

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

Minutes of the Management Committee Meeting Held at 7.30pm on Wednesday 8th November 2017 In the Annexe of Malborough Village Hall

Present:

Andy Morgan (AM), Jonathan Towne (JT), Gail Allen (GA), Duncan Pope (DP), Margaret Pearse (MP), John Jevans (JJ), Val Jevans (VJ), Jill Clarke (JC), John Mahood (JM)

Gill Boyce represented Malborough Parish Council

Apologies: There were no apologies

The Minutes of the last Meeting. The Minutes were approved by the Committee and signed by the Chairman.

Proposer : Val Jevans **Seconder:** Duncan Pope

Matters Arising from the Minutes:

Matters arising were dealt with by the various reports below

Chairman's Report:

Annexe Lighting: No further progress on this as yet.

Action: AM

AM has Installed a 32amp socket in the Old Pavilion so that the griddle can be used in the vicinity.

Treasurer's Report:

Post meeting note: Balances to date are: £24,829.57 Treasurer's, £3,671.29 Wood, £13,344.32 Reserve.

DP has looked at the costings of different Broadband suppliers with a view to possible installation of Wifi at the Hall. Prices range from £20 to £30 per month with some charging for installation. Unlimited data, BT fibre = £27.50 per month with a set up charge of £20. Sky Broadband = £28.99 plus £60 set up. As the line into the Hall needs updating it was suggested BT to be the best option at this stage. AM to discuss with Nick Tee and Steve Mammatt (in conjunction with the proposed CCTV installation)

Action: AM

Secretary's Report:

Hall Security: At a meeting on Tuesday 7th between Nick Tee, AM and GA it was felt that a larger system with flexibility for additional cameras would be the better option. To install a system which would be at capacity straight away would not be cost effective. A 16 Channel kit with 8 bullet cameras comes in at £1299 rather than £499 (discounted price) for an 8 channel kit with 4 bullet cameras. Additional 2 dome cameras (vandal proof) are needed for either system. To upgrade to a larger system at a later date would incur a cost of £895 for the Recorder. The Committee agreed to buy the larger system. Wiring would be done by Nick Tee / Andy Morgan. **Proposer:** Val Jevans **Seconder:** John Jevans

Woods Ware eBay: GA has raised £299.49 through eBay for the yellow and blue crockery. All of the cups are now sold with only saucers and plates remaining. These will be dealt with in due course. GA to pay the income into Hall account, taking into account expenses currently payable

Car Park and Extension Planning Application: All documentation now agreed with PC and a new scale plan received from the Architects. GA to apply for planning on behalf of the PC this week.

Shower Room / Annexe Improvements:

No further action on this as yet.

Rubbish and Recycling:

There is now a supply of both clear and blue recycling bags in the cupboard under the Hall Main Kitchen sink with a notice on the wall to hirers to request them to recycle as much as possible and to remove used sacks when they leave. Other options have been investigated:

SHDC currently charge us £14.23 per week to remove general waste. They do not offer recycling options. Viridor would charge £16.13 per week plus VAT for an 1100 ltr Wheelie Bin including bin rental and duty of care. They do offer a mixed recycling collection. A 240ltr Wheelie Bin would cost £8.28 plus VAT per week. Charges could also be made for overweight bins and wasted journeys (i.e. empty bins). However it is possible to let Viridor know a few days beforehand that no collection is required. The Committee decided to see how the use of recycling bags works which may have an impact on the amount of rubbish put into the main bin

Hall Signs:

Now cleaned .

Caretaker:

Jay Hedges is now undertaking caretaking duties outside the Hall and is responsible for ensuring the outer paths are swept, drains clear of leaves and gulleys clear. He will be paid every 4 weeks.

Tree Pollarding / dead tree removal

The work is to be carried out by John Smallman of Harbour Trees on the 27th November. The spoil from the pollarding will be shredded and left on site for spreading over the Village Access Path.

Christmas Tree:

A tree is being delivered by Flete Gardens on the 27th November - at the same time as the one for Salcombe. It should be 13' which allows sufficient to be secured into the existing hole. Western Power Distribution have been advised of our use of non-metered electricity for the tree lights. GA to investigate possible sponsorship. **Post meeting note: GA to see if village team can be organised to help with erecting and lighting the tree**

Action: GA

Large Scale Incident Base:

MVH is now listed as a possible incident base with the Police should a need occur in the area.

Cubs Garage Door:

This is now very unsafe with the frame appearing to be only secured on one side. A local company JT Garage Doors has been contacted and will be assessing the situation to make recommendations.

25th November: Coop Community Celebration

The Co-op Community Fund is being celebrated on the 25th November and, as beneficiaries of this Fund, would like us to take part in the celebration. GA to forward information when received.

Action: GA

Sports: (JJ)

Gang Mower Base: This is still an outstanding item with the action currently with KM.

Booking Officer: (VJ)

Boxing event mainly successful with a few minor problems. GA and VJ will be meeting with SHDC Licensing Officer and Police contact responsible for local licensing to go through existing Hall Licence to update and amend.

