

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

Minutes of the Management Committee Meeting Held at 7.30pm on 14th December 2016 In the Annexe, Malborough Village Hall

Present:

Gail Allen (GA), Andy Morgan (AM), John Jevans (JJ), Val Jevans (VJ), Jonathan Towne (JT), Margaret Pearse (MP), John Mahood (JM)

John Yeoman (JY) represented Malborough Parish Council

Apologies: Alan Purchase (AP), Jill Clarke (JC), Madge Bailey (MB), Tony Lyle (TL)

The Minutes of the last Meeting. The Minutes were approved by the Committee and signed by the Chairman.
Proposer: JT **Seconder:** VJ

Matters Arising not being dealt with in Reports below

- Cub Garage. GA showed the Committee pictures of the inside of the garage. There are still washing machines in situ plus rubbish at the back of the garage. Mervyn Johns has removed all necessary cub equipment. GA to send a message to Dave Crunchy stating that there was a deadline of 19th Dec for his items to be removed. VJ will also speak to Dave whilst he is at the Hall on Friday 16th setting up a children's party. Geoff Allen has offered to put up racks at the rear of the garage to provide better storage for items – to measure and quote for the cost of these. **Action: GA / VJ**
Move plastic chairs from Shower Room so that the Cleaner's supplies can be moved from the Hall under stairs cupboard and enable access to the supplies during events / performances. With the showers no longer being used the tank and associated items should be removed. Proper cleaner cupboard can then be built. **Proposer: JY, Seconder, JJ.**
- Old Pavilion. GA reported that TL had to go to the Midlands to look after elderly relatives but would produce a report on various issues as soon as possible. GA to circulate to Committee when received. With the Devon Air Ambulance Trust's installation of the necessary electrical work now having taken place, it is important to maintain the structure of the Old Pavilion. It would be good to have necessary funding in place to purchase the supplies – estimated at up to £500. AM to liaise with TL. **Action: AM / TL**
- Ex-Bonfire Stock – AM has approx. £30 from sales of stock to go to the Treasurer before the end of December to enable it to be included in the year end accounts. **Action: AM**
- Robins Roost / Highland. A letter from the Parish Council was read out to the meeting by JY. This was to explain the concern that members of the Parish Council had regarding possible sale of plots of land and to voice their concern to this initiative. Land in its entirety should be protected for the benefit of Malborough's parishioners. (GA withdrew from any discussion on this matter). JT had contacted Charities Commission and Fields in Trust. The main issue is that the land possibly being sold is not being replaced by any other land. There are also costs involved to go through any possible transaction and that MVH cannot afford to absorb those costs as it would set a precedent for future occasions. GA asked to come back into the meeting discussion and for it to be noted that, as the proposal deemed to be creating bad feeling then Highland was withdrawing their request. GA also asked for it to be noted that, as the boundary hedge between Highland and the plot of land under discussion was dying, it will be necessary in the not too distant future for Highland to replace this.
AM to write to Robins Roost and to Highland to decline the requests made. **Action: AM**
A team of volunteers will clear the area alongside Robins Roost and include the area in the gang mowing operation.

Chairman's Report:

With various personal situations to deal with AM had little to report. AM expressed his thanks to the team organising and putting up the Christmas Tree. He offered to purchase a large tree from Trago in 2017 and transport it back to Malborough. He suggests that new lights should be bought after Christmas whilst prices were reduced.

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

Account Balances: Treasurers: £ 18,440.58 , Reserve: £ 13,334.33 , Wood: £3,669.59 , NSI: £ 4,522.09.

Re Aged Debtors: MAD - owe £28 – JC aware. Blood Donors - £60. K & K - £101.60 – JJ to inform them that they may be charged 10% extra if payment is not received promptly. Net profit November : £1,156.59. GA asked if JJ could query the figure of -£72.60 for Gas for November and the £183.29 year to date with prior year figure showing as £1175.21.

Action: JJ

Tennis Court key and funds to be removed from Old Inn

Action: JJ

Secretary's Report:

Flooring: Carpet tiles have been laid in the Annexe and the new matting in the entrance lobby to the Annexe and the Main Hall Entrance. Thanks go to the volunteer painters – John Mahood and Duncan Pope - who painted the Annexe lobby walls. The damaged paintwork in the Annexe has been repaired. The area between the Annexe lobby and the meeting room needs painting next.

Devon Air Ambulance Lighting Column: The column is now installed with the light itself due to be installed 22/23rd Dec or possibly delayed to the New Year.

Village Access Path: The Path was officially opened on the 22nd November by John Yeoman (PC), Margaret Pearse (SVRA) and Gail Allen (MVH & PFA). Favourable reports have been received from users and signs have been ordered by the Parish Council. MP reported that Irena Clarke has been seen on field with dog off the lead and disappearing into the wood itself too (not via the Path).

Grass Cutting Tender: GA is liaising with Debbie Ede, Parish Clerk, regarding a tender document to go out to contractors. As the PC only pay for the Play Area and 50% of the General Areas then MVH need to put out to tender at the same time to cover the remainder of the grass cutting/gang mowing. The PC can reclaim the VAT content of the work they pay for so this should be a saving to MVH. GA to send out tender documents to committee for comment prior to forwarding to the Parish Council.

Action: GA

Kevin Yeoman: Following the discussion at the previous meeting, GA wrote to Kevin Yeoman to say that his concerns re the safety procedures in 2014 had been discussed. Having then been asked for a copy of the risk assessment and details of safety procedures in place GA contacted the Insurance Claims Handler for advice on this matter. In reply the insurance co stated that they do not see how he is entitled to see our risk assessment but the claim made in 2014 had been settled. No further action to be taken on this.

