

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION
Minutes of the Management Committee Meeting
Held at Malborough Village Hall at 7.30pm
on Wednesday 12th January 2022

Present:

Andy Morgan Chairman (AM); Tim Chandler - Secretary (TC);
John Jevans - Sports (JJ); Val Jevans - Bookings (VJ); John Mahood - Treasurer (JM);
Sally Harvey (SH); Tony Lyle (TL); Jonathan Towne (JT);
Jill Clarke (JC) representing MADS
John Yeoman (JY) representing Malborough Parish Council;

1.Apologies:

Kevin Broom representing KM (KB);
Bob Smale (BS) representing Salcombe View Residents' Association

2.The Minutes of the last Meeting.

The Minutes of the meeting of 18th December 2021 were approved by the Committee, and signed by the Chairman.

Proposed: JJ; Seconded VJ

3. Matters Arising: none

4. Reports:

i. Chairman: the installation of CCTV has been delayed, following the chairman's recent illness with COVID.

Chairman extended his thanks to Bob Smale, who had given his "charity" day to tidy up around the hall, sweeping up leaves, clearing drains et cetera. Bob has also undertaken to repair the damaged picnic bench this weekend.

BS

There are two damaged benches by the bonfire site, and JJ agreed to contact John Butler to arrange for these to be burnt together with other material.

JJ

AM is aware of the faulty lamp on the corner of the hall, and recommended that this and the other three outside lamps, which are all of the old fluorescent type, should be replaced with new LED lamps which will be more efficient and cheaper to replace in the future. The total cost is estimated at £200 and the committee agreed to this expenditure.

AM

ii.Treasurer: the accounts had been forwarded to the Secretary who had distributed them to the committee members prior to the meeting. We have made a small loss of £6,027 in the year to the end of December 2021, partially because of the cost of maintenance of the gas heaters. This compares with a loss of £22,135 in 2021 and a profit of £15,9780 in 2020. These figures do not include for the rental and costs of maintaining the playing fields which roughly balance each year. Detailed schedule attached to these minutes. It was recognised that without the support of central government over the last two years our finances would be in a parlous position.

ii Secretary: the Parish Clerk had forwarded to the secretary an email received from Adam Williams, climate change specialist acting on behalf of South West Devon and South Hams District councils, executing a survey of town and parish council owned sites with a view to the installation of future electric vehicle chargers. The secretary had replied on behalf of the committee,

completing the survey form and also sending a covering letter describing to Mr Williams the recent discussions held with various interested bodies, including our local member of parliament and local council member, which have brought no satisfactory conclusion.

iv. Sports: the padlock on the tennis courts has been causing a problem, and JJ has fitted a temporary padlock to ensure security. He has contacted the customer support department of the manufacturers, Singapore, but has yet to receive a reply.

v. Bookings: bookings continue to do well, and there are very few vacancies during the week. Following a recent fundraising event, The Cove in Hope Cove sent us a donation, and the secretary has responded with our thanks for their generosity.

vi. Wood report: this is a quiet time of year; plans are now in place to continue planting up the northern side hedgerow. Wildflower areas also being examined carefully.

5. KM report

KM have advised that there were no games last weekend because weather and muddy conditions, but they will be back next weekend and matches have been staggered as agreed. The Verti draining has been very successful, and Kevin had extended his thanks to Tony Lyle for all his help in maintaining the quality of the pitches.

6. Grass Cutting Contract

The contract for grass cutting on the playing fields and other areas within the grounds, comes up for renewal at the end of March 2022. Following discussions at the last committee meeting, and a series of meetings between JJ and TC, new documents have been drafted and circulated to all committee members for approval. JJ submitted these for approval to the committee and this was granted. TC was directed to arrange space advertisements in the Malborough Messenger, 3:1 parish magazine, and the Salcombe & Kingsbridge Gazette. The committee agreed a budget of £60 for advertising. TC will also endeavour to contact the Kingsbridge and Salcombe Chamber of Commerce and any other local organisations to spread the word, and suitable notices will be placed around the district inviting groundsmen, and other relevant contractors to apply for the tender package, which will be sent out to all interested parties on 1 March 2022, with replies required for 31st of March 2022. This will give the committee time to consider the offers made, or approach contractors who have made an interesting offer and where clarification may be necessary.

7. Membership – attracting new members

It was agreed that, despite the efforts made by many committee members to attract local residents to join our committee and taken active part in the management of the village hall, the response has been very disappointing. As one committee member commented, “if they don’t help us, they may lose it!”.