9th Dec booked by Victoria Rundle

Co-op **30th Nov** Bingo in aid of the Hope Cove Lifeboat

Helen, Malborough School Administrator, enquired if (as the school has a special hire price) this could be passed on to the PTFA? It was pointed out that the School had regular bookings – hence the special deal. Many of the regular hirers have confirmed that they wish to continue next year with several yet to confirm this.

Bonfire & Firework Night Debrief

The event made a profit overall on the night with a couple of expenses yet to be included. This means that the expenditure the Hall made on the fireworks in 2015 of £1308.95 has been covered as has the additional expenditure of TEN Licence, St John Ambulance and other items necessary to run the event. It was a good evening with many villagers joining in and helping.

A number of points were raised which may help in organising possible future Bonfire & Firework Nights. These points to be passed on to the sub-committee for consideration at their next meeting.

- Now that the sub-committee knows how the event can be run it would be good if overall control of it could be taken on. Regular meetings with MVH & PFA prior to the event should happen to ensure all are happy with the planning process
- Stalls should be planned well in advance of the event to ensure there is no conflict. Prices should be determined in advance to help with float management
- Stewards should be instructed as to their various duties and it is important that they are seen to be managing the event in terms of crowd safety. A team needs to remain on the field after the fireworks finish to help with moving tables back to the Hall, assisting with dismantling of gazebos, removal of unsold stock etc in addition to some being available to continue to shake buckets at the crowd leaving the field (this proved to be a good money spinner but, of course, depends on the success of the evening)
- Main Hall Toilets need to be opened. In previous years this has not been necessary but with KM not allowing use of the toilet in the Pavilion (to be addressed for future years) just opening the Annexe toilet proved to be insufficient (for which GA apologised). If the main hall toilets are to be used on the night then a team has to be tasked to ensure that these are properly cleaned the next day. It is not appropriate for the Hall cleaner to have to deal with this.
- Clear up the following day needs to be done with sufficient volunteers. Not many of the promised helpers were available and it was down to the usual volunteers. The Hall needs to be cleared, items (high viz jackets, collecting buckets, tables, traffic cones etc) put away properly
- Stewards need to be reminded that a) no sparklers are allowed and b) no dogs are allowed on the fields (there were at least 6 in evidence on the night, albeit on leads)
- Consideration needs to be made re positioning of the stalls, in advance, so it is clear where each are to be located. Lighting to all stalls is necessary. Queueing at each stall to be considered in advance
- As 2017 was a successful evening, there needs to be serious consideration about publicity for the possible event in 2018. This year's success will generate interest in forthcoming years

GA to report back to the sub-committee with points to note in their debrief meeting **Action: GA**

Signage for Hall Grounds: JT

JT has reviewed all of the possible signs for MVH land following the discussion at the October meeting. Some of the wording has been amended. There are 15 signs necessary. JT to work with OTM to produce artwork of all so that this can be circulated to committee.

Gill Boyce responded to the MVH request to have a new dog bin installed near to the outdoor gym equipment. The bin at the top of the Collaton Road is to be moved to the lamp-post nearest to the pedestrian access to MVH land (opposite the Monkey House). It is hoped that this will improve the situation by encouraging dog owners to pick up after their pets.

Grass Cutting / mowers

Tony Lyle has reported that there are further problems with the gang mowers. One gang has become extremely noisy (despite the recent work) and has been removed. The cutters are possibly distorted. Andy White of Shinners Bridge has been contacted and will be removing the gangs to regrind the lower cutting bar and fit new adjusters. He will then bring them back to the field to do some test runs with Tony to check if working correctly and also listen for the spasmodic noise from the other. If needed Tony can cut the pitches with the 2 remaining gangs but hopes to be able to leave until week beginning 13th Nov. With constant problems now occurring with the gang mowers, the committee need to understand what the underlying problem is and would like to have a representative meet with Andy White and Tony Lyle when the gangs are returned for testing.

JJ reported that KM have forwarded a report by the FA following a pitch inspection in August. The work suggested in this inspection was considered by the Committee to be excessive considering the pitches are on a village playing field. There are potential grants available for pitch maintenance equipment which could be applied for by MVH & PFA to assist in the purchase of such equipment should this be deemed necessary. It was decided to wait until further information has been received re the gang mowers before proceeding down this route.

Steve Dyos, Juliet Brodie and Madge Bailey are all standing down from the KM Committee in several weeks' time. JJ to ask for a representative from this new committee to act as a contact with MVH who would also attend MVH meetings from time to time.

Hire Charges / review

Hire Charges are due to be reviewed at December 2017 meeting.

DP to look at costs of maintaining the fields and general outdoor areas for that meeting together with income generated. **Post meeting note: It would be helpful to also have a note of the monthly running costs of the hall with the current regular income.** **Action: DP**

Other Business

- A request has been made for the provision of a freezer in the Annexe Kitchen which would provide much needed frozen storage for events. JJ may possibly have one available if not then JC will endeavour to find one. Geoff Allen to be asked if he would consider undertaking the necessary woodwork. **Action: JJ / JC / GA**
- MP had received a report that a bonfire was held on the field on Sunday night. As there was no knowledge of location she was asked if she could obtain further information. **Action: MP**

The meeting closed at 21.15 hrs . The next meeting will be Wednesday 13th December at 7.30pm.