

# MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

## Minutes of the Management Committee Meeting

Held via ZOOM at 7.30pm on Wednesday 10th February 2021

### 1. Present:

Andy Morgan - Chair (AM); Tim Chandler - Secretary (TC); John Mahood - Treasurer (JM); John Jevans - Sports (JJ); Val Jevans - Bookings (VJ); Gail Allen (GA); Sally Harvey (SH); Ann Kendall (AK) representing Malborough Parish Council

### 2. Apologies:

Jill Clarke (JC) representing MADS;  
Kevin Broom representing KM (KB);  
Jonathan Towne (JT);

### 3. The Minutes of the last Meeting.

The Minutes of the meeting of 13<sup>th</sup> January 2021 were approved by the Committee, for future signing by the Chairman.

## ACTION

### 4. Matters Arising:

The Treasurer advised that Teign Housing has paid its account. GA advised that our application to the Woodland Trust under the free tree scheme for 2020 had been successful and that the scheme, which has been taken over by Devon County Council, will provide, from a local nursery, 40, beech, oak and field maple trees; GA will be notified when they are due to be delivered. Current plan is for them to be planted along the top of the Collaton bank together with the trees to be provided by Baker Estates. TL advised that we can expect 100 trees from Devon Wildlife Trust, and a further 100 from the school, which could be used to plant up gaps in the wood.

### 5. Reports

**a. Chairman:** matters will be discussed under later items on the agenda

**b. Treasurer:** JM advised that under the Lockdown Grant scheme the sum of £7,573 has been received from South Hams District Council. No other income received during January.

The current Lloyds Bank balances are as follows:

<b>Current account:</b>	£24,550.74p
<b>Deposit account:</b>	£13,363.75p
<b>Wood account:</b>	£2,838.19p
<b>NS &amp; I:</b>	£4,651.61p

TOTAL £45,404.29p.

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.

It was agreed that the National Savings and Investment account should be closed, the monies to be transferred to the current account. This will help to defray the cost of replacing the remaining fire doors.

Current signatories are JM, JJ and JT. The committee agreed that this arrangement should continue.

Although the hall is being closed for hiring, there is a monthly charge of a standing order for gas at £25 per month.

JM

**c. Secretary:** TC has received an invoice from the editor of the Malborough Messenger, to renew our regular advertisement, and it was unanimously agreed that this should be renewed. TC will pass the invoice to JM for payment.

TC/JM

**d. Sports Officer: JJ**

An account has been set up for us with the Lawn Tennis Association with a view to affiliation. However, the stumbling block is the need to appoint a welfare and safeguarding officer with the necessary qualification and certificates. JJ has therefore left it in abeyance for the time being. We would also need a committee and officers who would have to be approved by the LTA to be compliant with LTA regulations. The affiliation we could get is as a "Park Venue" which would involve using the name of the Parish Council as the local authority managing the venue. JJ will contact Kevin Broom to see if KM can help in anyway with a solution to the welfare officer problem.

JJ

**Tennis court security**

JJ has set up a master pin number for the new padlock which he will give to designated committee members. Duration PIN numbers can also be set up via the igloo app. This number is produced by keying in a duration, i.e. 7 AM Monday morning until 8 PM the following Sunday evening, for example. The padlock then produces a PIN number for that duration. These durations can be programmed in advance and the padlock can take up to 200 numbers. This can be a bit time-consuming to set up but we could do 25 numbers, for instance, which would last for six months or so. Weekly PIN numbers will automatically change on each new date.

JJ has received an email from SWW who are setting up a community fund for which we are eligible to apply. Total funds for this area is £100,000 and individual grants offer up to £5,000. He has submitted an application giving a project as the new windows, and with Gail's help sent off the plans and costs for the project. One problem might be that they state that they like to fund the whole project, rather than part fund.

**e. Bookings Secretary:**

Unfortunately, Keith Steer has now cancelled bookings of 2021, apart from a lunch of the end of the new year. Good news, however, VJ has met a lady who hopes to book a mother and baby session weekly, once the hall/annex can open, and also possibly other classes. VJ has received an email from a comedy group who hold comedy evenings in village halls. They hire a hall and sell the tickets, and invite either the hall or a local charity to run the bar. They would discuss the type of humour suitable for our hall. VJ feels this would be a good idea and will get in touch with the lady after tonight's meeting.

**6. Projects**

**a. Fire doors**

The fire doors have been ordered and are due to arrive at Avon Windows on 17 February; fitting will take place shortly afterwards.

**b. Dog Walking Path**

Following a meeting on-site in January the Parish Council is going forward with the proposal, and is checking funding et cetera before presenting a final proposal to the Malborough Village Hall committee.

**c. Hall Plumbing**

JM has tested and metered all parts of the system and no aboveground leakage has been traced. When the entire system is “live” there is a daily usage of approximately 250 L. When it’s turned off, no usage is metered. (Has been noted during this exercise that the pavilion is using 6 to 10 L per day).

