

# MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

## Minutes of the Management Committee Meeting Held at 7.30pm on 11<sup>th</sup> June 2014 In the Annexe

**Present:** Andy Morgan (AM), Geoff Allen (DGA), Val Jevans (VJ), John Jevans (JJ), Gail Allen (GA), Margaret Pearse (MP), Pat Wood (PW), Tony Lyle (TL), Alan Purchase (AP), Jill Clarke (JC),

**Apologies:** Debi Kerslake (DK)

**Parish Council:** Gill Boyce attended as the PC Representative

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

**There were no Matters Arising from the Minutes not dealt with by Reports below:**

### **Chairman's Report:**

**Play Area – Pavilion Path and Drainage :** AM reported that he has organised a digger for the weekend of 14/15<sup>th</sup> June to work on the Pavilion Path and the Hard-Standing for the Gang Mower. Time permitting he would also like to level the goal mouths on the football pitches and needs to purchase pea gravel to lay underneath the top surface to give good drainage. Is also planning to lay gravel next to the Old Pavilion. Cost would be £40 – 60. He also plans to lay old rubber matting (from the original play area) on the area where the gang mower is to sit.

**Action: AM**

**Fire Exit Light onto Car Park:** With work commitments a little reduced AM anticipates that he should be able to complete this work week beginning 16<sup>th</sup> June.

**Action: AM**

**Portable Appliance Testing Report.** – This Report has now been given to GA to update the Risk Assessment.

**Action: AM**

### **Treasurer's Report:**

**MVH Account Audit** - The Audit has not yet taken place. Nigel Martindale (NM) is prepared to do this. TL to speak to NM if not heard in 2 weeks.

**Action: TL/AP**

There have been a number of large bills to be paid at the beginning of June – Annexe Fascia, Fire Extinguisher Inspection (replacement of 3 extinguishers), agreed signage and additional work carried out by Jonathan Hawtin. Once the Scarecrow Weekend money has been paid to All Saints then this would put the year to date at a loss.

**Post Meeting Note: Account Balances are as follows:**

**Current: £17911.35, Reserve: £3325.14, Wood: £4509.33, Tennis: £634.46, Petty Cash: £377.42, NS&I: £4,500**

### **Secretary's Report:**

**PA System:** A Thank You Note plus Goody Box has been given to Nick Tee in recognition of the work he put in to install our excellent new PA System.

**Tim Heap – Royal Oak:** Following receipt of his letter from MVH regarding the exercising of his dog on MVH playing field he has approached AM to apologise and confirm that this will not happen again.

**Parking Congestion:** KATS have been contacted regarding the parking during their performances and they agree to ensure that the overflow parking is efficiently used but will be unable to marshal the general parking because of lack of manpower. However, GA pointed out that KATS are not the only offenders as Hall users are often seen parking in the slip road when the car park is empty or has spaces.

**DCC Land ownership:** Bartons are liaising with Norfolk Property Services who are acting on behalf of DCC and we are awaiting the Transfer Deed.

**Scarecrow Trail – 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> May 2014:** £1612 net profit made which is being shared between All Saints Church and MVH. Thank you to all of those who helped with the event and supported it by joining in

with the fun. GA to contact Margaret Ellis of All Saints Church to make the necessary payment arrangements

**Action: GA**

**Piano Stool:** This to be done when we have chosen the colour for the chairs as we may be able to buy some of the same fabric for the recovering.

**Action: GA**

**101 Cumber:** The owner of this property is Irena Clarke. Gill Boyce (GB) has spoken to the resident who has told GB that she will not use the gate to access the field or walk her dog. GA to write a letter to her on behalf of MVH & PFA to confirm that there is no right of way onto the field and gates should not be put into boundary fences unless by prior agreement with MVH & PFA.

**Action: GA**

**Malborough School:** The School did not appear to have contacted MVH & PFA to confirm that they would be holding their Sports Day on the 5<sup>th</sup> June. In fact, apparently, the original date was 4<sup>th</sup> June but was cancelled because of the weather. As it is possible that we could have taken a booking for the field or there was a big event on at the Hall (eg Blood Donor Session) which meant that the car park was in full operation, it is important that the School let us know in advance to ensure everything runs smoothly. In addition there was a double decker bus parked on the Hall Car Park on Tuesday 10<sup>th</sup> (Blood Donor Day!) for which we had no advance notice. GA to speak to Helen Broadgate to see how to improve the line of communication.

**Action: GA**

**TL** thanked the organisers of the Scarecrow Trail for a great job. He also wanted it noted that he felt the Wildflower Garden is a great idea and looks beautiful. GA wondered if the School were aware of it – perhaps they could include a visit to see the flowers. TL to speak to his contact at the School.

