

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

Minutes of the Management Committee Meeting

Held at 7.30pm on 11th May 2016

In The Annexe, Malborough Village Hall

Present:

Gail Allen (GA), Andy Morgan (AM), John Mahood (JM), John Jevans (JJ), Val Jevans (VJ), Jill Clarke (JC), Pat Wood (PW), Jonathan Towne (JT), Tony Lyle (TL), Margaret Pearse (MP), Madge Bailey (MB)

Gill Boyce attended as the Parish Council Representative

Apologies: Alan Purchase (AP)

The Minutes of the last Meeting. April Minutes have been amended to reflect TL's apologies – **AM signed amendment.** The Minutes were approved by the Committee and signed by the Chairman.

Matters Arising not being dealt with in Reports below

Entrance – North Side of Hall linking Annexe to Main Hall Fire Doors. AM waiting to hear from to Andy Guard **Action: AM**

Chairman's Report:

The Chairman had no matters to report

Treasurer's Report: (JJ acting on behalf of AP)

Net profit for the year to end April is £3,756.11 with Prior Year of £5,366.13

Licences of £643.86 relates to PRS

Insurance of £1,343.02 paid in 2016 earlier than in 2015 – hence the discrepancy in year to date comparison.

VJ to check re Blood Donor outstanding amount as all should have been paid.

Action: VJ

Sports

DP has reported that the Cricket Roller is now on temporary loan to Kingsbridge CC.

KM have decided they cannot justify purchasing a larger container (costing circa £4000) simply to store the cricket roller (when it returns) and long goal posts. The existing container has been shelved thus creating greater storage space. KM plan to put hooks onto side of container to store posts. The mound to be cleared enabling possible storage space for Cricket Club. (MB to liaise with DP).

Goal posts have been put into sockets to make removal easier. Goal posts (including Junior) to be painted. The old Line marker to be taken out of the Old Pavilion now that a new one has been purchased. KM to lay planings between the container and changing rooms and it was suggested that MB contacted Nick Rowell and Justin Harmer. GA to pass contact details to MB. **Action: GA**

KM wish to install a practice goal on the opposite side of the bank to the play area. Astro turf to be laid - 1m behind, 3m in front – pinned into turf. MVH approved providing the Cricket Club agrees and that the turf is not proud of the surface. Siting of goal to be agreed prior to work starting. ? Meet Tuesday 17th May.

Possible delivery of supplies – Thursday 19th May.

KM have ordered a defibrillator to install in the New Pavilion.

Action: MB

KM have painted outside of pavilion with Cuprinol with just the eaves to finish. The first coat of paint has been applied to the Grandstand with another to go. JM has strimmed around the Grandstand for which he was thanked.

Guttering plus drainpipe to go onto back of pavilion with the necessary soakaway (which needs to avoid the electric main and foul drain). The area to be used to wash white lining machine and muddy boots.

AM suggested that the disused well (30' deep) could be used for this purpose. AM has pictures which will

identify position - towards the corner of the tennis court at the back of the New Pavilion. MVH in agreement for work to be done. AM to meet with MB to discuss position of well. **Action: AM/MB**
Cricket Boundary Nets are still to be erected. Match with East Prawle 8th May – cancelled. **Action: DP**
GA queried the calculation for KM rental to enable an increase to cover the increased grass cutting costs created by Jonathan Hawtin's VAT registration. This needs discussion with AP and agreed with KM very soon. **Action: AM/JJ/GA/AP**
Patrick Parfitt is recommencing tennis coaching for youngsters on Sunday 15th May. Whether or not he continues through the Summer depends on the numbers attending. MB to put in newsletter for KM.
As the Sports section had concluded their report MB left the meeting at 20.03.

Secretary's Report:

Heating. Since the last meeting new Heaters have been installed in the Hall - took longer than anticipated. The heaters have been commissioned and certificated with all documentation being stored in the filing cabinets in the Hall storeroom. The heaters have been set to work between 8am and 11pm with the possibility of over-riding this in 30 minute increments. The temperatures can also be altered by the users – as per instructions beside each heater.

TL hopes to do the remedial plaster work on 12th May.

Action: TL

(Post meeting note: This work has now been done.)

The suspended ceiling tiles have been checked (where removed for replacement of the gas pipe) and also remedial work has been done where the roof flues originally exited through the ceiling.

SMW Roofing have removed the roof flues and reinstated the roof according to the Redland Specification, ensuring that we conform to the Guarantee.

Invoices have been received - Buswell Heating: £8509.50 including VAT, SMW Roofing: £480 including VAT the invoice for the ceiling tile work (£250) is awaited. GA was asked to thank Geoff Allen for his work.

