

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION
Minutes of the Management Committee Meeting
Held at Malborough Village Hall at 7.30pm
on Wednesday 12th October 2022

Present: Andy Morgan (AM) Chairman; Tim Chandler (TC) Secretary; John Jevans(JJ) Sports Officer; Val Jevans (VJ) Bookings Officer; Tony Lyle (TL); Jonathan Towne(JT); Victoria Flower (VF); Jill Clarke (JC) representing MAD;
Ann Kendall (AK) representing Malborough Parish Council;
The committee welcomed Victoria Flower, our new member

1.Apologies:

Kevin Broom (KB); Janice Ginn (JG);Bob Smale (BS);John Mahood (MH);

2.The Minutes of the last Meeting.

The Minutes of the meeting of 21st September 2022 were approved by the Committee, and signed by the Chairman. Proposed JJ; seconded VJ;

ACTION

3. Matters Arising:

Amendment to the minutes of 21 September 2022: Jill Clark referred to item 4,Bonfire Night, and pointed out that as she had not present at the previous meeting she could not have agreed as reported in the minutes to handle the collection of the money collected on the night. She confirmed however, that she would be happy to do this as in previous years.

TC confirmed that a Remembrance Day wreath has been ordered from the Royal British Legion and will be placed in the church for collection.

TC has discussed with Geoff Allen the question of refurbishing the teak benches adjacent to the whole, but Geoff is unable to help on this particular matter. He referred to the bench which is currently stored behind the garage, and which was originally on the tennis court. This is a possible project for refurbishment next spring and reinstalling on the court.

4. Bonfire Night : in John Butler's absence there was no report. The chairman will contact him.

AM

5. Reports:

i. Chairman:

a.The new lighting for the Annexe will be installed shortly. The chairman voiced his approval of the work which in the done on the grounds since our last meeting, and how the whole estate was looking a lot tidier as a result.

AM

ii.Treasurer : the accounts for the year to 30th September 2022 had been provided and distributed to all present. A copy is attached to these minutes showing a profit year-to-date of income over expenditure of £9,913.16p. JT asked if it would be possible for an analysis of incoming and expenditure to be prepared reflecting movements in the accounts in each of the last five years.

JM

VJ asked for the invoice number outstanding for Fay Preston.

JM

Invoices for the autumn tidy up around the grounds have been received from cutting-edge, with a total due of £2745. This compares with the sum agreed at the September meeting of the committee of £3372. No VAT is chargeable. The committee agreed by majority vote that this should be paid.

JM

Insurance: TC is of the opinion that sums insured for both the main building and contents, and the old pavilion and contents are no longer sufficient and has proposed that these sums be increased as follows: –

Main hall buildings: building insurance to rise from £1.13 million to £1.5 million, contents to rise from £33,200 to £50,000.

Old pavilion: buildings insurance to increase from £16,600 to £25,000, contents insurance to rise from 0 to £5,000.

Increase in the annual premium has been quoted at £181.22 p, or approximately 50 p per day.

Committee agreed to this increase and John Mahood, as primary contact with our brokers, will be asked to look into this.

JM

iii **Secretary** : TC has endeavoured to contact Avon Windows regarding the window catch but so far with no response to telephone or email.

TC

iv. **Sports Officer** : no report

KM report:

1. The Grand funding for pitch improvement has been received.
2. Dave Bawden has started pitch works to improve the grass with slow-release granular fertilization treatment applied to all pitches to encourage thicker grass and roots before the end of the growing season.
3. Weed killer is delayed until spring.
4. Verti-drain is under discussion but not sourced yet
5. Parking seems largely under control at weekends with the use of the overflow. Winter months will be more of a challenge

On other point of contention:-

KM United are really disappointed at having to postpone two weekends of matches due to the bonfire night. The back-up slot will also mean we have to cancel games on the 13th November. I don't understand why the fireworks committee can't run the backup date as a Friday or Sunday rather than interrupt the kids matches for two weekends in a row?

JJ will contact KB to discuss this and to find a solution.

JJ

v. **Booking officer report:** see report for 21st September 2022, no further developments.

vi **Wood report:** TL will liaise with BS re: . Pitman Trees.

BS/TL

vii. Maintenance:

a.Grounds : Cutting Edge have now completed the work agreed under their contract for additional clearing up on the peripherals of the estate. Congratulations on the quality of the pitches and general grass areas continue to be received from both the football clubs and members of the public. As agreed at last meeting, Cutting Edges machinery will be held in the old pavilion, but removed on or by 4 November. After Bonfire Night it will be put back into the pavilion and remain there free of charge until 1st April 2023; thereafter charging £25 per calendar month will be levied. Following the complaint from a member of the public as discussed at September's meeting, Cutting-Edge have obtained and will use a set of warning signs when they are working on the fields. These will be placed in full view at all access points onto the fields.

AK advised that the Parish Council have now received quotations for the work on the 'Access for All' footpath along the south and east sides of the playing fields, and anticipates that this will be decided before the end of 2022.

Bob Smail is to contact tree surgeons to obtain quotations for work on the trees at the top of the slip road, and also adjacent to the village hall.

BS

b. Buildings: thanks were extended to TL for the work he has done in clearing the drains around the Hall in preparation for the winter. It was noted that the fall of leaves is now significant and it is understood that Hayley has been sweeping up when she has the time to do so.

The Chairman recommended that the old pavilion should receive a coat of wood treatment in the spring, and this was agreed. A working party will be assembled from members to carry out the work.

viii. The Christmas tree

VF has had a meeting with Gail Allen to pick up the reins. The Christmas tree has been ordered from our usual suppliers at a price of £115 but with no VAT chargeable. Geoff and Gail Allen will arrange for the tree to be installed in its socket. VF will now be approaching local businesses to invite them to sponsor the cost. Electricity suppliers has been warned and VF will test the lights before they are put on the tree. A working party will be assembled for this purpose.

VF

ix. Social Media Platforms: VF is in discussions with Gail Allen on how best to develop our presence on social media, and will return to a future meeting of the committee with proposals for any changes that may be beneficial.

VF

6. Ongoing Matters:

Scarecrow Trail : the new committee, made up of villagers, are contemplating making radical changes to the arrangements previously established for this successful event. Experienced members of the committee will offer their help should it be required.:

Disposal of gang mowers and towing vehicle; BS has successfully disposed of both vehicles and the proceeds lodged with the treasurer.

Recruitment: in the next edition of the Malborough Messenger further invitations to new committee members will appear.

Risk assessment: JG is developing a risk assessment plan and will investigate what past history and resources are available within the filing system.

JG

Curtains : VJ reported that, as the occupancy of the Hall been intense since our last meeting, she has not had an opportunity to take sufficient time to measure up for the curtains we would require, but will endeavour to do so before the next meeting.

VJ

Plumber : BS has been requested to discuss with a plumber of his acquaintance possibility of the available for emergencies and other work at the village hall in the future, as Dave Prout has now moved away, and although always pleased by the quality of work, the addition of his travelling expenses makes his invoices more expensive.

BS

7. Next meeting: Wednesday 9th November 22 at 7:30 PM in the Annexe

8. There being no further business, the chairman closed the meeting at 2030