It is believed that any leak is probably below ground, under the hall. Dave Prout has inspected the system but can find no leakage site. We have checked with the insurance brokers who have sent an inspector who could find no fault. Insurers are planning to send another inspector to check all the exposed piping. In the meantime, Dave Prout has been asked for a quote and estimates the total cost for running bypass piping around the underground pipes to be in the order of £700. Concern was expressed in committee at any damage which this leakage might be doing to the underpinning of the hall.

Chairman thanked JM and GA for all the work that they have done on this matter.

**d. Wood Report including proposed copse/spinney at south end of sports field**

TL has held a meeting Jamie Rundle, the Parish Tree Officer, and John Yeoman chairman of the Parish Council to examine the proposal for a new copse/spinney. The trees would be behind the line of the grandstand and would not interfere with the route of the proposed dog walking path. Five fruit trees are due to be delivered on Monday and will be planted as soon as possible. In addition, 100 broadleaved trees have been promised which will be divided with South Huish. Pitman Trees have looked at the woods with a view to clearing the undergrowth et cetera (see minutes 13.01.21) and they will be invited to work for one day’s session in order to see how much work they get done in a day and how much it will cost.

Pitman’s cost is £576 per day (£480 plus VAT) for two men, a truck and a chipper.

Teign Trees charge £662 a day but no further details are being provided.

TL has asked John Yeoman if the Parish Council can help with the cost.

The expenditure could be funded from the MVHPFA Wood account.

It was agreed that we shall try Pitman Trees for one day. AK mentioned in passing that she had been very impressed by work which had been done previously by Pitman Trees.

TL

**7. Matters Outstanding – review**

**a. The Old Pavilion – snagging:** TC advised that all outstanding snagging had been completed with the help of Geoff Allen, to whom extended sincere thanks

The remaining ‘heavy’ rubbish has not been collected, as over the past few weeks the ground has been too soft to permit vehicular access without damage being caused to the field. This will be addressed in the coming weeks.

TC

**b. Old Pavilion Electrics :** AM advised that, for the same reason, he had been unable to get his vehicle and the equipment he needs close to the pavilion but will carry out the work as soon as possible.

AM

**c. Hall electrics.** This work will be carried out once hiring recommences.

AM

**d.Keys for the tennis courts**

see sports officers report 5.d.

**e.Clubhouse - unauthorised water usage**

no further action required at this time

**f.Clubhouse - charging for water usage**

no further action required this time

**g.Fire Assembly Point**

The Fire Assembly Point sign for the Malborough Co-op has been erected on the fencing surrounding the gas regulator. The committee extended its thanks to Geoff Allen for the excellent work he did in providing suitable protection for, and erecting the sign. He submitted an invoice for the cost to the Co-op and this has been paid.

**7. Future caretaking responsibilities**

GA was asked to provide the committee with a list of those duties which she would like to continue to provide after her resignation from the committee at the forthcoming AGM.

Committee members will decide how to provide the services which GA no longer wishes to cover.

**GA/ALL**

**8.KM report**

1. The windows in the clubhouse have now been replaced.
2. The boundary net pole for the play park is really in need of being fixed. It does not look particularly safe as it is. We had someone tidy up the net which was dangling as a result of the strong wind and bent pole, but it may be a problem again with the recent strong winds. The current situation does not lend itself to multiple people getting together to try and fix it. KM will arrange to contact TL to get someone to help when the lockdown restrictions are lifted, unless it is fixed before then.
3. No football return has yet been confirmed, although we are hopeful to restart in March, providing the government and the FA present us with plans to do so. We expect to hear on 22 February what those plans are.

**9. Annual General Meeting**

it is presently intended that the Annual General Meeting shall be held in April 2021, by Zoom or by conventional means if government guidance at that time so permits. Closing date for announcements to be placed in the Malborough Messenger to cover that event is 22 March 2021. In the meantime, GA will circulate to all committee members a revised copy of the Malborough Village Hall and Playing Field Association 'Guidance for Trustees and Users', reflecting changes which have occurred since the original document was produced. Committee members will be invited to submit any amendments or additions to Gail prior to the next meeting, in the hope that a final and more up-to-date document may be agreed and published.

**GA**

**9. Any other business**

- a. The date for the 2021 Village Fête, which was set at the last meeting as 26<sup>th</sup> June 2021, may have to be delayed until September 2021 dependent upon any relaxation in COVID regulations. It is suggested that a replacement fundraiser might take the form of an online auction; GA will look into how this may be done

TL advised that the gang mower for which he had been trying to provide a cover is still exposed as the design he had originally intended proved to be too heavy. He will erect an alternative

arrangement using lightweight plywood. There is a puncture in the front offside tyre of the towing truck, and TL will ask Steve Dyas if he can help to remove the wheel and arrange for the tyre to be repaired.

**TL**

JM advised that he had received formal notification of recall for the truck as there is a problem with the safety bags over inflating. It was felt that was not a matter which we would take further.

**10. Date of next meeting:**

**Wednesday, 10<sup>h</sup> March 2021, at Malborough Village Hall, or via ZOOM if it is necessary.**

**11. The meeting closed at 2045**