**Action: TL**

### **Facilities:**

**Hall Roof:** DGA is concerned that he is undertaking time-consuming meetings with contractors and queried whether or not we would be able to get the necessary funding to undertake the necessary roof replacement. PW asked if it was necessary to replace the whole roof. The contractors do not recommend a break down one half of a roof but it would be possible to replace the South (and more important side) and then the North side at a later date. However, total replacement would be the ideal.

GA has been researching funding. Rufus Gilbert has guaranteed £3k and there are various funds available for us to apply to once the necessary quotations have been obtained.

**Action: DGA/GA**

**Annexe Fascia:** This job is now completed. A broken downpipe was replaced and soak-away reinstated.

**New Hall PA System:** A notice has been adhered to the cover of the PA Cabinet advising that the Graphics Equalizer should not be adjusted. A new lock and labelled keys have also been supplied.

**Signage Update.** A new front entrance sign has been supplied and fitted. The 4 plaques in the Hall have been removed from the wall, cleaned, lacquered and re-erected on a purpose built mahogany board above the Cleaner's Cupboard. PW thought that the Front Entrance now looks better and the Hall board is good. New signs have been designed, approved and supplied. One has been erected at the road entrance to our property and the other on the Wales & West railings.

**Gang mower:** TL is communicating with DGM regarding this repair. There are 3 gangs working and the truck needs to have a new windscreen to give a clear view for the driver. Cost for a new windscreen is estimated at £300 – £400. AM has tried a scrapyard and will contact Autoglass. Steve of Mobilemec may have a contact – AP to speak to him on Saturday.

**Action: AM/AP**

### **Sports:**

**Tennis Nets :** New nets have now been installed. JJ thanked DGA for his help. The recent Cricket Pitch Hire went well.

**Sports Publicity:** JJ has prepared a leaflet. GA to insert some pictures etc and then email it to AM for him to print on a laser printer.

**Action: GA/AM**

JJ asked GA to put the Sports Info onto the Devon Village Halls website and to have a look at how we could get better visibility in Google searches. It may be an idea to have MVH&PFA standalone website with a link into the Malborough Village Website. GA to speak to Jerry Kew.

**Action: GA**

**Old Pavilion:** The 28<sup>th</sup> June is to be the date to have a tidy up and working party on the Old Pavilion. TL will organise what is necessary for the work to be done, AM to organise a small group of helpers.

**Action: TL/AM/JJ**

### **Booking Officer:**

Hall and Hearty is going ahead on Friday 7<sup>th</sup> November. £25 for a 3 course meal with food sourced locally. H & H pay for the hall hire and produce the food. We can run a bar – perhaps wine and beer – to make money on the night. GA/VJ/TL to run bar. VJ waiting for the package information to come from H & H. They will do the advertising and we can also do so. VJ and JJ have a wine contact for sale or return wine for £5 per bottle including VAT. H & H will cater for special diets if needed. We need to find a team of locals to serve the meal.

VJ has also had a Wedding Enquiry for 2015.

VJ and GA have been looking at the outstanding debtors and are following up the various queries. With regard to the booking made by Gill Boyce in October, the Committee felt that this should be credited in recognition of Alan Boyce's work for the village.

VJ has had a booking by Clic Sargent (who wanted to know what chairs were available for their use).

### **Wood :**

**Picnic Bench:** TL is still waiting for delivery of the additional bench to go into the Wood.

**Action: TL**

**Securing of Wheels Park Bench.** Ongoing job.

**Action: TL**

**Securing of Play Area Picnic Benches:** TL to resolve this a.s.a.p. when fewer visitors to play area.

**Action: TL**

**Wood:** Jonathan has been keeping the paths through the wood cut and TL queried if these invoices are being put through the Wood Account. AP confirmed this was the case.

### **Hall Chairs**

The monies raised specifically for the purchase of Hall Chairs is £3380.60 (including the latest Bingo Evening). There is also a donation coming from the Estuary Lodge of £200 specifically for chairs. As there is a fair amount of detail to discuss regarding this purchase GA suggested that a separate, sub-Committee worked out the best chairs for the Hall and report back to the Main Committee with possible samples.

Committee to comprise: PW, MP, JC, GA and VJ.

**Action: GA**

### **Any Other Business:**

GA reported that she has been offered an octagonal marquee which MVH had previously used for the Fetes. The Committee agreed that this would be a useful asset and that the £150 price was a very reasonable one. It would need to be stored and suggestion is that the clear out in the Old Pavilion would provide useful space.

**Action: GA**

**Bingo Evening update .** PW raised £550 at her Bingo Evening and requested that the prizes needed to be funded by the Hall – agreed by the Committee. As she endeavours to purchase items when under special offer, it would be helpful if she could have a cash advance at the relevant time. Help from the Committee is essential to make it a successful evening.

***The meeting closed at 8.40pm***

***The next meeting will be held on Wed 9<sup>th</sup> July @ 7.30pm in the Annexe.***