

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

Minutes of the Management Committee Meeting Held via ZOOM at 7.30pm on Wednesday 13th January 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); Jonathan Towne (JT); John Yeoman (JY) representing Malborough Parish Council
Kevin Broom representing KM (KB);

2. Apologies:

Sally Harvey;
Jill Clarke (JC) representing MADS;

3. The Minutes of the last Meeting.

The Minutes of the meeting of 10th December 2020 were approved by the Committee, for future signing by the Chairman.

ACTION

4. Matters Arising:

GA advised that a Zoom meeting with Baker Estates is scheduled for 15th March to finalise arrangements for tree planting on the bank by Collaton Road. It is hoped that planting can start at the end of March, and the school has expressed readiness to help with this.

GA

5. Reports

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

b. Treasurer: the current Lloyds Bank balances are as follows:

Current account:	£17,382.91p
Deposit account:	£13,363.63p
Wood account:	£2,858.16p
NS & I:	£4,651.61p

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. GA will contact Teign Housing regarding payment for the Christmas tree.

GA

JM confirmed that the balance in the P & L account matches the amount held in the bank accounts.

c. Secretary: matters will be discussed under later items on the agenda

d. Sports Officer: JJ

JJ advised that the Lawn Tennis Association have confirmed that no club can be affiliated to them unless it can show evidence of a satisfactory structure, committee, and officers have been appointed. He has a contact in Salcombe who may be able to help. JM has played the courts and found them to very good. The bench for the tennis courts is currently stored behind the garage and will be put back when the surface on the court is finally finished in the spring of 2021.

The committee was advised that the Kingsbridge tennis courts may be affiliated although no club has been formed, and JJ will investigate how this has been possible.

JJ

Under current COVID legislation no football is taking place at present.

e. Bookings Secretary:

VJ reported that everything is on hold at present. She would contact Sue Sharp at Redfern Health Centre in Salcombe to see whether they are planning to use the village hall as a vaccination centre for the area. Committee agreed that in that event we would make no charge.

VJ

6. Projects

a. Fire doors

- West facing from the main hall
- North facing from the main hall (onto car park)
- West facing from the Annexe

The total cost from Avon Windows to replace these doors is £4716 including VAT. This cost will include removal of the concrete ramp in front of the West facing door, which is a trip hazard particularly in poor light, and they will also revisit the sealing of the south facing windows to ensure that they remain watertight until we can afford to replace them.

It was proposed that we should withdraw the funds currently held in the National Savings and Investment account, being £4,651.61 p, which together with the grants of £1,000 and £500 received from respectively Cllr Rufus Gilbert's DCC Locality Budget and Cllr Judy Pearce's SHDC Sustainable Localities Fund, would provide sufficient funds for the project, plus a surplus. This has been agreed by the councillors. The committee agreed unanimously that this work should proceed and GA will arrange.

GA

b. Dog Walking Path

Discussion took place regarding this Path and a site meeting arranged to view the possible route. Funding is to be looked at and the matter followed through by the Parish Council in conjunction with MVH & PFA.

c. Hall plumbing

Dave Prout has isolated the urinals as agreed at the last meeting, and has installed a pipe to provide hot water supply to the kitchen sinks from the main boiler.

At the beginning of January GA notice water dripping from above the front door. Dave Prout and Jamie Prout resolved the problem which was caused by a corroded pipe leaking from two points.

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

TL has had a meeting with Paul from Teign Trees regarding a quote for the thinning out, cutting out and chipping of the residue in the part of the wood adjacent to the main road. Paul has estimated a cost but will confirm this to TL before work is commenced. There is a significant amount of dead wood and undergrowth which needs to be cleared and the residue chipped and removed.

TL

The school has ordered 100 whips and hope to resume their activities in the wood once COVID restrictions have been listed.

TL has fitted a new larger padlock to the pedestrian door into the pavilion. Keys have been lodged with GA and will be available in the key box as before.

