

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

Minutes of the Management Committee Meeting Held via ZOOM at 7.30pm on Wednesday 10th March 2021

In the absence of the Chairman, the meeting was chaired by the Secretary.

Present:

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

1.Apologies:

Andy Morgan;
Kevin Broom representing KM (KB);

2.The Minutes of the last Meeting.

The Minutes of the meeting of 10th February 2021 were approved by the Committee, for future signing by the Chairman.

ACTION

3. Matters Arising:

Further to the safety recall on the Honda truck, Steve Dyas will arrange to isolate the airbags.

4. Reports

a.Chairman: no report

b. Treasurer: JM advised that under the Lockdown Grant scheme the sum of £7,573 has been received from South Hams District Council. No other income received during February. Since the end of February, the invoice for the Fire Doors at £5700 has been paid. In addition, the cost for rectifying the plumbing problem (see 5.c below) £780 has been paid.
An additional Business Relief Grant of £2,096 has been received from SHDC.

Current bank account details at end February are attached to these minutes.
The Profit and Loss account, Aged Payables Summary and Aged Receivables Summary were presented to the committee by email prior to the meeting, copies attached to these Minutes.
Application has been made to NS and I to close the account but so far there has been no response.

c. Secretary: TC has ordered and received a new Minute book, and the invoice £28 has been paid.

d. Sports Officer: as reported separately to the committee, final security arrangements for the tennis courts has now been completed, the padlock installed and the pin numbers set up as agreed. Roger Lidstone from Salcombe football club has advised JJ that the league has been declared null and void for this season. However, they may hold a champions league type knockout competition commencing on 10 April, details to be confirmed.

KM report – see item 8 below.

e. Bookings Secretary:

We have a wedding reception booked for June 2022, and the dance class will start again on April 20, after the Easter break. VJ is waiting to hear back from both karate and martial arts groups, and children's indoor exercise classes can start again from April 12th. MAD KIDS are hoping to hold more workshop classes from Easter, but there will not be a big show this year. KATS are hoping to put on a play in September as usual, and MAD have booked their usual sessions in preparation for the pantomime next January. Unfortunately, Janey has postponed her Food & Drink Festival this year but may take part in our Autumn Fete in September. ***Jill has booked the Hall for the Lifeboat Quiz on 22 May, and the Annexe for the MAD AGM on 18 May. Laura has booked the Hall for a Garden Furniture Sale on 17 April.***

5. Projects

- a. **Fire doors:** the work has been completed, including removing the plinth outside of the west facing door, and the invoice has been paid
- b. **Dog Walking Path:** on behalf of Malborough Parish Council, in advance of the committee meeting, JY had presented by email a draft of proposals for the new dog walking path around the south side of the site, together with a sketch map to support the proposal. Copies of these documents are attached to these Minutes. The committee agreed unanimously to accept the proposal as detailed, and TC will write to the Parish Clerk to confirm this agreement. In addition, TC will produce a letter for each household on the Collaton Road side of the site detailing the proposals as they may affect some residents. SH has agreed to deliver these.
- TC/JY**
- c. **Hall Plumbing:** following the discovery of excess water usage from the Hall, and various investigations made into the reasons for this, as reported in the Minutes of the committee meeting dated the 10th February 2021, Dave Prout was asked to install bypass pipework to avoid unnecessary disruption which would be caused by excavating into the floor of the hall, as had been suggested by the insurers. DM advised that subsequent to the work being completed there remains an apparent leakage of between 5 and 10 L per day, and this seems to be coming from the water supply system into the Clubhouse meter. It is not known whether there are any plumbing fittings in the locked rooms in the Clubhouse, to which JM has no access. It is possible that this is where the leakage is occurring. JM and KB to discuss how to resolve this matter. TC expressed the thanks of the committee to JM for his diligent investigation and resolution of this matter.
- JM/KB**
- d. **Wood Report:** TL advised that the fruit trees have now been planted as agreed at the meeting on 10th February, and another 30 to 35 whips have been planted between the playing field and the main road; he has another six trees still to be planted. He asked the committee to consider planting a wildflower patch, possibly behind the proposed dog path, around the newly planted fruit trees and also possibly on the bank by Collaton Road. TL will discuss this matter further with Jaimie Rundle and come to the next committee meeting with some proposals. The committee was generally in support and in agreement with this idea, but some concern was expressed as to what degree of maintenance such a commitment would require.