8. Ongoing matters

a. Repairs to car park et cetera - TC reported that despite previous undertakings given by Baker Estates to help with the repair of the damaged areas of the carpet, this had not happened and Bakers now seem to have completed all tarmac work. We shall now be obliged to find another contractor to do the work, and may do this in conjunction with the laying down of the new path along the east side of the Annexe, preparatory work for which has already been carried out by JY and others.

b. Christmas tree 2021: thanks for this tended to Geoff and Gail Allen, and John and Val Jevans, John Mahood and Tony Lyle, and Val’s friend Wendy, for all their help in putting up and taking

down the tree, the lights et cetera; everyone agreed that the tree had looked particularly good this year, particularly with the additional lights running along the hedge.

c. Access for all footpath: AM and JY are preparing to mark out the proposed route using the white liner from the football club, to allow local residents to consider and respond to the proposal.

d. Car Park extension – this matter still in hand

e. Duke of Edinburgh memorial tree – TL has obtained quotes and forwarded these to TC, who had omitted to circulate committee. This matter will be addressed immediately.

TC

9. Any other business:

i. It was agreed that the Annual General Meeting will be held on Wednesday, 9 March 2022 and TC will arrange for a suitable insert to be placed in the Gazette.

TC

ii. thanks were extended to Geoff Allen for repairing the tap in the kitchen.

iii TL advised that the wildflower beds will be back and seeded in April, and signs will be erected describing what they are. He recommended that more wildflower seed be obtained in order to fill in any areas where the original planting taken, and J Rundle undertook to look into this. TL advised that his group will be holding an environmental fair on 2 April, and the response has been so great that this has been extended to cover the whole of the South hams area.

iv. TL advised that one of the tyres on the truck had developed a puncture, which had been repaired. £30. There is also need for a new tyre which he will arrange to have done at about £70. This was agreed.

v. Secretary expressed the committee's pleasure, and relief, at the return of the Chairman following his recent bout of illness with the COVID virus.

10. Date of next meeting:

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

11. The meeting closed at 2025

Report on MVH&PFA accounts for Financial Year (Jan-Dec) 2021

	Activity	2021	2020	2019
		£	£	
INCOME	Annexe hire	933	1369	2374
	Hall hire	4265	7930	18207
	Bonfire night		0	954
	Donations	18621	13532	13233
	Fete	2587	0	1640
	Total*	30,411	26,008	40,711
EXPENSES	Cleaning	1543	2374	3171
	Bonfire night	1223	0	
	Funded projects	1500	12507	
	Gas	209	931	451
	Pavilion	114	10086	0
	Water	1247	885	829
	Wood maintenance	1122	885	229
	Hall maintenance	19442	9859	6037
	Licenses	538	1017	718
	Machinery maintenance	717	2083	756
	Total*	36,438	48,143	24,932
Overall		-6,027	-22,135	15,978

