

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

Minutes of the Management Committee Meeting Held at 7.30pm on Wednesday 11th April 2018 In the Annexe of Malborough Village Hall

Present:

Andy Morgan (AM), Gail Allen (GA), Jill Clarke (JC) John Mahood (JM), Margaret Pearse (MP),
Tim Chandler (TC),

Ann Kendall (AK) represented Malborough Parish Council

Apologies: Steve Dyos (SD), Jonathan Towne (JT), John Jevans (JJ), Val Jevans (VJ), Duncan Pope (DP),
Tony Lyle (TL),

The Minutes of the last Meeting.

The Minutes of the meeting of 14th March 2018 were approved by the Committee and signed by the
Chairman.

Proposer : Gail Allen; **Seconder:** Jill Clarke

Matters Arising from the Minutes:

Matters arising were dealt with by the various reports below.

Chairman's Report (AM):

Defibrillator has been installed on the wall in entrance lobby. The CCTV system has been installed and is
being commissioned in the next few days. A dedicated camera to cover the defibrillator is being
considered.

GA thanked AM for all his work on these projects.

Treasurer's Report (DP): DP was unable to attend the meeting and would be sending the financial
reports out to the committee as soon as possible.

Action: DP

Secretary's Report (TC):

TC advised the meeting of the latest developments in preparation for complying with the new Greater
Data Protection Regulations which come into effect in May. He has sent a briefing note to all
committee members, and will meet with VJ next week to make sure that we comply with the new
regulations when approaching our users.

Action :TC/VJ

Sports (JJ):

In JJ's absence TC read the following report:

"As everybody will be aware the last few weeks have been particularly challenging for the football
pitches. I would like thank both football clubs for their understanding and assistance in protecting the
pitches from the ravages of Storm Emma, The Beast from the East, and a ton of snow being dumped
on us twice. There will be now be a backlog of fixtures of course which will result in extra games being
crammed in between now and the end of the season. Salcombe FC have 4 more home games and will
be playing one of these mid-week on Tuesday 8th May kick off at 6.15pm. Their next scheduled game
is not until April 21st, fortunately some of their postponed fixtures were away games. Their season
ends on 31st May. I am not sure about KM situation but no doubt Steve will fill you in.

Steve and myself are still trying to get a mutually convenient date to meet with the safety nets man, hopefully this will happen within the next week”
Action : JJ/SD

Booking Officer: (VJ)

In VJ’s absence TC read the following report:

“We have another Wedding Reception booked for December this year, and also a 30th Birthday Party in November.

I'm pleased to say that Chris Dawson is back playing badminton 2 or 3 times a month.

TC has told me that he no longer needs the extension for his event on May 5th.

GA met with various members of U3A 11th April, so I am sure she will let you all know how that progressed.”

GA confirmed that she had met with representatives of U3A who seem unsure of their long term plans. Two meetings have been booked but some members were concerned about the distance of travel from Kingsbridge. While at the hall they tested the screen and PA system and were happy with both. Their first meeting will be on 27 April, and GA and Nick Tee will be in attendance to help them with the equipment, heating and kitchen facilities.
Action : GA

Car Park / Extension Update

An alternative Car Parking Option 3 provided by TL has been copied to all members and publicised on social media by TL. The submission by email and John Yeoman’s response, were discussed. It was agreed unanimously that parking along the slip road would be a hazard and on the left hand side there are street lamps, a pedestrian footpath and established trees to take into consideration. Spaces drawn at the end of the slip road would be close to Robins Roost which was one of the early objections to the original plan. The Planning Authority have requested that a percolation test be carried out but advice received by two different specialist companies suggest that either this was absolutely not necessary or that it would cost in the region of £5000. The Planning Officer has been approached with this information and a request has been made to re-consider this point. No further decision is being taken on how to proceed with this project until the matter is clarified. AK noted that the funding obtained is only available until 31st December.

Projects :

Audio-visual equipment

GA advised that a sample blind has been installed on one of the lower windows and is stopping the intrusion of sunshine from coming round the curtains during the daytime. It has been neatly fitted and works well. The committee agreed that GA should proceed as agreed at our meeting on 14 March, to purchase the remainder of the blinds and organise the fitting to all the other lower windows in the Hall.

Action : GA

The remote control for the new screen in the hall is currently held at home by GA although there is a manual override in the Hall. Eventually it would be good to store this remote in a locked cabinet together with a projector (if/when purchased) and stored in the cupboard next to the stage. Purchasing this cabinet is not considered a priority at this stage.