TL

e. New Trustee Guidance Notes: GA had presented the new revised Trustee Guidance Notes to the committee prior to the meeting, and thanked the two committee members who had submitted amendments to the original proposal. JY proposed the acceptance of the new document, and it was universally supported. TC expressed the thanks of the committee to GA for all the work she had done to produce this important and very useful document. A copy will be lodged in the appropriate filing drawer.

f. Outdoor Noticeboard: GA advised the committee that the right hand opening side of the board is crumbling and the Perspex is now to state that it is very difficult to read through it. The committee agreed that GA should approach to the 'other' GA to request that he have a look at repairing the outside noticeboard to bring it up to a suitable standard.

GA

g. Summer Fête: it was agreed that the 2021 Summer Fête would be postponed until September and renamed the Autumn Fête. Dates of Saturday 4th or Saturday 11th September were considered and concern was expressed that we should avoid clashing with the Kingsbridge Show.

(Note: The Kingsbridge Show website shows a date of 4 September 2021 for the next show, which means that the Malborough Village Hall Autumn Fête will be held on Saturday, 11th September 2021).

6. Matters Outstanding – review

a. Tennis Courts – update: JJ reported that First Serve, the company who installed the tennis courts, have advised him that the marking out of the courts be completed by May at the earliest as it requires a constant daytime temperature of at least 20°C. Notices of the availability of the courts, and how they may be booked, have been put up in the Co-op, the Post Office and at the Hall. Ann Rossiter has agreed to be one of the contacts. Charging for non-residents was discussed at length, and it was agreed that with immediate effect a charge for non-residents of the Malborough Parish shall be charged £5 per hour. JJ will arrange the notices to this effect to be erected.

JJ

b., c. and d. Old Pavilion electrics, Hall electrics and Wi-Fi extension work. AM has advised that the Old Pavilion work will be carried out during week commencing 15th of March, and that all other work should be completed by the end of March. All necessary parts have now been ordered.

AM

7. Future caretaking responsibilities

Following her decision to step back from some of her previous duties after the annual general meeting, GA will continue to undertake all of the work she previously did with regard to the website, marketing, and will remain a key holder.

This leaves the overall caretaking function still to be covered. VJ has agreed to liaise with Hayley the cleaner on a regular basis. This leaves the issue as to who is going to keep a general eye on the state of the hall, maintenance requirements and cleanliness outside, clearance of drains and washing of windows, is still to be decided.

GA/VJ/ALL

8.KM report

Kingsbridge Astro turf has been booked until after Easter. As soon as permitted, probably after 29 March, some teams may use the pitches for extra training sessions or friendly matches. KM United youth league matches are planned to commence on 4 April 2021 for some teams, and after 11 April for all teams.

9. Annual General Meeting

Following the publication of the COVID relaxation 'Road Map', it would appear that any indoor meeting, socially distanced, can take place after 17 May 2021. Accordingly, it was agreed that the AGM for MVHPFA will take place on 26th June 2021. Notices to this effect will be posted nearer the time and an advertisement placed in the Gazette.

TC

10. Any other business

a. JY reported that access onto the cycle path is not always very clear, and suggested that a new additional sign might be helpful. It will discuss this with the parish council and come to the next committee meeting with a proposal for the siting of a new sign.

