

**MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION**

**Minutes of the Management Committee Meeting  
Held at Malborough Village Hall at 7.30pm on Wednesday 14<sup>th</sup> July 2021**

**Present:**

Andy Morgan Chairman (AM); Tim Chandler - Secretary (TC);  
John Jevans - Sports (JJ); Val Jevans - Bookings (VJ);  
John Yeoman (JY) representing Malborough Parish Council;  
Bob Smale (BS); representing SVRA  
Sally Harvey (SH);

**1.Apologies:**

Tony Lyle (TL);  
Jonathan Towne (JT);  
Jill Clarke (JC) representing MADS;  
Kevin Broom representing KM (KB);  
John Mahood - Treasurer (JM);

**2.The Minutes of the last Meeting.**

The Minutes of the meeting of 9<sup>th</sup> June 2021 were approved by the Committee, and signed by the Chairman.

**3. Matters Arising:**

None

**ACTION**

**5. Reports**

a. Chairman: AM welcomed Bob Smale to the meeting as the new representative of Salcombe View Residents' Association, and invited him to contribute to the meeting at any time. Chairman had noted that on the social website for Marlborough Debate, ill-advised comments had been made with regard to the groundwork which had been done preparatory to any future extension of the car part. He expressed his deep concern that members of the committee should present a correct and accurate account of any issue when using this or any other website. The inaccurate information posted had led to a letter being sent by a villager to Fields in Trust, expressing concern. This matter has now been resolved. (See Secretary report below).

Wi-Fi is now available in the Annexe, and will shortly be accessible in the Hall. Chairman requested that when Avon windows are working in the hall, he might have use of the access tower to erect the necessary aerials et cetera. Installation of CCTV for the Old Pavilion is in progress, and will be picked up from the KM connection, AM to liaise with KB.

b. Treasurer: the profit and loss account for the period to 30 June 2021 having already been distributed to members, and in the absence of the Treasurer, there was no further discussion.

c. Secretary: secretary had compiled and distributed a list of members' contact details. Members were requested to notify him of any errors on that list which would be corrected immediately.

Gail Allen had received an email from Fields in Trust regarding correspondence received from a villager following a posting on the village website, expressing concern about groundwork which had been undertaken in preparation for the possible future extension of the car park. Gail had copied this email to the secretary and to JY, who have responded with a detailed account of what had occurred. TC emailed Fields in Trust with the information provided by JY, appended to these minutes.

d. Sports: the STFC season is expected to start on 4 September, and they are trying to arrange two friendlies in August. The number of teams is down to 13 for next season, and the total number of games anticipated including friendlies and cup games should be around 17 or 18 at £25 each. Under £50. They have a credit left over from last season of £222.50, as a result of cancelled matches during the COVID pandemic, when that runs out we shall invoice them for the balance.

KM season also starts in early September. They will probably have the same number of teams as in the past season. KB advised that he would prefer to pay for the whole season upfront, but his committee prefer the same arrangement as last season, paying half beginning and the balance at the end of December.

Tennis courts are being well used, mainly by Malborough residents, as nobody has yet owned up to being a visitor and having to pay. JJ has looked at the possibility, with assistance from Gail, trying to use a payment vehicle such as PayPal, where fees are 2.9% per transaction. JJ suggests we have a proper look at this situation at the end of the year so that we can start charging properly from January.

e. Bookings: There is a new Pilates class starting Friday 17<sup>th</sup> September at 9:30 AM. A further 6, and possibly 8, meetings have been booked for Tuesdays as from 21 July. 2 Garden Furniture sales on Saturday, 31 July and Saturday the 21<sup>st</sup> of August are booked, also 2 children's parties for Sunday, 1 August and Wednesday, 1 September. MAD have their Quiz Evening on Saturday, 7 August. Parish Council will return to the Annexe next week, and have booked their usual third Wednesday in the month meetings as from September. The Flower Club are also returning on 2 September. Unfortunately, Leslie is moving to Scotland, but is hoping to find someone else to run the Martial Arts classes on Mondays. Keith has now booked three Horticultural Society lunches until the end of the year. Finally, our fete on 4 September.

f. Wood report: It was noted that the damaged pole supporting the netting between the football pitches and the children's play area has still not been repaired, **and TL and KM are urged to address this matter as soon as possible.**

