no matters of concern
- c. Secretary : TC advised the committee that Bob Smale, who was elected as a full member of the committee at the AGM on 9th March 2022, had agreed to serve as Grounds Officer and as such will have a supervisory position with regards to any matters relating to the outside areas, reporting in the first instance to the Sports Officer. The Grounds Officer will also be the first point of contact for any contractor appointed to cut the grassed areas et cetera.
- d. Sports Officer : no report from KM. JJ understands from KB that a grant has been applied for from the Football Association for new goalposts for all pitches. Salcombe Town Football Club season has finished. The netball ladies appear keen to start again, once the weather is a little warmer.
- e. Bookings Officer: unfortunately, the two Jujitsu classes were not successful, so have been cancelled, but Hannah Winzer is back with a Zumba class, hopefully starting later this month. U3A came back on 1st April, Kingsbridge Young Farmers have a bingo fundraiser evening this Friday 16th, and there is the usual garden furniture sale on Sunday 17th. The preschool have a fete on Saturday 23rd April, and MAD have booked their quiz for 7th May.

- f. Wood report: it was noted that there had been serious vandalism to the children's forest school and storage box in the wood. Reports on Facebook seem to indicate some local parents had started to repair the damage but that there was a possibility that this had again been destroyed. TL is asked to investigate and report on his findings. Various means to deter vandals were discussed in the committee, but it was agreed that there was no clear idea of what we might be permitted to do with regard to surveillance of the site, and TC was asked to contact the local police to get advice on how we might proceed.

5. Grass cutting contract:

Following the issue of a memorandum and schedule listing contractors who had quoted, which had been circulated by TC on behalf of the subcommittee, it was agreed that Dave Bawden, trading as Cutting Edge, should be offered the contract, depending upon the satisfactory solution of several minor matters with regard to the tender. Quality and competitive nature of the tender was impressive, and it was noted that the contract for the areas under the authority of Malborough Parish Council had already been placed with this contractor. The meeting will be held between TC, JJ, and BS, with the successful contractor as soon as possible in the hope that all minor matters may be resolved and that he may be able to start on 1 May 2022.

It was noted that Dave Bawden had shown an interest in making use of the Old Pavilion for the storage of his equipment during the season. The sub-committee will raise this with him during final negotiations at the planned meeting. It was agreed that the preferable arrangement would involve a reduction in his charges to match the rental proposed of £50 per month.

The matter of the condition of the gang mower and towing vehicle was raised, and AM has undertaken to check that the gang mowers are in suitable working order. It was agreed that we should have a regular maintenance contract, and BS will contact Paul Adams at Churchstow to see whether he can offer a mobile servicing contract. It was acknowledged that our past policy of sending the gang mower away to Shinnars Bridge not only resulted in considerable delays before the machine was set back was, but also involved expense over which we have no apparent control.

It was agreed that the new contractor will have no responsibility for major maintenance of the equipment, but that we would provide a grease gun and fuel can which would be kept locked in the Old Pavilion. The keys to the towing vehicle will be handed to the contractor once the contract has been completed, and will be kept in a safe place within the village hall purlieu.

6. Ongoing Matters :

- a. Platinum Jubilee Celebration, Sunday 5th June. SH agreed to coordinate the event. The new Playground will be officially opened at 1230. The hall and grounds will be available from 1 PM for setting up, and the event will commence at 2:30 PM. The main hall will be available. It was proposed that local residents would be invited to bring picnics, there will be a bar serving Pimm's and beer; tea and coffee and ice cream will also be available, and Crunchy has agreed to bring the bouncy castle, and will provide two one-hour kids party fun sessions in the Annexe, this cost to be covered by a donation from Malborough Parish Council. It was agreed that we already hold a licence to cover the sale of alcohol at this event.
- b. Access for All footpath: JY advised the matter is in hand and it is hoped that he and AM will be able to mark out the proposed route of the footpath during week commencing 18 April 2022.
- c. The contract has been awarded, and Jeremy Harris hopes to start work on the initial stages very shortly.

- d. JY presented an invoice for the cost of the Duke of Edinburgh memorial tree, and this was passed to VJ who will post it to JM for payment.
- e. As mentioned earlier, the dishwasher has been repaired; also, a new micro wave oven has been purchased to replace the old one which was faulty.
- f. Fire doors: TC advised that he had been told by Geoff Allen that it appeared that the seal at the bottom of the fire door onto the car park had been damaged. TC had inspected and found this to be the case and reported it to Robin at Avon Windows, who has the matter in hand.
- g. Plumbing problems in toilets: as reported above.

7. Any other business:

1. Following the increase in letting charges for the hall, it was recognised that the charges in the current brochure are now out of date. VJ will discuss this with Gail Alan, with the suggestion that in view of the rapidly escalating energy costs now being applied, and the decision of the committee to review all hiring charges in July 2022, that an insert slip be produced to be placed into each brochure for the time being.
2. The committee thanked JY for making temporary repairs to the fence between the car park and the field until such time as the future of the car park extension plans have been confirmed.
3. Floodlights: JJ confirmed that he has spoken to KB regarding KM's responsibility for the safe maintenance of the floodlights, which as reported earlier are now in a parlous condition, and may be a safety hazard for the public and users of field.
4. Lighting in the Annexe: as was experienced by the committee during the meeting, the fluctuating standards of lighting in the Annexe are no longer acceptable, especially when the Annexe is being offered for use by companies wishing to make formal presentations. AM agreed to carry out a survey on the lighting in the Annexe and prepare an estimate for the cost of replacing the existing and now obsolete strip lighting with more modern and attractive LED down lighters.