TL is in discussion with the Devon Wildlife Trust to see if they can help towards the cost of planting fruit trees by the grandstand as previously discussed.

TL

The truck needs a new battery, and AM will provide TL with details of a cheap source.

TL

JM noted that when playing on the tennis courts, wind has a significant effect upon play, and suggested that we should consider planting a wind break on the bank on the west side of the tennis courts, GA to investigate.

GA

7. Matters Outstanding – review

a. The Old Pavilion – snagging: TC advised that all outstanding matters will be resolved before the end of January. This will include the snagging to be completed by JML and also the removal of the remainder of the rubbish. TC expressed thanks to GA for all the work she has done in clearing rubbish from inside the pavilion.

TC

b. Old Pavilion Electrics: once the snagging has been completed, AM will be able to complete the electrical installation. In addition, it was agreed unanimously that a CCTV camera should be installed at the pavilion at a cost of £210, sending signals by Wi-Fi to the installation within the Hall. The camera will operate on infrared and will not require additional external lighting.

AM

c. Hall electrics AM recommended that two new Wi-Fi hubs should be installed in the hall to provide a suitable signal, at a cost of £180.00, and that with regard to the CCTV camera proposed for the pavilion, it may be necessary to install a new more powerful mast on the roof. Committee agreed unanimously that this work should go ahead.

AM

d. Keys for the tennis courts

The keys for the tennis courts are due imminently.

e. Clubhouse - unauthorised water usage

KB confirmed that a lock has now been fitted to the outside tap on the corner of the Clubhouse, which will prevent future unauthorised usage. The stopcock, which is installed behind the toilet in the disabled cloakroom, cannot be turned, but fitting a lock to the outside tap should resolve problem.

f. Clubhouse - charging for water usage

GA advised that she had searched the records going back to 2014, when three water metres had been installed within the premises. She had been able to find no documentation within the previous treasurer's records and so it appeared that no charges had been rendered to KM for water usage. KB advised that KM use very little water and do not use the showers which are used by Salcombe Town Football club.

It was agreed that this matter should be postponed until the beginning of the next season, when the meter will be read at the start of the season, and then again in December when the matter can be reviewed.

g. Fire Assembly Point

It was agreed that a Fire Assembly Point sign for the Co-op should be erected on the five bar gate leading onto the sports field, and Geoff Allen will be asked to help put this in place.

TC

7. Future caretaking responsibilities

The committee discussed the range of work which GA has previously been undertaking, and for most of which replacement officers will need to be appointed. AM asked all committee members to examine the list of jobs which will need to be done, and to come to the next meeting in February 2021 with details of which of those functions each committee member is prepared to undertake.

AM expressed thanks on behalf of the committee and indeed of the village to Gail for all the hard work that she has put into making the venture such a success over recent years.

ALL

8. KM report

KB advised that under current restrictions no football is taking place and resumption of play until at least February half term, if not later depending upon restrictions at that time.

He advised that the windows in the clubhouse are currently being replaced.

9. Annual General Meeting

A decision on when and how to hold the Annual General Meeting was postponed until the meeting in February 2021 when a decision will have to be made. It was noted that under the terms of our association we are required under normal circumstances to hold the Annual General Meeting within three months following the end of the calendar year. If it proves necessary to delay the meeting further, or a decision is made to hold such meeting using electronic means, TC will come to the next meeting with a proposed amendment to our Articles to permit the trustees to hold a meeting using such means.

TC

9. Any other business

a. The date for the 2021 Village Fête, which was set at the last meeting, may have to be cancelled if COVID restrictions do not permit the event to take place. Committee members were asked to consider and bring to the next meeting of the committee some ideas for alternative fundraising events in order to generate income to maintain our cash levels.

ALL

b. JY advised that the cycle track sign is not clear, and also that there is a rotten gatepost adjacent to the cycle track. These matters were both be raised at the next meeting of the committee.

10. Date of next meeting:

Wednesday, 10^h February 2021, at Malborough Village Hall, or via ZOOM if it is necessary.

11. The meeting closed at 2110