

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

Minutes of the Management Committee Meeting Held at 7.30pm on Wednesday 11th December 2019 At The Annexe, Malborough Village Hall

1. Present:

Gail Allen (GA); Tim Chandler (TC); Jill Clarke (JC); John Jevans (JJ); Val Jevans (VJ); John Mahood (JM); Andy Morgan (AM); Duncan Pope (DP); Jonathan Towne (JT); John Yeoman (JY) representing Malborough Parish Council

2. Apologies:

Kevin Broom(KB) representing KM; Margaret Pearce:

3. The Minutes of the last Meeting.

The Minutes of the meeting of 13th November 2019 were approved by the Committee, and signed by the Chairman.

Proposer: VJ; **Seconder:** GA

ACTION

4. Matters Arising from the Minutes:

GA advised that the Hall floor has been repaired; the committee was invited to inspect samples of new flooring compared with the old, showing an identical thickness despite the old floor having been sanded several times during its life. It is believed that the failure of the floor at the point where it occurred was the result of something heavy having been dropped at a point where there was no immediate underfloor support.

Geoff and Gail Allen have erected the Christmas Tree and fitted the lights, despite gales over recent days. White lining to the car parks has been completed.

Net profit from the 2019 bonfire night: £1,165.21 p.

5. Reports

- a. **Chairman's Report (AM):** the Chairman continues to endeavour to make contact with Chris at Tor View Forge to obtain estimate for the cost of making good the gang mower. Steve Dyos has been asked to sort out the brakes on the 4x4.

b. **Treasurer's Report (DP):**

The following figures include the £10,000 donation received for the renovation of the toilets, and £2,535 from the Co-op Community Fund. Despite this we are still ahead of our YTD profit by about £1,800.00p.

Bank Balances at 31.11.2019

General Account £41,100.97p

Wood Account £2675.18p

Savings Account £13,368.30p

NS&I Account £4620.40p

The Bonfire Night money is included in these figures. Income year-to-date including donations £39,555. GA enquired whether the increase in our income would put us into a different category with regard to the Charity Commissioners' audit, and would donations be included as income. DP advised that this would not be the case. **(please refer to Treasurer's note, attached)**

Additional signatory to the account. It was agreed that JM shall be an additional signatory. This can now be done online and DP, GA and JM to liaise to get this done as soon as possible. It is hoped that a replacement Treasurer can be appointed at the Annual General Meeting in February 2020, and an invitation was placed in the latest edition of the Malborough Messenger.

JM/GA/ DP

c. Secretary's Report (TC)

It was confirmed that the Annual General Meeting will be held at 7:30pm on Wednesday, 12th February 2020 in the Annexe at Malborough Village Hall, and notices will be prepared and erected in the village and an insert placed in the Kingsbridge and Salcombe Gazette. Our first advertisement has appeared in the latest edition of the Malborough Messenger, and TC advised that he would be reviewing this with the editor nearer the closing date of the next edition when an alteration to the heading will be suggested and it is hoped that 'Wi-Fi' may be added to the list of facilities available at the Hall. An email has been received from the Parish Clerk regarding a low hanging branch over the footpath.

It has subsequently been suspected that this branch hangs over the cycle path to the north of the Wood.

TC

d. Sports (JJ)

Tennis Courts:

Three quotations have been received for the refurbishment of the tennis courts. Each quotation has been presented in a different structure making comparison difficult. The quotes will be put upon a spreadsheet in an endeavour to come to a decision.

The quotes have been sent to Malborough Parish Council for consideration. Following a short discussion, it was agreed that JY will lead a subcommittee to approach South Hams District Council; the deadline for the 106 money is March 2020.

Kevin Yeoman has VERTI drained the pitch as agreed.