There was a lengthy discussion on the general state of the grounds with particular issues being raised. Of concern is the way in which the margins around the grounds are getting wider as the mown areas seem to be getting smaller. This is resulted in a considerable increase in the growth of weeds, brambles et cetera and the grounds appearing less than well cared for. The wildflower meadows which were planted are now nurseries for more weeds and the grass around them appears not to be cut as regularly or as thoroughly as it should be. This is particularly important as the northern

boundary hedges will need to be cut in the next month or so. The grass next to the Allen's property, and bordering one of the wildlife meadows, has also slipped through the net and GA has been cutting it, leaving the wildflower areas in the middle. The 7 trees that were planted in this area during the tree planting season now reduced to 2. The grass area around the Old Pavilion and the Clubhouse needs more regular attention. The bank below the tennis courts is a disgrace with various nettles, weeds and briars, and gives a very poor appearance. What may have been a rose bed under the short wall facing the front door of the hall is another area which appears to be taken over by briars and various weeds and is a very unattractive sight for people approaching the Hall, especially potential hirers for weddings and other more formal events.

It was acknowledged that during the COVID pandemic it is not always proved possible to carry out the proper level of maintenance to parts of our grounds, and it was also acknowledged that the condition of the football pitches is excellent. It was agreed that at a future meeting the committee shall discuss in detail and decide how the various parts of our grounds are to be maintained in the future.

## **6. Projects**

a. Access for all path: JY will mark out the route and borders of the proposed Access path, and a definitive project outline is currently being prepared with a view to going out to tender shortly.

**JY**

b. Following VJ's email report regarding the state of safety of the gas equipment in the hall, it was agreed that VJ should book the contractors to make the necessary repairs that are immediately needed. Other matters will be left until a future date.

**VJ**

c. TC has been in touch with Graham Hutton, Director for Developments at Baker Estates to discuss the repair to the damaged section of the top car park, as discussed at the last meeting. Graham has arranged for his site manager to visit the car park, to assess the work that will be needed, with a view to sharing their contract when the final surface is laid at The View.

**TC**

d. TC has made enquiries from several national and local companies with regard to the supplying and erection of a suitable timber shelter for the gang mowers and the towing vehicle. Prices of between £4,000 and £6,000 had been obtained, but with no promise for delivery before February 2022, and no indication that prices could be fixed, both issues resulting from severe shortages of material resulting from the lockdown periods during the COVID pandemic.

e. Bonfire Night : JJ had met John Butcher who was certain that Hannah Butcher would be happy to set up a committee and organise this event as in previous years. JJ will arrange to contact Hannah to discuss this matter. It was agreed that the fireworks should be purchased immediately in order to obtain the customary discount.

**JJ, HB and AM.**

f. Autumn Fete, September 4, 2021: the following report has been received from GA:

**Report on Fete preparations for MVH meeting 14 July 2021**

This year's Fete will be much different to that in previous years. With the School holding their Summer Fair on 24 July, many of the usual supporters have chosen to attend that event rather than the Village Fête – e.g. school PTFA and Preschool. Was rather disappointing that there is no input from KM but I guess that trying to find volunteers is as hard as I am finding for this event.

However, we have had quite a number of requests to have a stall at our Fete (many more than usual) and there is quite a variety of items being sold. Many of the stallholders have requested to be inside although, no doubt, they will change their mind if we have glorious weather for the afternoon.

We don't have any outside displays, but we do have such activities as the Bouncy Castle, Bowl for a Pig, Coconut Shy, Netball competition and Children's Sports, which will take place on the grass outside the Hall.

We need volunteers to help with the setup and breakdown on the morning and afternoon of the fete. (Tim is already on my list!).

GA will let John Mahood have a list of floats needed near to the time, and will be in touch with the various MVHA stallholders to go through necessary requirements.

A list of events and exhibitors, and participants, is attached to these minutes.

SH has produced raffle tickets to be sold prior to the event, and 50 tickets were issued to each member of the committee attending. She expressed her concern that we need more prizes for this raffle, and committee members were urged to do all they can to help sell tickets and to get more prizes.

**SH/ALL**

g. TC has confirmed to Avon Windows our request that they proceed to produce and install the new windows to the south side of the Hall, as agreed. AW are planning to install the Windows mid-August 2021. They have been asked to advise TC as soon as they know the precise date so that VJ can advise any hirers whose bookings may be affected. TC will also ask Avon Windows if AM may have use of the access tower during that week.

