

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION
Minutes of the Management Committee Meeting
Held at Malborough Village Hall at 7.30pm
on Wednesday 9th February 2022

Present:

Andy Morgan Chairman (AM); Tim Chandler - Secretary (TC);
Sally Harvey (SH);
Jill Clarke (JC) representing MADS
John Yeoman (JY) representing Malborough Parish Council;
Bob Smale (BS) representing Salcombe View Residents' Association

1.Apologies:

John Jevans - Sports (JJ); Val Jevans - Bookings (VJ); John Mahood - Treasurer (JM);
Jonathan Towne (JT);); Tony Lyle (TL);
Kevin Broom representing KM (KB);

2.The Minutes of the last Meeting.

The Minutes of the meeting of 11th January 2022 were approved by the Committee, and signed by the Chairman.

3. Matters Arising: none

ACTION

4. Reports:

i. Chairman: Chairman extended his thanks to Bob Smale, who had tidied up around the hall, sweeping up leaves, clearing drains et cetera.

ii.Treasurer: the accounts had been forwarded to the Secretary who had distributed them to the committee members prior to the meeting. The Treasurer's report highlighted the monies received via the government support scheme from South Hams District Council of £2,£677, and also the contribution from MAD of £2,777 as a result of the panto booking. This resulted in a net profit for January of £5,063.49 p. Current total bank balance is £32,779.07p.

ii Secretary: the Secretary had received a telephone call from Pat Handley, from the parish church, to notify us that on Saturday, 4 June, as part of the Platinum Jubilee celebrations, the church will be providing teas and music during the afternoon. The church will be overseeing a flower festival commencing on Thursday, 1 June, in the church, and contributions from the village hall would be welcomed. Anyone interested should contact Pat Handley (01548 562240). The Secretary had received an offer from the Friends of Salcombe Library of 96 goblet glasses. The committee agreed that we should accept these and the Secretary will arrange to collect them and put them into storage. It was emphasised that the glasses are of the small 125ml size and might not be suitable for every occasion.

TC

iv.Sports: fairly quiet on the sports front. Football continuing with only one match called off in January. Car parking situation has in the main been well managed with little disruption despite some mornings, a lot of this being the result of staggered kick-off times. KM are endeavouring to find a local volunteer to act as a car park marshal on match days in exchange for tea/coffee and cake. An article to this effect is in the latest edition of the Malborough Messenger.

JJ had arranged for the wooden benches which are dumped by the bonfire site be collected by Clive and taken to the tip along with other rubbish on the site. Unfortunately, COVID has delayed action

so it is now arranged for week commencing Monday, 14 February, and we will also remove the broken bench in the children's play area which Bob has reported is not repairable. It was decided that a bonfire to burn this rubbish would not be a good option as there have been several complaints in the village about bonfires recently.

JJ

The tennis court padlock problem reported last month has been resolved and the Parish Council have purchased the backup manual combination padlock which will be kept in the Parish Council cupboard in the Annexe.

v. Bookings: Kingsbridge Young Farmers will be performing their pantomime on Sunday evening. The church will be holding a quiz on the following Saturday evening. More children's parties have been booked and Stanborough Singers have booked the hall for an afternoon tea concert on Sunday the 19th June. The school has booked for two fetes – preschool on 23 April and the primary school on 25 June. KATS, of course, are performing their musical "9 to 5" towards the end of March, and apart from having the Hall from Thursday 17th to Sunday the 27th March, have also booked two Sundays for rehearsals.

Hire rate: the Booking Officer presented proposed rates for 2022, which were distributed amongst those members present, and are attached to these minutes, for discussion and approval at the Annual General Meeting on 9 March 2022.

ALL

vi. Wood report: no report

5. Grass Cutting Contract

TC and JJ have finalised the tender invitation documentation. Advertisements inviting interested parties to apply for the tender pack have been placed in various local media, and to date, before the publication of the latest Malborough Messenger, five responses have been received. The Tender Invitation Pack will be distributed by 1 March with replies required before the end of March. The committee will then have an opportunity to review the offers and a shortlist will be compiled to permit interviews with the successful applicants. It is intended that the new contract shall commence on 1 July 2022 and in the meantime, TL has kindly agreed to continue to cut the playing fields under an extension to his existing contract.

TC/JJ/TL

6. SMASH event 2nd April

The Secretary expressed concern with regard to the insurance and risk assessments that should apply to this planned event. It was agreed that the Secretary should write to the organisers expressing these concerns, and confirming the provision of insurance cover as it applies to the hall and grounds, and requesting that all exhibitors should be notified that they are responsible for their own insurance, and that each should prepare and submit a risk assessment, or alternatively that this should be done on their behalf by the organiser. A programme for the event will be requested for submission to the committee before the meeting on 9 March 2022.

TC/TL

8. Ongoing matters

a. Platinum Jubilee event: it was noted that the primary school will be holding a celebration on Thursday, 1 June, including a procession through the village, to mark the 150th anniversary of the establishment of Malborough Primary School. It was noted that on Friday 2nd and Saturday 3rd the Hall has been booked for a wedding, and that on Sunday 4th there will be an event in the church. In the light of these circumstances, it was agreed that the Malborough Village Hall and Playing Fields Association committee shall not be organising any specific events to celebrate the Platinum Jubilee, but that they stand ready to support any other organisation with their own events.

b. It was noted with pleasure that the damage to the top car park has been repaired, presumably by Baker Estates, and the Secretary will write to express the thanks of the Association.