JJ

e. Booking Officer: (VJ)

All our regulars have rebooked for 2020, apart from the Zumba class on Wednesdays. This will be confirmed in January, but it is understood that there have been very few clients and it is possible that they will not be back. The regular Pilates class at the Cottage Hotel is moving to us while the hotel is closed for its annual break. It is hoped they might decide to stay. The new sewing group is going well and Danielle has also booked a Sunday in February for an embroidery display. Jordan and Jolanta, who run the well-being classes, are very happy with the way things are going and have asked if there is anywhere they can store some small pieces of equipment such as dumbbells and kettle bells. The committee decided that we would need to know exactly how much equipment is required to be stored before we can make any decision on this matter.

Monster Mash want to come back next year, and would like the May bank holiday week-end, 9th and 10th of May. This would follow on immediately after the VE Day celebrations on 8th May and the committee agreed that we should make it as easy as possible for Monster Mash to come to the hall.

6. Projects

a. VE Day

It was agreed that we would celebrate the 75th anniversary of the VE day on the new bank holiday Friday, 8 May. The event will feature a hog roast, a tea party and there would be a bar.

b. Tree survey

Two quotations have been received for felling the diseased ash trees in the grounds.

Phil Thomas: £1200

Bayleaf Gardening: £1998

A third quote is awaited before a decision will be made.

c. Ladies and Disabled Toilets

The project is on target to commence on 30 December 2019. Lighting has been ordered, flooring will go down on the 2nd and 3rd January, with cubicles to follow, the project to finish on 17 January 2020. The subcommittee has selected the colour scheme for the toilets as follows:

- Cubicles, floor and vanity units: light grey
- Cubicle doors and vanity fronts: dusty jade

d. 4x4 and gang mowers

JJ advised that there are some banging noises coming from the 4x4, and Steve Dyos has been asked to check this out. No report yet as to whether this has been done.

TC referred the committee to his recently published discussion document covering the refurbishment of the Old Pavilion, the possible replacement of the 4x4 and gang mower, and the shelter.

JMV is hoping to start the refurbishment of the Old Pavilion in January, but are currently behind on other outdoor projects because of the inclement weather. TC presented his findings with regard to the possible replacement of the 4x4 gang mowers with a ride on zero turn mower.

It is hoped that it will be possible to clear all the rubbish from the Old Pavilion early in January 2020 once a suitable trailer has been sourced to carry the refuse to the tip.

TC agreed to contact several local sports clubs to find out what sort of equipment they used to mow the pitches.

Priorities:

- i. Ensure that the 4x4 and the gang mowers are in safe and serviceable condition
- ii. Research suitable replacements for the 4x4 and gang mower
- iii. Discuss and agree with the contractor any alterations to the original refurbishment specification for the Old Pavilion to provide access and storage facilities for any new mowing equipment.

TC

e. Wi-Fi

Quotes have been received as follows:

BT: £42 per month for 24 months; quoted speed 50 MB; single charge £50 plus delivery of hub.
Talk talk: £24 per month including line rental; quoted speed 17 to 20 MB.

In addition, we shall require network extenders to provide good coverage, but these will need to be switched off when the whiteboard in the Annexe is in use.

JJ

7. Any other business

It was agreed that our cleaners would receive a Christmas bonus in recognition of our appreciation for the work they do for us.

Quay Motors have been given approval to place a demonstrator car on the concrete apron during the pantomime run.

GA

8. **Date of next meeting: Wednesday, 8th January 2020, at 7.30pm in the Annexe, Malborough Village Hall.**
9. **The meeting closed at 2050.**

Treasurer's Note subsequent to meeting :

Just to add explanation and citation to my claim about the Charity Commission income recognition. Charitable donations do appear to constitute 'gross income', however, the bands and requirements are as follows:

Income under £10,000

You only need to report your income and expenditure.

Income between £10,000 and £25,000

You must answer questions about your charity in an annual return.

You do not need to include any other documents.

Income over £25,000

You must answer questions about your charity in an annual return.

*You will need to get your accounts checked and provide PDF copies of your:
trustee annual report*

accounts

independent examiner's report

You also need a full audit if you have:

income over £1 million

gross assets over £3.26 million and income over £250,000

<https://www.gov.uk/guidance/prepare-a-charity-annual-return>