**TC**

h. Car park extension – groundwork

JY advised that the new path alongside of the Annexe will be approximately 36 m long, and will require approximately 6 m<sup>3</sup> of concrete. A retaining wall 1 m high will be constructed, a top which will be a 1.1 m fence for safety. The path will be laid on 8 inches of clean stone topped with concrete, and with a retaining edge adjacent to the wall of the Annexe. Steps will be moved slightly to the south of their current position, 8dropped kerbs will be installed.

## **8 Proposed Project Protocol**

the proposed protocol for the planning, placing and monitoring of all future capital projects and contracts for regular expenditure in the future was passed unanimously by committee members, and will become into effect immediately. Copy of the protocol is appended to these minutes.

TC

## **8. Any other business**

JJ requested a key for the Hall letterbox in the event of mail relating to tennis courts et cetera

BS advised that he has a long reach hedge cutter, should this be helpful in maintaining the margins of the grounds.

TC reported that there had been two attempts at breaking into the Old Pavilion, Geoff Allen has fitted a new bolt and a new padlock with a combination lock. The number has been circulated to all committee members by email.

Concern was expressed generally about the weeds growing up the kerbs on the slip road, which presents a less than attractive impression of the Hall for visitors and potential hirers. **SH and JY agreed to discuss how to resolve this matter.**

The question of electrical vehicle charging at the hall was again discussed, particularly in view of the steady growth in the number of such vehicles being purchased, and the fact that there is no public charging point nearer than Totnes. Three local hotels have installed charging points with Tesla cars and their hotel guests getting priority. TC offered to investigate the options under our long-term planning for a regular income for the hall.

TC

Geoff Allen and John Yeoman have laid new crumb material around the edge of the roundabout, as required by a recent inspection report, the multiplay equipment has been repainted where required, and the replacement item of outdoor gym equipment is expected in the next few weeks.

## **11. Date of next meeting:**

**Wednesday, 8<sup>h</sup> September 2021 at 7.30pm in the Annexe.**

## **12. The meeting closed at 2140**

## APP 1

**From:** Tim Chandler <[timchandler1@gmail.com](mailto:timchandler1@gmail.com)>  
**Sent:** 15 July 2021 11:27  
**To:** Angela Lewis <[angela.lewis@fieldsintrust.org](mailto:angela.lewis@fieldsintrust.org)>  
**Subject:** Malborough Village Hall & Playing Fields Association

Dear Angela,

I acknowledge receipt of your email message to Gail Allen of 13 July 2021, which she has passed to me for reply. Please note for your records that at the Annual General Meeting of the Association on Wednesday, 26 May 2021, and after many years of devoted and enthusiastic service to the Association, Gail did not stand again as a member of the managing committee, and is no longer a trustee of the Association.

Please may I ask you to ensure that all future communications with the Association are directed to me.

I understand from your email that you have received a communication, presumably from a local resident, expressing concern regarding work which has been carried out in the grounds of the Association in the past two weeks. Unfortunately no copy of this communication was received with your email and the exact details of the concerns therefore are not known to the writer.

As happens so often in this era of social media, a great deal of misinformation can be circulated very rapidly, and this in itself seems to encourage even more misinformation. May I therefore respectfully offer the following points to F.I.T. to reflect the exact and accurate state of affairs in this matter.

1. As you are aware planning permission for extending the car parking at Malborough Village Hall was obtained in 2018.
2. The plans were rethought when you as Fields In Trust would only agree to the use of Golpla on two sections of the proposed area.
3. Since the planning permission was required the Malborough Parish Council has been working with South Hams District Council to discharge conditions.
4. This has taken a very long time made worse by delays caused by the extended absence of their drainage officer which added more than 18 months to the process.
5. This has resulted in the Parish and the Village Hall making enough of a start to maintain the planning permission with literally days to spare.
6. This will allow the small extension to the Hall plans for the Golpla to be **laid when funds allow**.
7. The access path by the Annexe will be laid which will allow better access from the car park to the main door by a more sheltered route without encroaching on the grass area.
8. We were advised to do something at either end of the area. The dropped kerb would be used for restricted access to the field by machinery to avoid going through the children's play area.
9. This work is merely a way of keeping the option to extend the parking in line with what has been agreed with F.I.T to sort out a growing problem that the popularity of the facilities of Malborough Village Hall and Playing Field have caused.