As reported in March, the company (Flames) who had carried out the gas check at the end of February had allowed their commercial certification to lapse and, when challenged, refunded the money paid for the work involved. The new heaters are now certified but the Annexe heaters and gas hob are not. Buswells have quoted £329 plus VAT for a full strip down of both heaters, replacement of the burner gaskets and gas safety inspection of these plus gas hob. If we just have a gas safety inspection on both annexe heaters and hob then this would be £246.50 plus VAT. It was agreed that we should request the full strip down and gas certification.

Action - GA

Fire Extinguisher and labelling check. This was carried out on the 28th April, at which time two extinguishers were identified as being out of date and replaced.

Dishwasher. After discussion on the merit (or otherwise) of a Domestic vs Commercial Dishwasher and with concern that a commercial dishwasher would not be used sufficiently, the Committee agreed to install a domestic, integrated model with a fast wash of 29 minutes. Harry Bullen and Chris Tucker are ready to carry out the work involved when the appliance has arrived. An electrical socket is required (AM) but it is necessary for the cupboard carcass to be removed beforehand.

Action:GA /AM

Hall Re-decoration. Dave Rundle has been asked to quote for the necessary work in the Hall with a view to this being done prior to the floor being re-sealed. A colour choice needs to be made from his Trade Colour Guide.

Flooring. This has been booked for the week beginning 24th October. The Hall should be perfectly dry in time for the hiring on the 29th October.

The eco-mop, as recommended by Total Flooring, has now been delivered has been used. With less water being used the floor dries much quicker. There was no charge for the mop itself – only delivery as this was part of the flooring contract.

Village Access Path. 4 have the prepared specification, 2 Contractors have visited the site, a third is visiting Saturday 14th and so far 2 quotations have been received. Peter Guy is our local area representative who can assist with information regarding setting up Permissive Path. The path has not yet been laid so Devon Highways seem unable to assist until the work has been done.

Action: GA

Outside Render. TL has repaired the render on the South West corner of the Hall.

Ladies Toilet Taps. Several instances recently have meant that basin taps have been left on by the Hirer, only to be discovered the following day. As water is expensive, GA has asked Chris Tucker from On Tap to quote for press-down taps to be fitted. Quotation to come.

Action: GA

Facilities – Report – DGA

Oversaw fitting of new Hall Heaters

Painted brackets with Hammerite

Programmed heating controls

Weekly litter picking

Re-turned the overflow chain pegs for the traffic cones and also re-varnished

Re-concreted the Wheels Park rubbish bin with John Yeoman after it had been vandalised

Repaired strip light in the Annexe

Mended and adjusted the gang mowers, arranged for a visit by Shinnars Garden Machinery who have taken the front gangs to their workshop for assessment. GA to report back.

Action: GA

Booking Officer:

Judo sessions have been postponed until September/October because of an instructor's injury.

VJ has been contacted by Tim Chandler – Salcombe Lifeboat – regarding possible booking for a charity event

PW has booked the Hall for 15th July - Bingo. Maybe possibly a Christmas Bingo to follow.

The BBC have booked the Car Park twice and also used the Hall for stunt work

GB Promotions have a booking for the Jersey Boys on the 3rd June which is the same night as Kingsbridge Food & Music Festival

Wood:

TL has met Andrea from Malborough School in the Wood to discuss Forest School and the Village Access Path. As the School constantly move to different areas within the wood to prevent damage there is no problem with the siting of the new Path.

Some of the Ash Trees have lower brittle branches which are slowly being removed.

TL suggests that the paths could be cut a little less often so they look a little less structured. TL to speak to Jonathan Hawtin

Action: TL

Grandstand

TL has sorted out the damaged roof and will buy 3 sheets of the same profile to fit week beginning 16th May. May need help to get sheets to site. Power to be sourced from MB.

Action: TL

Scarecrow Trail 28, 29, 30th May

Currently 20 scarecrow entry forms received. GA to send out a reminder on Facebook.

Gill Boyce is working on the staffing rota for the weekend. GA to forward contact info for Donna McCheyne.

JJ and VJ running Bar. Wine Glasses available to borrow from JC.

JC is doing the hot food – Sunday lunchtime.

TL asked if it would be possible to have a Produce Stall – suggested Sunday is best as there is more going on at the Hall.

Any Other Business:

Light in Annexe needs replacing.

Hall Entrance Noticeboard: GA has filled and painted the surround in the hope this will prevent future hirers from stapling into it. Hirers should use a board in front of the noticeboard and should not remove MVH notices.

GA has info for a Strawberry Tea in aid of Breast Cancer Care to be held in the Hall or Annexe sometime during the Summer. Date to be arranged.

The meeting closed at 20.39 hrs. Note that the next meeting will be on June 15th 2016 at Highland.