GA gave information regarding the different options and costings for an interactive whiteboard. AM asked for a copy of the specification of the Prometheon Whiteboard (usually the type installed in schools). TC queried if there was a demand for this facility to which the response was that this would be a great asset for local businesses and organisations using the annexe for presentations and meetings. There would be compatibility with hand held equipment and laptops for uploading to the board. A

specification of each item together with prices is attached to these Minutes. Funding for the purchase of this item was achieved through the Co-op Community Fund.

TC suggested that perhaps blackout curtains/blinds should be available in the Annexe and consideration given to replacement lighting. AM advised that the installation of LED lighting in the annexe would cost in the order of £1000 and that this is something being considered.

Main Entrance Hall Redecoration

This has now been done and looks good

Ladies Toilets Refurbishment

A quotation for £1800 for the repainting of the toilets had been received. It was agreed that we should not proceed with redecoration, but rather consider the complete refurbishment of the area.

Shower Room

GA still chasing quotes from plumbers – one expected shortly and another awaiting his builder to report. It was agreed that GA should continue to work on this project.

When the work has been completed and the tank removed then it will be possible to sort out the doors to the storage in the upper storeroom.

Action: GA

Broadband

JJ has applied to the Co-op for possible inclusion in the next round of Co-op Community Funding with a view to obtaining funding towards broadband provision. The committee was advised that broadband is often expected by our users. There followed a discussion on whether there is still a phone line into the Hall. GA to search archives to see if any record is made of the original telephone number to assist AM .

Action : GA

Gang Mower Base and Cover

KM have been considering including the cost of the base in their funding applications. TL has suggested that perhaps a lean to cover could be built behind the Grandstand but no further information on this has yet been received. However it is possible that, as the Grandstand is in need of repair, it may be possible to apply for future 106 monies to build a completely new structure.

Tennis Courts

JM suggested that the wire netting needs repair as this could be a hazard.

Collaton Road Boundary Fence

It was agreed that the rotten fence on Collaton Road bank boundary and replacement with post and rail fencing should go ahead. GA will obtain a quote for the work to present to the next meeting. A date for a weekend in early May should be put into the diary to remove the old fence. GA to email the committee with possibilities.

Action : GA

Any other business

- Scarecrow Trail: 26, 27th and 28th of May. A number of the committee are away over this weekend so unable to help – JC, JM, AM. GA has a number of volunteers on her list.
- MP asked if a Hearing Loop was to be considered for the Hall. It was generally thought that this had been examined before but this will be put onto the list for future consideration.
- A report had been made by Tracey Clapp that a dog had been seen chasing around the play area and barking, and this was scaring local visitors and their children. The dog is owned locally. GA to find out contact details of the person identified in order to write a letter to her from the Committee. As is well known, dogs are not allowed on the playing fields or in the play area whether on a lead or not. A significant amount of dog mess has been found recently in both the play area and on the playing fields.
- Skateboard park; swear words have been written on some of the ramps. A considerable amount of rubbish including tea lights and strewn paper etc had been cleared up recently by Nikki Hawtin and her daughter, despite the weekly litter picking by Geoff Allen.. The picnic table has also been damaged.

- Banners on the verge opposite the Co-op; there is concern about the use of the verge to erect posters and billboards which are for commercial purposes. Any banners erected on that site should be limited to advertising Hall events, charitable or political purposes and in any event should be in place for no more than 10 consecutive days. AK to bring the matter up at the next meeting of the Malborough Parish Council.
- New licence: the variation of our Premises Licence, as minuted after the March committee meeting should come into effect sometime in the next week or so. This is providing no objections have been received by SHDC.
- MP asked if it would be possible to receive updates of committee email discussions from time to time so that she can be kept better informed. GA will do this. **Action: GA**

The meeting closed at 20.40 hrs. The next meeting will be on Wednesday 9th May 2018 at 7.30pm in the Annexe

Annexe Whiteboard / Presentation Solutions:

Promotheon Interactive Display 55” – South Devon Audio Visual

16:9 Aspect Ratio Fixed Wall Mount Installation £2,542.80

Viewsonic 75” 4k Ultra HD Commercial Display (Focussed Vision)

Wall Mount, Sound Bar, USB Dongle or IOS/Android App for connectivity
Installation. This allows connectivity between users and the display £4,998.00

Projector (Epson EB W39) and Slow Retraction Manual Screen

No Whiteboard facility, Wireless connectivity to iOS, Android, Chromebook, PC and MAC
With advanced presentation capabilities £2,126.40

Notes:

- One of the problems with the Promotheon could be damage caused by careless users of Annexe (not those needing use of whiteboard). Any knocks can create problems on the interactive areas of the screen
- Suggestion for the projector and manual screen is a possibility as this gives the connectivity between laptops, hand helds etc and a screen which retracts – preventing damage?
- The Viewsonic is far beyond our budget and, whilst a really good spec, would not be used sufficiently to warrant the expense