I hope the above points will allay any concerns you or your correspondent may have, and if you would like any further information on this matter please do not hesitate to contact me,

## APP 2

### Project Placement, Monitoring and Financial Control

1. This protocol is designed to cover expenditure on capital projects, and expenditure which falls under the category of “regular maintenance”, for example cleaning, or mowing of the playing fields.
2. Any member of the committee may bring to the committee a proposal for new expenditure on a product or service to be handled on a one off basis.
3. The committee in session shall agree the specification and/or description of the project and a preferred timescale within which it should be completed.
4. A member, or members, of the committee shall be selected to lead on the project and all communications shall pass through that member.
5. The lead committee member(s) will then go out to tender to a list of prospective contractors/suppliers, minimum of three being desirable but not always possible.
6. The tenders will have a date by which offers must be received, preferably before a suitable scheduled committee meeting.
7. The committee in session shall consider the tenders received, and select the tender which is most acceptable. In the event of only one tender being received, the committee shall decide whether or not to proceed on that basis.
8. The lead committee member will then instruct in writing the successful supplier/contractor, confirming the terms, total cost, agreed completion date and specifications/description of the project.
9. The lead committee member shall monitor the progress of the project and report back to the committee on progress.
10. If, in the course of the project, additional expenditure becomes necessary, as a result of a change in conditions not previously identified, and where delay may jeopardise the validity of the contract or cause danger or risk to health, or a significant increase in cost, the lead shall, in the event of the next committee meeting not being imminent, obtain the agreement for additional expenditure from, in order, the chairman, the treasurer, or the secretary, either of these being free to consult with one or more other committee members before deciding on any additional expenditure. Any such increase shall be notified to the secretary for ratification at the next available committee meeting.

