

# MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

## Minutes of the Management Committee Meeting Held at 7.30pm on Wednesday 12<sup>th</sup> September 2018 In the Annexe of Malborough Village Hall

### **Present:**

Andy Morgan (AM), Gail Allen (GA), John Jevans(JJ), Val Jevans (VJ), Jill Clarke;  
Tim Chandler (TC), John Mahood (JM); Jonathan Towne (JT); Steve Dyos (SD);  
By invitation: John Butler (JB);

### **1.Apologies:**

Margaret Pearse (MP), Duncan Pope (DP);

### **2.The Minutes of the last Meeting.**

The Minutes of the meeting of 12<sup>th</sup> July 2018 were approved by the Committee and signed by the Chairman.

**Proposer:** Steve Dyos; **Seconder:** Gail Allen;

### **3.Matters Arising from the Minutes:**

None

### **4.Bonfire Night Planning – JB (liaising with JJ)**

1. The 5th November 2018 falls on a Monday. It was felt that this was not family friendly, as the children would have to go to school the following morning. In addition, it might be difficult to find volunteers to help to clean up. Accordingly, it was agreed that we would hold the event on Friday, 2 November.
2. On Saturday, 3 November, Salcombe football club are playing away, and KM will be playing on the morning of Sunday 4th. A team of volunteers will be needed to move the tables into the Annexe on the previous evening.
3. Team will be needed on Saturday the 3<sup>rd</sup> to clear the ground ready for Sunday's football.
4. Small items, i.e. mugs, napkins, signs and tabards are stored in the Cub Garage.
5. It was agreed that access would be provided to the main hall toilets and that the door between the corridor and the main hall entrance lobby would be locked. The bonfire committee will cover the cost of any additional floor cleaning in this area after the event.
6. GA agreed to contact St John's Ambulance, the providers of the Hog Roast and the providers of mobile radios. The football pavilion will be open for use in the event of the need for first-aid.
7. Food will be provided by the hog roast and Alex (Salcombe Meat Company) barbecue with help from Rob and Ashley. AM will provide the lighting. **AM**
8. Luminous items for sale – GA is on the case. **GA**
9. Floats: size of each float will be decided once the prices to be charged by each stall have been established. GA agreed she will keep an eye on the amounts that accrue at each stall and reduce these during the course of the event as appropriate. **GA**
10. Final decision on whether to proceed, taking account of weather forecasts, will be taken on 30 October, and a possible alternative date in the event of poor weather will be 9 November.
11. Fireworks: same team as last year will provide the firework display under the control and certification of AM. **AM**
12. Risk assessment: this will be conducted by Nigel.
13. Police, Fire Service and Devon Air Ambulance to be contacted by GA

**At this point JB left the meeting**

## **5. Reports**

### **Chairman's Report (AM):**

The new CCTV monitor has been playing up, and Nick Tee is sorting this out.

### **Treasurer's Report (DP):**

In DP's absence, JM gave the Treasurer's report as follows

Treasurer's account: £24,590.43

Business bank instant (Wood a/c): £3,672.84 p

Business bank instant: £13,349.89 p

NS and I: £4,582.20 p

Profit, YTD: £3,559.22p

The Annual report for the Charity Commissioners must be in by 31 October 2018. The accounts have not yet been audited.

Outstanding debtors: JM will copy to VJ a list of outstanding debtors for reconciliation.

It was noted that the window cleaner is overdue for payment.

Insurances: it was noted that on the account there appeared to be no entries for June, July and August.

Was the insurance renewed in May, and has it been paid?

Have we received a refund from Hallmaster?

**DP**

### **Secretary's Report (TC):**

The Secretary presented the committee with the letter of resignation received on 3 August from Tony Lyle. It was agreed that a letter of acknowledgement should be sent to Tony, expressing the hope that we may continue to work with him together into the future.

**TC**

JM will ask TL if he wishes to continue to look after the Wood.

**JM**

There followed a discussion on the future management of the Wood, especially in view of comments made recently regarding the overgrown trees covering the cycle path. After TL has been contacted (see above). it was proposed that we should contact Toby Yeoman, qualified tree surgeon, for his advice on what work might be necessary to maintain the Wood in good order.