TC

c. Access for All Footpath: JY advised that to follow the planned route a bush will have to be removed and the committee agreed that this should be done. AM and JY will mark out the route and endeavour to get quotations for the work. JY advised further that the Parish Council has now received a quotation for the provision of the footpath along the east side of the Annex, and are in discussions with the contractor to arrange for this work to be done. **AM/JY**

d. Car park extension – no further news

e. Duke of Edinburgh memorial tree: it was agreed that this should be a substantial tree, possibly an oak. JY advised that he had been informed that trees are available free from a local charity and TL will be asked to follow this up. It was noted that early spring or late autumn is the best time for planting oak trees, and if we are to get this done before the summer it should be done quickly. **TL**

g. It was noted that Avon Windows had fitted a new replacement window to the large kitchen in the Hall, and the committee expressed thanks to Avon Windows for the work they have done. The Secretary was requested to write to them to this effect. **TC**

h. Picnic tables: as reported above disposal arrangements are in place.

10. Date of next meeting:

ANNUAL GENERAL MEETING

Wednesday, 9th March 2022 at 7.30pm in the Annexe.

11. The meeting closed at 2045

HIRE RATES – 2022/2023

Badminton	£29.00	£32.00
MAD per session	35.00	38.00
MAD All day	97.00	100.00
KATS per session	45.00	48.00
KATS All day	115.00	120.00
Extra Electricity per session	10.00	12.00
Hort. Soc.	97.00	100.00
School per session	44.00	48.00
HALL – Daytime Charges		
Per hour (Mon – Fri)	18.00	20.00
8 – 1 1 – 6	47.00	50.00
8 – 6	72.00	75.00
Evenings – from 6 pm		
Village Organisations	54.00	57.00
Non-Village Organisations	80.00	85.00
PRIVATE PARTIES		
6 – 12	175.00	200.00
1 – 12	205.00	210.00
6 – 12 plus next day 8 – 1	195.00	200.00
1 – 12 plus next day 8 – 1	230.00	250.00
WEDDINGS – 48 hrs.		
1 pm Fri – 1 pm Sun	350.00	400.00
ANNEXE		
Per hour (Mon – Fri)	10.00	12.00
Per Session	28.00	30.00

	Jan 22	YTD	Previous yr to Dec						
Income									
Annex Hire	765.00	765.00	933.00						
Bonfire Night	0.00	0.00	600.00						
Car Park Hire	0.00	0.00	100.00						
Donations for Project Funding	0.00	0.00	120.00						
Donations Received	2677.00	2677.00	18381.00						
Electricity Meter Receipts	0.00	0.00	15.00						
Fete	0.00	0.00	3480.86						
Gas Meter Receipts	0.00	0.00	91.00						
Hall Hire	2777.00	2777.00	4265.00						
Playing Field Hire	0.00	0.00	2332.15						
Scarecrow Trail	0.00	0.00	0.00						
Tennis Income	40.00	40.00	93.00						
Total Income	6259.00	6259.00	30411.01						
Less Cost of Sales									
Materials Purchased	98.00	98.00	0.00						
Miscellaneous Costs of Sales	0.00	0.00	0.00						
Miscellaneous Direct Costs	0.00	0.00	0.00						
Total Cost of Sales	98.00	98.00	0.00						
Gross Profit	6161.00	6161.00	30411.01						
Plus Other Income	0.00	0.00	0.00						
Bank interest Received	0.14	0.14	24.09						
Total Other Income	0.14	0.14	24.09						
Less Operating Expenses									
Advertising	106.50	106.50	314.85						
Bad Debt Write Off	0.00	0.00	0.00						
Cleaning	147.50	147.50	1543.69						
Electricity	140.32	140.32	799.68						
Equipment /Software Small Items	25.20	25.20	302.40						
Fete Expenses	0.00	0.00	893.53						
Field Grass Cutting	0.00	0.00	1670.37						
Field Maintenance	20.00	20.00	880.00						
Fireworks and Bonfire Night Expense	0.00	0.00	1823.69						
Funded Projects	0.00	0.00	1500.00						
Gas	25.29	25.29	209.28						
General & PI Insurance	122.17	122.17	1583.75						
Hall Maintenance	37.50	37.50	19442.07						
Internet charges	44.39	44.39	561.68						
Licenses	360.00	360.00	538.40						
Machinery and Equipment Maintena	0.00	0.00	717.76						
Office Stationery	0.00	0.00	28.00						
Old Pavilion Refurb	0.00	0.00	0.00						
Pavilion Maintenance	0.00	0.00	114.95						
Professional Fees	0.00	0.00	180.00						
Refuse Disposal	68.78	68.78	825.39						
Scarecrow Expenses	0.00	0.00	0.00						
Subscriptions (Professional body)	0.00	0.00	115.00						
Sundry Expenses	0.00	0.00	25.00						
Vehicle Repairs and Servicing	0.00	0.00	0.00						
Water Rates	0.00	0.00	1247.14						
Wood Maintenance	0.00	0.00	1122.00						
Total Operating Expenses	1097.65	1097.65	36438.63						
Net Profit	5063.49	5063.49	-6003.53						

Aged Payables Summary to 7 Feb 2022

Contact	Current < 1 Month	1 Month	Months	3 Months	Older	Total
South West Water	0.00 (59.00)	(59.00)	0.00	(59.00)	#####	(282.86)
Total Aged Payables	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	(59.00)	(59.00)	0.00	(59.00)	##### (282.86)

Aged Receivables Summary to 7 Feb 2022

Contact	Current < 1 Month	1 Month	Months	3 Months	Older	Total
Jenny and Emma	0.00 0.00	0.00	0.00	47.00	0.00	47.00
Total	0.00	0.00	0.00	47.00	0.00	47.00

Bank balances on 7 Feb 2022

Current account	22351.09	previous month	17677.76
Deposit account	13365.08		13364.96
Wood account	1736.37		1736.35