July 2021

**APP 3**

Profit and Loss																							
Malborough Village Hall & Playing Fields																							
For the Year to 31 May 2021																							
	Jun 21	May 21	Apr 21	Mar 21	Feb 21	Jan 21	YTD	Previous yr to Dec 2020	<b>Aged Payables Summary to 30 June 2021</b>														
<b>Income</b>																							
Annex Hire	136.00	0.00	0.00	0.00	0.00	0.00	28.00	164.00	1369.00	<b>Contact</b>							Current	<1 Month	Month	Months	Months Older	Total	
Bonfire Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00														
Car Park Hire	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	710.00	<b>Aged Payables</b>													
Donations for Project Funding	0.00	0.00	0.00	0.00	0.00	120.00	0.00	120.00	-11007.45	BT							44.39	0.00	0.00	0.00	0.00	0.00	44.39
Donations Received	102.50	8010.00	12.50	2106.00	7583.00	10.00	17824.00	24539.13	South West Water							287.98	0.00	0.00	0.00	0.00	0.00	####	
Electricity Meter Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.00	<b>Total Aged Payables</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Fete	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	<b>Total</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Gas Meter Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	232.00	<b>Aged Receivables Summary to 30 June 2021</b>													
Hall Hire	603.00	0.00	217.00	100.00	0.00	174.00	1094.00	7930.00															
Playing Field Hire	10.00	0.00	0.00	0.00	0.00	0.00	10.00	2447.50															
Scarecrow Trail	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	58.00	0.00	0.00	58.00	58.00	0.00														
<b>Total Income</b>	<b>891.50</b>	<b>8010.00</b>	<b>229.50</b>	<b>2264.00</b>	<b>7703.00</b>	<b>212.00</b>	<b>19310.00</b>	<b>26282.18</b>		<b>Contact</b>							Current	<1 Month	Month	Months	Months Older	Total	
										None recorded													
<b>Less Cost of Sales</b>																							
Materials Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00														
Miscellaneous Costs of Sales	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	154.00														
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>274.00</b>														
									0.00														
<b>Gross Profit</b>	<b>891.50</b>	<b>8010.00</b>	<b>229.50</b>	<b>2264.00</b>	<b>7703.00</b>	<b>212.00</b>	<b>19310.00</b>	<b>26008.18</b>		<b>Bank balances on 10 July 2021</b>													
Plus Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Current account							<b>29072.50</b>						
Bank interest Received	0.24	0.13	0.13	22.69	0.13	0.15	23.47	6.02	6.02	Deposit account							<b>13364.40</b>						
<b>Total Other Income</b>	<b>0.24</b>	<b>0.13</b>	<b>0.13</b>	<b>22.69</b>	<b>0.13</b>	<b>0.15</b>	<b>23.47</b>	<b>6.02</b>		Wood account							<b>1736.29</b>						
<b>Less Operating Expenses</b>																							
Advertising	0.00	0.00	26.25	100.00	0.00	0.00	126.25	375.90															
Bad Debt Write Off	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.14															
Cleaning	172.50	75.00	140.00	75.70	49.17	30.00	542.37	2374.61															
Electricity	42.23	70.05	3.73	116.87	51.22	31.67	315.77	1049.06															
Equipment /Software Small Items	46.80	21.60	21.60	21.60	64.80	0.00	176.40	216.00															
Fete Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00															
Field Grass Cutting	359.09	0.00	0.00	0.00	0.00	264.16	623.25	1680.75															
Field Maintenance	410.00	30.00	0.00	5.00	135.00	0.00	580.00	1307.20															
Fireworks Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00															
Funded Projects	0.00	0.00	0.00	1500.00	0.00	0.00	1500.00	12507.45															
Gas	20.54	14.18	14.65	13.91	15.33	25.34	103.95	931.15															
General & PI Insurance	122.17	121.70	121.70	121.70	121.70	121.70	730.67	1453.45															
Hall Maintenance	0.00	235.00	93.60	4293.24	0.00	396.00	5017.84	9859.12															
Internet charges	88.78	44.39	29.00	88.78	44.39	0.00	295.34	486.89															
Licenses	0.00	0.00	-180.00	0.00	0.00	0.00	-180.00	1017.69															
Machinery and Equipment Maintenance	0.00	0.00	717.76	0.00	0.00	0.00	717.76	2083.54															
Office Stationery	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															
Pavilion Maintenance	0.00	0.00	0.00	100.00	0.00	9.95	109.95	10086.00															
Professional Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00															
Refuse Disposal	68.78	68.78	68.78	68.78	68.78	68.78	412.68	825.39															
Scarecrow Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00															
Subscriptions (Professional body)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.00															
Sundry Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00															
Vehicle Repairs and Servicing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00															
Water Rates	317.00	158.50	85.75	85.75	85.75	85.75	818.50	885.25															
Wood Maintenance	0.00	0.00	1122.00	0.00	0.00	0.00	1122.00	818.36															
<b>Total Operating Expenses</b>	<b>1647.89</b>	<b>839.20</b>	<b>2264.82</b>	<b>6619.33</b>	<b>636.14</b>	<b>1033.35</b>	<b>13040.73</b>	<b>48143.95</b>															
<b>Net Profit</b>	<b>-756.15</b>	<b>7170.93</b>	<b>-2035.19</b>	<b>-4332.64</b>	<b>7066.99</b>	<b>-821.20</b>	<b>6292.74</b>	<b>-22129.75</b>															



**Malborough Village Fete – 4<sup>th</sup> September**

**12 noon – 4pm**

**Food and Drink:**

Bar

MAD/Jill Clarke

BBQ

Andy Morgan

Ploughman's' Lunches, Cream Teas , Coffee

and Cake etc.

Kitchen Team

Pete Hendry

Ice Cream Van

**Activities:**

Bouncy Castle

Dave Crunchy

Bowl for a Pig

John and Val Jevans

Coconut Shy

Looking for a volunteer

Netball – Shoot for Goal Competition

Malborough Maniacs

Football – KM

Waiting for response

Children's Sports

Looking for volunteer

Cake and Garden on a Plate Competition

Gail Allen

Face Painting

Looking for a volunteer

**Stalls:**

Devon Wildlife Trust

Handmade Items

Mr and Mrs Tucker

Darceys Wax Melts and Jo James Jewellery

Bonnie Marie

Usborne Books

Leah Cole

RNLI

Jeanne Stevens and Bridget Chandler

Devon Air Ambulance

Hayley and Izzy Pepperell

St Luke's Hospice

Colin Pincombe

Raffle

Sally Harvey/ Jonathan and Tracy  
Towne

Book Stall and Lucky Dip

Janice Ginn and Sue Moynahan

Button Artwork

Shannon Vaughan

Wooden Clocks, Key Hooks and Dog Lead Holders

Shannon's Father