**JM**

### **Sports (JJ):**

#### **SALCOMBE FOOTBALL CLUB LOGO ON FENCE AND GRANDSTAND**

Salcombe FC were given permission to erect a sign in the stand and would like to also erect one on the fence next to the gate going into the playing fields from the car park. KM would also like to put one the fence in the car park as well. Committee approved both requests.

**BOXING INCIDENT DURING SUMMER.** There was a problem during the summer with somebody running an organized boxing training event on the playing fields without permission which resulted, we think, in one of the goalposts being damaged beyond repair. A letter was written to the person involved, explaining the situation and what he needs to do if he wants to carry on. There has been no response to our letter and the activities seem to have stopped. Broken goals will be dug up and replaced in the next few weeks. The cost for two new goals will be £763. It was agreed that MVH will contribute £263 towards the cost, proposed TC, seconded JJ.

Parick Parfitt who was running the junior tennis lessons on a Sunday morning last year advised that 1<sup>st</sup> Serve, who are a tennis court refurbishment company, who we contacted last year, had asked him if he knew what was happening at Malborough. Patrick was told that the refurb is still on our to do list but we were having to wait for Section 106 money before we could go ahead

**DONATED TENNIS RACKETS** A villager Paul Waller has kindly donated 2 adults and 2 children's' tennis rackets plus a few tennis balls. It was advertised on Malborough Debates and the Village Voice in the

Gazette that we would be willing to loan these out free of charge but with a £10 returnable deposit for each item. Unfortunately, the response has been somewhat under-whelming. Since re-advertised it in the Village Voice and will put it into the next edition of The Messenger with a reduced deposit of £5.

Had a meeting with Paul Jacobson, Malborough School, re-sports events, because KCC are no longer supporting school inter sports events between local primary schools. He has approached us with a view to putting on a couple of events with children from the other schools in the Federation, which are Stokenham, Loddiswell, Modbury and Kingsbridge. One event would be held in February and one in May on a Thursday afternoon, 4 PM to 5:30 PM; these will consist of rounders and football competitions. They will be using the two junior pitches and possibly the main pitch as well, playing across the pitch. Goalmouth on the main pitch would be coned off to avoid any undue wear and tear. They would also need to have the use of the pavilion toilets. It was agreed by the committee that they should be no charge for this. Steve from KM also agreed to the use of the pavilion free of charge. It is hoped that other schools in the Federation, i.e. Loddiswell, Modbury, Kingsbridge and Stokenham will also be hosting similar events through the school year.

The nets behind the football goals will be repaired/replaced in the next few weeks.  
We have been asked to make a temporary five-a-side football pitch between the junior pitch and the main pitch, this was agreed  
SD offered to change the oil and filter in the truck.  
The adjusters on the gang mowers need changing, and this will be discussed with TL.

**Action: SD**

### **Booking Officer: (VJ)**

A very busy couple of months with new bookings. Unfortunately, we have lost Jenny Salcombe (yoga) but we have two new exercise classes, on Thursday mornings and Thursday evenings. There is a possibility of a third, a baby massage class, but so far no takers. Jenny introduced a lady who wanted to take over yoga class, but on Tuesday, and that regular booking is now been extended to Christmas. Linda Carter from Salcombe and Malborough flower, has asked for a copy of our insurance cover. The committee felt that the information provided on the certificate in the noticeboard in the main hall lobby should be sufficient.

U3A have asked if we can provide storage space for a few items.

Hirers have been advised of the building work in the old shower room, I will advise the builders of the dates and times when the annexe is in use so they can keep the noise down. Forthcoming bookings include: –

29<sup>th</sup> September - Murder Mystery Evening

1st October - Michael Ball, antique valuations session

11<sup>th</sup> October - Flu Jab Day

13<sup>th</sup> October - Aaron is holding a boxing event

18<sup>th</sup> October - The Jersey Boys are back (Hayley will be asked to do an extra clean on the 19<sup>th</sup>)

A new enquiry for a wedding reception next May, to be confirmed shortly.

### **6 Car Park / Extension Update**

Fields in Trust have asked us to revisit the plans to extend the car park, as they feel the need is not sufficient. It was noted that on the day that they visited there just 4 cars in the private car park. They recommended that other land to the west of the hall could be used, and a pre-arranged telephone call between GA and the Development Manager at Fields in Trust has been set up. **GA**

Fields in in Trust would be happy with the suggested surface of GOLPLA hexagons, preseeded with grass, as these have been used for the new car park at Overbecks. The committee was not at all clear as to what the cost implications of this change might be.

