

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

Minutes of the Management Committee Meeting Held via ZOOM at 7.30pm on Wednesday 14th April 2021

Present:

Andy Morgan Chairman (AM); Tim Chandler - Secretary (TC);
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;
Kevin Broom representing KM (KB);

1.Apologies:

John Mahood - Treasurer (JM);

2.The Minutes of the last Meeting.

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

ACTION

3. Matters Arising:

Correction to the minutes:

- cost of fire doors £4896, not as minuted
- the tennis courts will be free to local residents until the work has been completed
- the Annual General Meeting will be held on 26 May, not as the minutes

JY has spoken to Andy Warren, whose son died recently, and it was agreed that a bench in memory would be erected on the cycle path, the cost to be borne by Andy Warren

4. Reports

- a. Chairman:** AM advised that the electrics in the Old Pavilion have been reinstated and several alterations have been made including the use of conduits where necessary. An extra socket has been installed ready for CCTV, a small light will be installed in the east facing porch, an extra light will be installed in the West extension to the storage area, and the floodlight will be erected for bonfire night 2021.

AM

AM expressed his concern at the state of the finances and suggested that we needed to boost the level of cash held in our accounts to be nearer to £30,000 than £23,000. We need a new fundraiser. In this regard JJ advised that he has applied for a £5000 grant and should hear before the end of April.

- b. Treasurer:** in the Treasurer's absence, it was reported that the accounts have been audited by Nigel Martindale for presentation at the AGM. All maintenance costs as shown in the attached accounts include the balance of the fire door replacement at £3996, and the sum paid to Dave Prout of £780 for recent plumbing work. JM has applied to South Hams District Council for help from the Restart Fund.

Current bank account details as at 31st of March 2021 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.

c. **Secretary:** as agreed at the committee meeting on 10 February 2021, letters were sent to all Collaton Road property owners whose gardens back onto the MVH estate giving details of the proposal for the Access Path, together with outline sketch drawing and specification. Replies had been received from several residents which have been forwarded to Malborough Parish Council.

d. **Sports Officer:** football practice matches have started. The tennis courts are now being used, and the netball girls propose meeting on Wednesday evenings from 6 PM. It has been noted that weeds are growing up through the new tarmac, but JJ has been advised by the contractors that this is quite common where a temporary surface has been laid. He has received no firm date from the contractors when the job will be completed. No decision has yet been made as to how we should charge for use of the courts by non-residents. Suggested that £5 per session might be a suitable charge.

e. Bookings Secretary:

The garden furniture sale will be on Saturday, 24 April. The martial arts group will be back in the Hall on Mondays, they presently have an adult class held outside following the children's class which will be in the Hall. If MAD kids decide they no longer require the Mondays, then the whole session may be inside from 17th May. The Dance Class starts again on 27 April and on Tuesday evenings and Wednesday mornings the Badminton Groups hope to come back during week commencing 17 May. ***Kingsbridge Show has been cancelled and so the Village Fête will now be on 4 September.*** KATS would like to book their rehearsal and show dates as from Friday, 10 September.

f. Tree & Wood Report

100 more trees will be delivered on 21 April, for planting in the wood, and TL is liaising with the school make this a village community event, possibly on Saturday, 24 April at 11 AM. He will be asking villagers to adopt and care for groups of trees, and there was a discussion as to how these could be identifiable in the future. A lot of brambles have been cleared by Rob Tapper and Andy Hoskins for a charge of £60, and this will make space for the new trees. JY asked where the wildflower meadow could be planted. Among other suggestions was that the verges by the 'Malborough' signs could be used, or alternatively the strip opposite the exercise equipment. TC suggested that it might be appropriate to plant a special tree in memory of the Prince Philip, Duke of Edinburgh with an appropriate plaque and it was suggested that the cost could be shared 30/70 between Malborough Village Hall and Malborough Parish Council. TL will look into sourcing a suitable established tree, and GA will make enquiries as to a suitable durable low-cost plaque.

GA/TL

5. Projects

- a. **Access Path:** JY has circulated to all committee members, a paper addressing some of the issues raised by local residents, copy attached. KB confirmed that he is reassured by JY's paper, particularly with regard to the clearance of brambles giving more space at the "pinch point". JY will respond direct to those residents who have complained. On this subject, SH ask if an additional dog bin might be provided on the access path JY said he would look into this.