8. Date of next meeting: 11th May 2022.

There being no further business, the chairman closed the meeting at 2100.

Profits and Loss
 Malborough Village Hall & Playing Fields
 For the year to 31 Mar 2022

	Mar 22	Feb 22	Jan 22	YTD	Previous Yr to Dec 2021
Income					
Amuse Hire	278.00	130.00	765.00	765.00	933.00
Banquet Night	0.00	0.00	0.00	0.00	600.00
Car Park Hire	0.00	0.00	0.00	0.00	100.00
Community Fund	0.00	0.00	0.00	0.00	11,100.00
Donations Received	10.00	12.50	267.00	267.00	1883.00
Electricity Meter Receipts	6.00	11.00	0.00	0.00	15.00
Fete	0.00	0.00	0.00	0.00	3480.86
Gas Meter Receipts	53.00	58.00	277.00	277.00	311.00
Grass Cutting	7.00	7.00	277.00	277.00	437.00
Playing Field Hire	0.00	0.00	0.00	0.00	2322.15
Salescrow Trail	0.00	0.00	0.00	0.00	93.00
Terms Income	1081.00	615.50	6259.00	6874.50	30411.01
Total Income	1081.00	615.50	6259.00	6874.50	30411.01
Less Cost of Sales					
Material Purchased	0.00	0.00	0.00	0.00	0.00
Material Purchased for Sales	0.00	0.00	0.00	0.00	0.00
Material Purchased for Events	0.00	0.00	0.00	0.00	0.00
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00
Gross Profit	1081.00	615.50	6259.00	6874.50	30411.01
plus Other Income	0.00	0.00	0.00	0.00	0.00
Bank Interest Received	0.11	0.12	0.14	0.26	24.09
Total Other Income	0.11	0.12	0.14	0.26	24.09
Less Operating Expenses					
Advertising	84.42	100.00	106.50	106.50	314.85
Bad Debt Write Off	0.00	0.00	0.00	0.00	0.00
Cleaning	217.81	208.67	147.50	147.50	1543.69
Electricity	74.01	58.58	140.32	140.32	799.88
Equipment Repairs Small Items	7.20	0.00	0.00	0.00	30.00
Fete Expenses	0.00	0.00	0.00	0.00	893.53
Field Grass Cutting	0.00	200.18	0.00	0.00	1670.37
Field Maintenance	0.00	134.91	20.00	20.00	880.00
Furniture	0.00	0.00	0.00	0.00	1500.00
Funded Projects	20.15	24.29	25.29	25.29	209.28
Gas	122.17	122.17	122.17	122.17	1583.75
General & R Insurance	82.00	88.00	37.50	42.50	1942.07
Hall Maintenance	8.47	0.00	0.00	0.00	44.00
Insurance	0.00	0.00	360.00	360.00	538.40
Licenses	0.00	0.00	0.00	0.00	717.76
Machinery and Equipment Maintenance	0.00	0.00	0.00	0.00	28.00
Office Stationery	0.00	0.00	0.00	0.00	114.95
Pavilion Maintenance	0.00	0.00	0.00	0.00	180.00
Professional Fees	0.00	0.00	0.00	0.00	825.39
Refuse Disposal	68.78	95.18	68.78	68.78	0.00
Sanitary Expenses	0.00	0.00	0.00	0.00	11.00
Security Expenses (Personal body)	0.00	0.00	0.00	0.00	25.00
Sundry Expenses and Servicing	0.00	134.38	0.00	0.00	0.00
Vehicle Repairs and Servicing	59.00	59.00	59.00	59.00	1147.14
Water Rates	92.26	128.86	124.65	124.65	1444.92
Total Operating Expenses	922.26	1288.66	1254.65	1254.65	34838.63
Net Profit	168.95	427.24	5004.49	5520.11	-6003.53

Aged Payables Summary to 11 Apr 2022

Contract	Current 1 Month	1 Month 2 Months	3 Months	Over
South View View	0.00	0.00	0.00	0.00 (164.28)
Total Aged Payables	0.00	0.00	0.00	0.00 (164.28)

Aged Receivables Summary to 11 Apr 2022

Contract	Current 1 Month	1 Month 2 Months	3 Months	Over	Total
Amuse Pavilion	0.00	0.00	47.00	0.00	47.00
Carriolechads	0.00	0.00	12.00	0.00	12.00
Ch Rake/Digs	38.00	0.00	0.00	0.00	38.00
FCNC	0.00	28.00	0.00	0.00	28.00
Gang Pavilion	24.00	0.00	0.00	0.00	24.00
Jerry and Emma	0.00	0.00	0.00	0.00	47.00
Lacey McClive	40.00	80.00	0.00	0.00	120.00
Malborough Church	30.00	0.00	0.00	0.00	30.00
Malborough School	44.00	0.00	0.00	0.00	44.00
SNKs	28.00	0.00	0.00	0.00	28.00
St John	12.00	0.00	0.00	0.00	12.00
St John	12.00	0.00	0.00	0.00	12.00
TOTAL	697.00	180.00	52.00	0.00	949.00

Bank balances on 11 Apr 2022

Account	Current month	previous month
Current account	24374.17	21882.51
Deposit account	13865.29	13865.19
Wood account	1737.49	1737.48