We are in contact with SHDC regarding drainage on the planned car park, with representation by the Parish Clerk and GA.

GA

## **7. Projects**

### **Audio-visual equipment**

#### **Interactive projector with whiteboard – Epson EB – 1430 WRi**

This is now in operation, and will link to a PC for transferring files.

### **Shower Room**

GA will meet with the plumber on 13 September at 6 PM. The coin meter may be removed as it is dead. Work starts on 24 September when the plumber, Glenn West, goes in to strip out the plumbing and the builder will start work to produce the Cleaners Cupboard with access onto the corridor, and the new cloakroom (with access onto the corridor, with the remainder of the area to be the Parish Council Room, where they can have small meetings and store their paperwork. The PC has promised £1500 towards the cost of the work (plumbing and building work total £3855).

Hirers will be informed that the work is happening, particularly those using the Annexe. Hirers will use the front door during this time. The builder will be notified when hirings are in the Annexe to avoid any unnecessary noisy work.

The Parish Council cupboard is being emptied on 23<sup>rd</sup> September, when KATS leave, and the paper will be stored under the stage. It has been agreed that the large printer may be stored in the Annexe covered with a dust sheet until work is complete when it will be moved into the new Parish Council Room.

A thorough audit is being conducted of all cleaning items and all rubbish will be removed from site. The remaining items will be stored in the cupboard under the stairs in the Hall, but access will be provided for the Badminton group to reach their box of items.

GA

### **Electricity check**

T Electrics have undertaken a complete electrical check of the Hall and come back with a list of observations (see list already provided to all committee members). Items designated C should be dealt with as a matter of urgency and in addition emergency lighting and additional lighting should be a priority. A quote has been received from T Electrics for the electrical work, £183.85 for materials, this was agreed

AM/GA

The main distribution board urgently needs to be replaced, at an estimated cost of £2000. Nick Tee will be asked for a quotation.

In addition, the outside lights should be replaced with LCD units to provide better lighting and at lower running costs. A quotation will be sought.

GA

### **Ladies' and Disabled Toilets refurbishment**

Tesco collection: no news yet about the size of our grant.

Co-op: we shall hear back from them in October

## **8. Any other business**

It has been reported that a new gate has been put at the bottom of one of the Cumber Close properties, backing onto the Village Access Path. The work looks very new so this may possibly be a new resident

who is unaware of the fact that they are not able to access MVH land in this way. The path, which has been put in to provide walkers with ease of access from Cumber Close and the Playing Fields to the cycle track, is a Permissive Path which means that the land remains in the ownership of MVH and there is no right of access from Cumber Close properties through the MVH boundary. It is noted that the area in front of another gate further down the path has also been cleared.

The gate mentioned above relates to number 110 Cumber Close, and the Secretary was asked to write to the resident pointing out the status of the Access Path.

It was not clear from visual inspections to which property, in Cumber Close the second gate relates. **TC**

#### **Fete 2019**

It was agreed that the Fete would be held towards the end of June 2019 proposed alternative dates are the 22<sup>nd</sup> or the 29<sup>th</sup>. GA will check with the School to ensure that the most appropriate date is selected for this event. **GA**

**Christmas tree:** we shall erect a Christmas tree as in previous years.

**The picnic bench:** it has been noted that a picnic bench has appeared in the grounds and this has been secured until the ownership has been confirmed. The bench was seen being carried across the grounds by a group of youths, who escaped when challenged. This will be mentioned in the next article submitted to the Malborough Messenger in the hope that we get a positive response. **TC**

#### **Wedding Photographs – suitable venue**

TC referred to the fact that many wedding venues provide the newlyweds with a special spot for their photographs to be taken, either an arbour or a pergola or something similar. Perhaps this might be considered in the future to make our venue more attractive for weddings.

#### **Other Matters**

The head of the Henry Hoover is worn out and has been replaced. In addition, the upright Hoover is also coming to the end of its life. It was agreed we should replace this machine and a quotation for the cost will be obtained by GA.

**GA**

**9. Date of next meeting: Wednesday, 10 October 2018**

***The meeting closed at 21.30 hrs.***