JY

b. TC reported that he had spent time at the Old Pavilion clearing up rubbish around the building, and also on the concrete pad where the earth toilet had previously been sited. He expressed his deep concern at the amount of broken glass that he had been able to collect from out of the thick grass and recommended that this grass between the Pavilion and the Clubhouse should be part of the regular grass cutting programme.

c. TC reported that the remaining heavy rubbish in the Old Pavilion will be removed during week commencing 15th of March 2021 by Dyas & Sons, for which there may be a small charge.

d. TC has been approached by the manager at the Co-op in Malborough who had in turn been approached by the father of the late Andy Warren, who had been a worker at the Co-op and who passed away during the COVID epidemic. Andy's father expressed the wish to erect some type of memorial to his son in Malborough, a village which he loved. Any memorial that was felt suitable would be provided at no cost to the village. Although neither father nor son lived in Malborough but in fact came from Plymouth, the committee wished to be sympathetic to this request. Various options were discussed and JY agreed to take the matter to the Malborough Parish Council with a proposal that the small patch of land on the right-hand side of the entrance into 'The View' – the new Baker Estates development off Collaton Road – be considered for a suitable bench.

JY

11. Date of next meeting:

Wednesday, 14th April 2021, at Malborough Village Hall, or via ZOOM if it is necessary.

12. The meeting closed at 2045

Addenda:

Profit & Loss a/c 28.02.2021

Proposal for new path

NOTE : items shown in bold italic minutes were confirmed subsequent to the meeting but were considered relevant to providing an up-to-date record.

Malborough Village Hall and Playing Fields Association Profit and Loss Feb 2021						
	Feb-21	Jan-21	Year To Date	Previous YTD	Previous yr to Dec 2020	
Income						
Annex Hire	0.00	28.00	28.00	788.00	1369.00	
Bonfire Night	0.00	0.00	0.00		0.00	
Car Park Hire	0.00	0.00	0.00		710.00	
Donations Received	7703.00	10.00	7713.00	13137.13	24539.13	
Electricity Meter Receipts	0.00	0.00	0.00	34.00	62.00	
Fete		0.00	0.00		0.00	
Gas Meter Receipts	0.00	0.00	0.00	121.00	232.00	
Hall Hire	0.00	174.00	174.00	4624.00	7930.00	
Other		0.00	0.00		0.00	
Playing Field Hire	0.00	0.00	0.00		2447.50	
Scarecrow Trail		0.00	0.00		0.00	
Tennis Income	0.00	0.00	0.00		0.00	
Total Income	7703.00	212.00	7915.00	18704.13	37289.63	
Less Cost of Sales			0.00			
Materials Purchased	0.00	0.00	0.00		120.00	
Misc Costs of Sales	0.00	0.00	0.00		0.00	
Misc Direct Costs	0.00	0.00	0.00	17.00	154.00	
Total Cost of Sales	0.00	0.00	0.00	17.00	274.00	
Gross Profit	7703.00	212.00	7915.00	18687.13	37015.63	
Plus Other Income		0.00	0.00		0.00	
Bank interest Received	0.13	0.15	0.28	0.73	6.02	
Total Other Income	0.13	0.15	0.28	0.73	6.02	
Less Operating Expenses			0.00			
Advertising		0.00	0.00	259.90	375.90	
Bad Debt Write Off		0.00	0.00		71.14	
Cleaning	49.17	30.00	79.17	486.48	2374.61	
Electricity	51.22	31.67	82.89	260.82	1049.06	
Equipment /Software Small Items	64.80	0.00	64.80	43.20	216.00	
Fete Expenses		0.00	0.00		0.00	
Field Grass Cutting	0.00	264.16	264.16	89.41	1680.75	
Field Maintenance	135.00	0.00	135.00	1080.00	1307.20	
Fireworks Expenses		0.00	0.00		0.00	
Gas	15.33	25.34	40.67	120.91	931.15	
General & PI Insurance	121.70	121.70	243.40	240.62	1453.45	
Hall Maintenance	0.00	396.00	396.00	18215.35	22366.57	
Internet charges	44.39	0.00	44.39		486.89	
Licenses		0.00	0.00	299.29	1017.69	
Machinery and Equipment Maintenance		0.00	0.00		2083.54	
Office Stationery		0.00	0.00		0.00	
Old Pavilion Refurb		0.00	0.00		10086.00	
Pavilion Maintenance		9.95	9.95		0.00	