JY

- b. **Outside noticeboard:** following the discussion at the committee meeting on 10 March, Geoff Allen has taken down the right-hand side of the board as it was breaking up. It was proposed that this should be replaced with a metal sign showing details of tennis court access, a more permanent sign once court arrangements have been finalised.
- c. **Gang mower shelter:** TL has designed and made a hinged tarpaulin framed cover, and attached it to the rear of the grandstand, to protect the gang mowers from the weather, but this is proving not to be ideal. The gang mowers are now away for more repairs, caused by a broken weld, the reason for which was not known. A request was made as to whether Malborough Parish Council could help towards the cost of a new shelter for the gang mowers, to be incorporated into a project for the refurbishment of the grandstand. JY will investigate. TL agreed to prepare and bring to the next committee meeting a draft specification for a suitable and more permanent shelter, and once this is agreed the committee will go out to tender for the work to be completed. TC enquired as to what the anticipated life expectancy of the gang mowers might be, bearing mind how much money has been spent on them and the shelter in the last two years. The question was raised as to when the spoil pile to the east of the grandstand was going to be removed, as this had been agreed at a previous committee meeting. It is understood that Jason has this on his list of things to do and he will be pursued promptly.

JY/TL

6. Matters outstanding

- a. see Sports report above
- b. see Chairman's report above
- c. AM hopes to complete the inspection during week commencing 19th April 2021, other commitments permitting.
- d. AM plans to complete this work before the end of April, other commitments permitting

AM

8.KM report

Football is back! Training starts on Saturday and an agreed schedule for training on Wednesdays has been established with Salcombe Town Football Club. KB expressed appreciation for the excellent condition of the fields. There are five matches this coming weekend, three cup matches and 2 in the plate. It is possible that KM may have its own semi-final. JJ has the training schedule should any committee members require it. KM will be running a café through a hatch at the Clubhouse during matches, with takeaway drinks and preprepared food. This project is being run by a company called "Lift The Lid" and is part of an initiative run by Mathew Jefferies to provide an opportunity for adults with learning difficulty to get work skills, experience and training.

They are developing an HACCP plan, though obviously this needs to be tight so it is a case of deciding what is working and will work best.

There is also a folder in the clubhouse with lots of documentation in it since the start of the trial period.

They have also made sure the First Aid and fire procedures are up-to-date and accessible. All helpers and volunteers are given and will be given subsequent training that is required.

9. Annual General Meeting

it was confirmed that the Annual General Meeting will take place at 7:30 PM on Wednesday 26th of May 2021, as previously agreed. TC will arrange for suitable posters to be put up around

the village and an announcement to be put into the Salcombe and Kingsbridge Gazette during week commencing 19 April 2021.

TC

10. Any other business

a. AM reminded the committee that if the fireworks were to go ahead in November this year, the order will need to be placed with the suppliers by August at the latest.

b. JJ had noted that the boundary net protecting the Play Park is still in need of repair. **TL and KB will liaise and arrange for this to be repaired.**

c. JC advised that the hall has been booked for the 2022 pantomime.

d. The 4x4 towing vehicle – Steve has isolated the airbags as agreed

e. GA confirmed the information sent around this week by email regarding youngsters having a fire in the woods. TL had followed up Gail's news and inspected the site, and felt that although the surrounding woodland was very dry and perhaps susceptible to serious fire damage, it appeared that the fire pit had been well organised and surrounded by stones. He will make a point of visiting the spot and an appropriate time over the weekend and assessing just what is going on.

TL

f. TC thanked all those who would volunteer to help with the work party to carry out the final cleaning out of the pavilion and free placing in it the items currently held in the garage. Unfortunately, other events at home had prevented him from going ahead with this but he hopes to issue another invitation for help by the end of April.

TC/ALL

11. Date of next meeting:

Wednesday, 12th^{May} 2021, via ZOOM if it is necessary.