Co-op Refurb: JY has been in touch with the Head Office of the Co-op for information on a possible 'pop-up shop' to assist villagers with supplies whilst the Co-op is closed for 12 weeks from 9th January 2017. GA had contacted the refurb contractors but no further information received. They are paying the £500 parking fee agreed, up front, with a proviso that we reserve the right to review this figure should the contract over-run or greater number of vehicles be involved than specified.

Post meeting note: John Yeoman has arranged a meeting between GA, JY and a Co-op Rep on Friday 16th Dec at 12.30 to see if any progress can be made regarding a possible pop-up shop on ? Village Hall land.

GA also reported that she had been contacted by Nigel of Kingsbridge Co-op re the possible opening of the Kingsbridge store on the 19th December. They would like representatives of MVH to be present at some stage during the day to talk to customers about MVH being one of their three chosen charities. There will be a ribbon cutting ceremony. GA awaiting details of timing. MP offered to speak to Nigel. (GA has course in Exeter, JJ and VJ are away).

Action: MP

Telefonica: MVH have been approached again by Telefonica re mobile phone mast. They are now asking if something could be attached to the Devon Air Ambulance Trust lighting column. DAAT have said that they would want them (Telefonica) to be able to set out why and how there would be no impact to the use of the lighting and switching system. In addition MVH would have to re-submit the planning application for change of use and also gain permission from Fields in Trust. AM suggested perhaps we could ask for a free broadband installation at the Hall? JY pointed out that MVH should get revenue from mast. Maybe DAAT column not the best option because

of any possible interference with the air ambulance service but other solutions could be considered and be worth following up.

Sports

JJ reported that the football pitches are in reasonable condition. One game postponed when there was very heavy rain overnight. AM pointed out that only a Landlord or Referee may cancel a match without repercussion to the football club.

Booking Officer

VJ had many phone calls from Blood Donors regarding the decoration of the Hall taking place over the Christmas period. They have been advised that in the run up to their booking on the 27th December that only preparation will be taking place and no painting. All sockets are to be accessible. VJ has informed the Blood Donors that windows cannot be left opened for the 2 days prior to the 27th and there is no-one available to switch on the heating prior to their arrival. They have appointments booked for the whole day.

Booking for a Party on 29th Jan – following evening do on Saturday 28th. Hall will therefore be in use on the morning of the 29th. Stanborough Singers booked June – Jersey Boys in June. Wedding booked for 29th Sept. Blood Donors booked dates throughout 2017 and one date for 2018.

Enquiry has been received from a company selling hot tubs when they will also be food available. (Food and hygiene certificate available). Response expected Jan/Feb.

VJ detailed the proposed increase to Hire Charges for 2017.

JJ to discuss sports hiring with AP.

With little cricket played in 2016 JJ suggested that perhaps a pay and play basis could be possible. To discuss with DP. **Action: JJ / DP**

JY queried income from football clubs and cricket clubs vs expenditure on grounds maintenance. End of Dec is good time to review 2016 figures. Important to ensure that the goal mouths are protected from over-use to avoid unnecessary expenditure in remedial work each year. **Action: JJ / DP**

Wood

TL had reported that he and a team removed an offending ash tree beside the Access Path and removed the logs. Certain amount of thinning in the Wood to take place in due course.

Facilities

Geoff Allen is undertaking maintenance on the Play Area to conform with the report produced by SHDC inspection recently. This includes replacing the chains on the handles on the Multiplay equipment and painting the handles to which the chains are shackled. It has been suggested that the wooden path leading up the mound can be slippery when the wood is wet and that some anti-slip surface should be applied. Wickes have confirmed that anti-slip treatment was applied at the outset but that wood is slippery when wet. Other solutions i.e. chicken wire etc would cause more of a problem for a child if they fell! JY also noted that the access gate from the cycle track onto the play area needs modification, by the addition of a weight, to ensure that it shuts properly when an easterly wind blows.

Hall Redecoration

Dave Rundle is going to commence work on 19th December. Certain items will need to be removed:

- Trophy Cupboard
- Unnecessary curtain rails
- ? MAD happy for the décor over the top of the stage to be over-painted.

Action: GA

Parking

The deadline for submitting a bid to the CRP Fund is 7th January 2017. The Parish Council are willing to work with MVH to explore possible solutions to the parking problem. The committee felt with such a tight deadline it was not possible for this time. All to work out and note various options to expand as necessary at another meeting.

Important for MVH to gain the most parking with the funds available. JM suggested it would be an idea to have traffic management advice re parking spaces, turning etc to be able to work out a coherent plan.

Action: ALL

Any Other Business:

- Old picture found in upper store-room which Geoff Allen has made a new back for. Position decided on in the Annexe. Picture given originally by Robert Homeyard at the time of the Silver Jubilee 1977 and represents the wreck of the Jebba on 18th March 1907. Also 2 x noticeboards to go up (which need a little remedial work first) to enable hirers to put up notices, cast lists etc during their hiring and avoid any blu-tack or tape being used on the walls themselves.
- £505.26 raised via Co-op Community Fund so far. This is going through to 8th April.
- The Parish Council have applied to the TAP Fund for:
Adult Trim Trail and a Defibrillator.
Defibrillator to be placed at the door to the Main Entrance of the Village Hall where electricity is available and there is safety lighting. **Note: MB – You should be aware of this possibility in view of the fact that KM were considering purchasing their own.**
Adult Trim Trail to be kept in one area rather than scattered around the grounds. The triangle of grass beside the path to the Townsend Cross pedestrian access would be best.
- Discussion took place regarding the Hall Cleaner salary. GA to write to the cleaner to confirm the salary for 2017. Proposer: AM, Seconder: VJ

The meeting closed at 21.38 hrs. The next meeting will be on 11th January 2017 with the AGM being held on the 8th February 2017