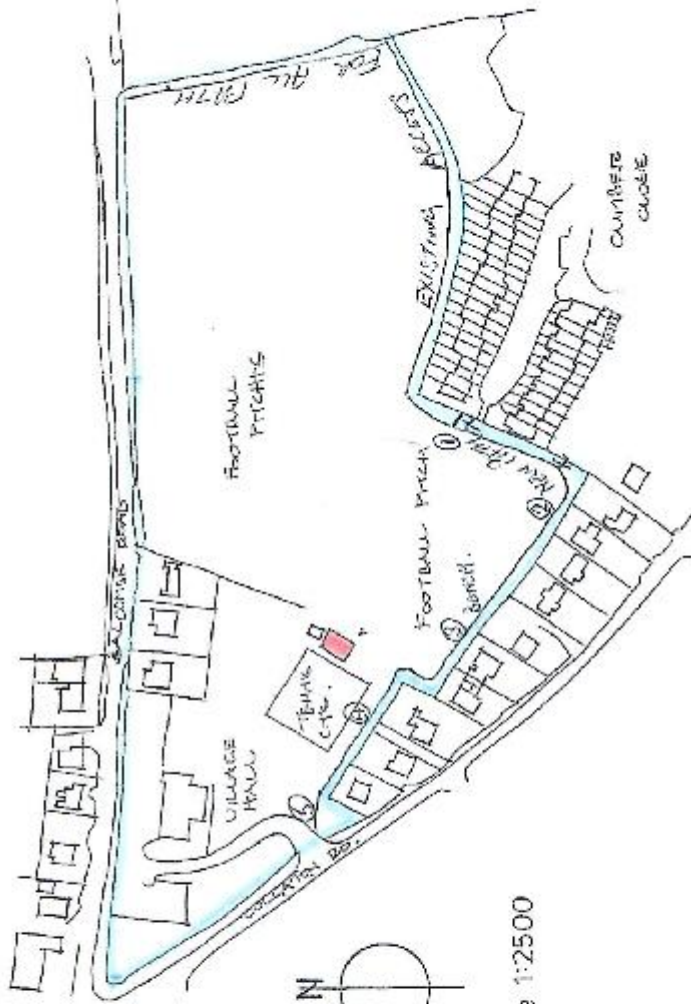
CASH RESERVES :

Current account:	£19237.26p
Deost account	£13,363.86p
Wood account	£2,858.21p
NS & I	£4,674.09p

Ideas for the extension to the Access for All Path.

Points for discussion:

- A grass path roughly 8 feet wide but could be a little wider in places where trees could be planted.
- The crab apple tree behind the seat will be moved to the side which will remove a pinch point. Fred Dennis is happy with this and Jamie Rundle helped by Tony Lyle will do this next weekend.
- (1) A gate from the path into the playing field from Cumber must be easily accessible by disabled buggies so they can come across as they do now. There are various designs possible.
- (5) At the access road a ramp would be needed to allow disabled access. I wonder whether that would be enough, in that without a gate dogs would have to be kept on leads. This would help ensure that dog mess was picked up and keep the grass path clean.
- (2/3) A gate each side of the grandstand to allow footballers to get their balls back without climbing the fence. Plus could be used by the houses backing onto the field with their 'access'.
- (4) A gate to provide access from Collaton Road.
- (x-x) The brambles against Cumber will be cleared, leaving the blackthorn in the corner, when Pittman trees are operating in the wood and charged separately to the PC.
- For the fence, posts at 6' with two rails similar to the fence at the top of the bank. Below the rails to have square stock fence. The rails will keep the fence tight and only two rails will make it less easy to climb (perhaps!!)



scale 1:2500