

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

**Minutes of the Management Committee Meeting
Held at Malborough Village Hall at 7.30pm on Wednesday 9th June 2021**

Present:

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

1.Apologies:

Tony Lyle (TL);
Jonathan Towne (JT);
Jill Clarke (JC) representing MADS;
Kevin Broom representing KM (KB);

2.The Minutes of the last Meeting.

The Minutes of the meeting of 26th May 2021 were approved by the Committee, and signed by the Chairman.

3. Matters Arising:

None

ACTION

5. Reports

- a. Chairman: none
- b. Treasurer: we have received £8,000 post pandemic start-up money from HM government via South Hams District Council. Our regular income flow is just starting up again. There are no outstanding payables or receivables. The financial report for the year ended 31st of December 2020 has been audited, signed off by the chairman and forwarded to the Charity Commissioners who have acknowledged receipt.
- c. Secretary: the Secretary apologised for omitting from the Minutes of the Annual General Meeting on 26 May 2021 the presentation to Gail Allen in recognition of her years of service and extraordinary hard work on the committee, from which she has resigned to pursue other interests.
The Secretary apologised to Sally Harvey for misprinting her name in the last set of minutes, which will be corrected.
- d. Sports:
JJ reported that it is likely that Salcombe Town Football Club will be in credit at the end of the year, and the committee agreed that this should be rolled over and set against the fee for the season that 2021/22. A meeting will be arranged with KM to discuss their next year's programme.

JJ

Tennis courts: re-spraying started on 9 June together with new lining, and this should complete by 12 June with a plan to reopen the courts on 21 June 2021. The contract comes with a two-year warranty, and no maintenance costs are expected for the first three years, provided that the court is regularly swept. Agreed that a suitable wide broom should be purchased for this purpose. The budget for cleaning the court after 3 to 4 years estimated £1500. The cost for repainting every 6 to 8 years is between £4,500 and £5000. JJ expects to receive a formal handover letter and maintenance guide booklet in the near future.

e. Bookings

New bookings are rather slow at present, it is suspected that people are waiting to see what happens with regard to COVID restrictions after 21st of June. Danielle has cancelled her sewing sessions on Wednesday mornings, Sam who runs the Stretch Classes now hopes to restart and would like Wednesdays instead of Mondays, so I have been in touch with her. I had a phone call about using the car park maybe twice a week or so for COVID testing. I obviously agreed, and should know more within the next two weeks. We need to keep an eye on the car park, as a council car park is full on most evenings and our car park is being used. How do we monitor this, as when we get large bookings this could be a real problem?

f. Wood report

None

6. Projects

a. Access path: there was a consensus in committee that a 4-foot strip from the boundary should be sufficient, that three gates should be installed for access onto the playing field, and that the fence should stop at the cutting that runs down to the bus stop where a gate would be fitted, which would provide access for wheelchair users and pushchairs. SH expressed concern that the positioning of gates at the Cumber Close access point should be carefully considered to make it easy for wheelchairs and pushchairs to access the playing field. JY confirmed that he will be going out to tender for this project shortly.

JY

b. Damaged car park tarmac: the area of the car park identified by Geoff Allen is in need of repair, will require digging out, repacking and resurfacing. This needs to be done properly, and TC will contact Baker Estates to enquire whether this work could coincide with the finishing of their roadway through the view to ensure a professional job is done. It was acknowledged that this work would probably be at the expense of MVH.

TC

c. Gang mower shelter; it was agreed by the committee that a new permanent shelter should be constructed to provide protection from the weather for the gang mowers and the towing vehicle. It was also acknowledged that there is currently a shortage in timber supplies, and the prices have risen significantly. It was agreed that we would

endeavour to obtain quotations for a suitable shelter to be constructed at the back of the grandstand and we shall go out to tender shortly.

d. Bonfire night : it was agreed that the decision on whether we shall proceed or not will be deferred until the committee meeting on 14 July, the latest date for ordering the fireworks in order to secure the previously available discount. AM will contact in the interim to establish whether her committee from last time wish to take on the job again as this will affect the committee's decision.

AM

e. Autumn fête: all committee members have received a copy of Gail Allen's schedule for 4 September, showing job allocations, and areas where more volunteers are required. SH confirmed that she would be happy to take on responsibility for the raffle, will obtain the necessary licence from SHDC and arrange for the tickets to be printed.

SH

f. Replacement windows in the Hall: it was agreed that this matter is now urgent, and in view of the receipt of the start-up cash from the government, which has significantly increased our cash reserves, it was agreed that we should proceed immediately to instruct Avon Windows to carry out the work. In order to provide the new windows in time for the winter, but to avoid jeopardising any of our current applications for grant aid towards this project, the plan will be to provide for the installation after week commencing 27 September 2021.

TC

7. Allocation of duties previously carried out by Gail Allen.

Referring to Gail's detailed information sheet, and TC's memo of 9 June, the following was agreed, **using clause numbers from TC's memo.**

Paragraphs 1 to 5: all agreed

paragraph 6: TL has agreed to keep an eye on the drains and make sure they remain clear of leaves and rubbish

TL

paragraph 7: be confirmed

paragraph 8: Gail confirms she will continue with this

paragraph 9 Christmas tree – JJ and VJ will liaise with Gail.

JJ/VJ

Paragraph 10 – hedging: SH will contact Wales and West utilities and liaise with them.

SH

Paragraph 11: – TL has advised that he hopes to have access to a digger in the near future when this work can be completed

TL

paragraph 12: GA has advised that Devon Air Ambulance have already completed this work

paragraph 13: TL has been asked to source a suitably mature tree and JY will arrange for a plaque

TL/JY

paragraph 14: JJ will undertake the replacement of the noticeboard as soon as appropriate

JJ

8. Any other business

The unauthorised parking of vehicles, both private and commercial, on the Village Hall car park is becoming a matter of increasing concern. These vehicles are parked throughout the day, overnight, and sometimes for longer periods. This is despite a clear sign the entrance to the car park that it is for the use of village hall users only. It is also apparent that the district council part of our car park is often fully subscribed throughout the day. Committee members were asked to consider and report back to the committee at the next meeting with ideas as to how we could deter this unauthorised parking and possibly penalised the offenders. VJ pointed out that in the event of large events taking place at the Hall, the lack of car parking might seriously affect our future bookings and therefore our future income.

ALL

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

TC

The committee expressed consensus concern with regard to the financial monitoring of project expenditure and expenditure in general, and it was agreed that a protocol should be prepared for discussion and agreement laying out the way in which all future expenditure should be agreed, monitored and controlled.

TC

Wi-Fi: AM agreed that this will be done as a matter of urgency

AM

Servicing of gas appliances: VJ will contact Buswell to arrange.

VJ

11. Date of next meeting:

Wednesday, 14th July 2021 at 7.30pm in the Village Hall.

12. The meeting closed at 2120