	Dec 21	Nov 21	Oct 21	Sept 21	Aug 21	July 21	Jun 21	May 21	Apr 21	Mar 21	Feb 21	Jan 21	YTD	Previous yr to Dec 2020
Income														
Annex Hire	173.00	232.00	120.00	93.00	78.00	181.00	28.00	0.00	0.00	0.00	0.00	28.00	933.00	1369.00
Bonfire Night	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	0.00
Car Park Hire	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	710.00
Donations for Project Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	120.00	-11007.45
Donations Received	339.50	160.00	10.00	12.50	35.00	10.00	92.50	8010.00	12.50	2106.00	7583.00	10.00	18381.00	24539.13
Electricity Meter Receipts	0.00	2.00	13.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	62.00
Fete	0.00	0.00	20.00	3410.86	10.00	30.00	10.00	0.00	0.00	0.00	0.00	0.00	3480.86	0.00
Gas Meter Receipts	36.00	42.00	13.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.00	232.00
Hall Hire	1011.00	709.00	714.00	262.00	356.00	389.00	333.00	0.00	217.00	100.00	0.00	174.00	4265.00	7930.00
Playing Field Hire	104.00	157.15	0.00	0.00	2061.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	2332.15	2447.50
Scarecrow Trail	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tennis Income	0.00	0.00	0.00	20.00	0.00	15.00	0.00	0.00	0.00	58.00	0.00	0.00	93.00	0.00
Total Income	2263.50	1302.15	890.00	3898.36	2540.00	625.00	473.50	8010.00	229.50	2264.00	7703.00	212.00	30411.01	26282.18
Less Cost of Sales														
Materials Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
Miscellaneous Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	154.00
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	274.00
Gross Profit	2263.50	1302.15	890.00	3898.36	2540.00	625.00	473.50	8010.00	229.50	2264.00	7703.00	212.00	30411.01	26008.18
Plus Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank interest Received	0.12	0.12	0.14	0.12	0.12	0.12	0.12	0.13	0.13	22.69	0.13	0.15	24.09	6.02
Total Other Income	0.12	0.12	0.14	0.12	0.12	0.12	0.12	0.13	0.13	22.69	0.13	0.15	24.09	6.02
Less Operating Expenses														
Advertising	0.00	0.00	0.00	139.10	49.50	0.00	0.00	0.00	26.25	100.00	0.00	0.00	314.85	375.90
Bad Debt Write Off	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.14
Cleaning	216.67	167.98	156.67	222.50	140.83	96.67	172.50	75.00	140.00	75.70	49.17	30.00	1543.69	2374.61
Electricity	89.90	121.97	80.89	72.89	55.64	62.62	42.23	70.05	3.73	116.87	51.22	31.67	799.68	1049.06
Equipment /Software Small It	25.20	25.20	25.20	25.20	25.20	25.20	21.60	21.60	21.60	21.60	64.80	0.00	302.40	216.00
Fete Expenses	0.00	0.00	0.00	810.33	0.00	83.20	0.00	0.00	0.00	0.00	0.00	0.00	893.53	0.00
Field Grass Cutting	318.90	0.00	318.71	409.51	0.00	0.00	359.09	0.00	0.00	0.00	0.00	264.16	1670.37	1680.75
Field Maintenance	0.00	300.00	0.00	0.00	0.00	0.00	410.00	30.00	0.00	5.00	135.00	0.00	880.00	1307.20
Fireworks and Bonfire Night E	527.82	0.00	0.00	1295.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1823.69	0.00
Funded Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1500.00	0.00	0.00	1500.00	12507.45
Gas	25.68	21.29	14.53	14.65	15.00	14.18	20.54	14.18	14.65	13.91	15.33	25.34	209.28	931.15
General & PI Insurance	242.23	122.17	122.17	122.17	122.17	122.17	122.17	121.70	121.70	121.70	121.70	121.70	1583.75	1453.45
Hall Maintenance	1122.47	0.00	153.80	70.00	12404.40	673.56	0.00	235.00	93.60	4293.24	0.00	396.00	19442.07	9859.12
Internet charges	44.39	88.78	44.39	0.00	88.78	44.39	44.39	44.39	29.00	88.78	44.39	0.00	561.68	486.89
Licenses	718.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-180.00	0.00	0.00	0.00	538.40	1017.69
Machinery and Equipment Ma	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	717.76	0.00	0.00	0.00	717.76	2083.54
Office Stationery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.00	0.00	0.00	28.00	0.00
Old Pavilion Refurb	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pavilion Maintenance	0.00	0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	100.00	0.00	9.95	114.95	10086.00
Professional Fees	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	0.00
Refuse Disposal	68.78	68.78	68.78	68.81	68.78	68.78	68.78	68.78	68.78	68.78	68.78	68.78	825.39	825.39
Scarecrow Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subscriptions (Professional b)	0.00	0.00	65.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.00	115.00
Sundry Expenses	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00
Vehicle Repairs and Servicing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water Rates	59.00	0.00	240.16	0.00	129.48	158.50	158.50	158.50	85.75	85.75	85.75	85.75	1247.14	885.25
Wood Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1122.00	0.00	0.00	0.00	1122.00	818.36
Total Operating Expenses	3639.44	916.17	1315.30	3301.03	13099.78	1354.27	1419.80	839.20	2264.82	6619.33	636.14	1033.35	36438.63	48143.95
Net Profit	-1375.82	386.10	-425.16	597.45	-10559.66	-729.15	-946.18	7170.93	-2035.19	-4332.64	7066.99	-821.20	-6003.53	-22129.75
Aged Payables Summary to 10 Jan 2022														
Contact		Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total						
South West Water		0.00	(59.00)	0.00	(59.00)	(105.86)	0.00	(223.86)						
Total Aged Payables		0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Total		0.00	(59.00)	0.00	(59.00)	(105.86)	0.00	(223.86)						
Aged Receivables Summary to 10 Jan 2022														
Contact		Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total						
Aimie Freeston		40.00	0.00	0.00	0.00	0.00	0.00	40.00						
Faye Preston		12.00	0.00	0.00	0.00	0.00	0.00	12.00						
Jenny and Emma		0.00	0.00	0.00	0.00	47.00	0.00	47.00						
Lesley McGhie		60.00	0.00	0.00	0.00	0.00	0.00	60.00						
Malborough Church		45.00	0.00	0.00	0.00	0.00	0.00	45.00						
Malborough School		495.00	0.00	0.00	0.00	0.00	0.00	495.00						
Total		652.00	0.00	0.00	0.00	47.00	0.00	699.00						
Bank balances on 10 Jan 2022														
Current account														17677.76
Deposit account														13364.96
Wood account														1736.35