12. The meeting closed at 2035, and the Chairman thanked Gail Allen for hosting the meeting by ZOOM

Addenda:

Profit & Loss a/c 31.03.2021

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

	Mar 21	Feb 21	Jan 21	YTD	Previous yr to Dec 2020
Income					
Annex Hire	0.00	0.00	28.00	28.00	1369.00
Bonfire Night	0.00	0.00	0.00	0.00	0.00
Car Park Hire	0.00	0.00	0.00	0.00	710.00
Donations for Project Fun	0.00	120.00	0.00	120.00	-11007.45
Donations Received	2106.00	7583.00	10.00	9699.00	24539.13
Electricity Meter Receipts	0.00	0.00	0.00	0.00	62.00
Fete	0.00	0.00	0.00	0.00	0.00
Gas Meter Receipts	0.00	0.00	0.00	0.00	232.00
Hall Hire	100.00	0.00	174.00	274.00	7930.00
Miscellaneous income	4674.18	0.00	0.00	4674.18	0.00
Playing Field Hire	0.00	0.00	0.00	0.00	2447.50
Scarecrow Trail	0.00	0.00	0.00	0.00	0.00
Tennis Income	58.00	0.00	0.00	58.00	0.00
Total Income	6938.18	7703.00	212.00	14853.18	26282.18
Less Cost of Sales					
Materials Purchased	0.00	0.00	0.00	0.00	120.00
Miscellaneous Costs of Sa	0.00	0.00	0.00	0.00	0.00
Miscellaneous Direct Cost	0.00	0.00	0.00	0.00	154.00
Total Cost of Sales	0.00	0.00	0.00	0.00	274.00
Gross Profit	6938.18	7703.00	212.00	14853.18	26008.18
Plus Other Income	0.00	0.00	0.00	0.00	0.00
Bank interest Received	22.69	0.13	0.15	22.97	6.02
Total Other Income	22.69	0.13	0.15	22.97	6.02
Less Operating Expenses					
Advertising	100.00	0.00	0.00	100.00	375.90
Bad Debt Write Off	0.00	0.00	0.00	0.00	71.14
Cleaning	75.70	49.17	30.00	154.87	2374.61
Electricity	116.87	51.22	31.67	199.76	1049.06
Equipment /Software Sma	21.60	64.80	0.00	86.40	216.00
Fete Expenses	0.00	0.00	0.00	0.00	0.00
Field Grass Cutting	0.00	0.00	264.16	264.16	1680.75
Field Maintenance	5.00	135.00	0.00	140.00	1307.20
Fireworks Expenses	0.00	0.00	0.00	0.00	0.00
Funded Projects	1500.00	0.00	0.00	1500.00	12507.45
Gas	13.91	15.33	25.34	54.58	931.15
General & PI Insurance	121.70	121.70	121.70	365.10	1453.45
Hall Maintenance	4293.24	0.00	396.00	4689.24	9859.12
Internet charges	88.78	44.39	0.00	133.17	486.89
Licenses	0.00	0.00	0.00	0.00	1017.69
Machinery and Equipmen	0.00	0.00	0.00	0.00	2083.54
Office Stationery	28.00	0.00	0.00	28.00	0.00
Old Pavilion Refurb	0.00	0.00	0.00	0.00	0.00
Pavilion Maintenance	100.00	0.00	9.95	109.95	10086.00
Professional Fees	0.00	0.00	0.00	0.00	0.00
Refuse Disposal	68.78	68.78	68.78	206.34	825.39
Scarecrow Expenses	0.00	0.00	0.00	0.00	0.00
Subscriptions (Profession	0.00	0.00	0.00	0.00	115.00
Sundry Expenses	0.00	0.00	0.00	0.00	0.00
Vehicle Repairs and Serv	0.00	0.00	0.00	0.00	0.00
Water Rates	85.75	85.75	85.75	257.25	885.25
Wood Maintenance	0.00	0.00	0.00	0.00	818.36
Total Operating Expenses	6619.33	636.14	1033.35	8288.82	48143.95
Net Profit	341.54	7066.99	-821.20	6587.33	-22129.75

Aged Payables Summary

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Aged Payables							
Contract Natural C	14.63	0.00	0.00	0.00	0.00	0.00	14.63
South West Water	496.69	0.00	0.00	0.00	0.00	0.00	496.69
Total Aged Paya	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Aged Receivables Summary

None to report

Bank balances on 12 April 2021

Current account	23134.42
Deposit account	13364.07
Wood account	2858.25