

# MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

## Minutes of the Management Committee Meeting Held at 7.30pm on 12<sup>th</sup> November 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), Debi Kerslake (DK),

**Apologies:** Tony Lyle (TL), Jill Clarke (JC), Alan Purchase (AP)

**Parish Council:** Ann Kendall (AK) attended as the PC Representative

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

### **Matters Arising from the Minutes not dealt with by Reports below**

**Marketing Ideas.** With work involved with Bonfire and Hall & Hearty there is no further progress on this.

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

**Removal of Conifers.** AM has spoken to Adam who is quite happy to do the work and will present the Public Chain Saw Use Certificate and also Public Liability Insurance Certificate for our verification. Once this is done we can arrange a suitable time for removal of the conifers. **Action: AM**

AM thanked all who helped with Bonfire Night which proved to be a very successful evening. He also thanked those involved in the Hall and Hearty evening.

### **Treasurer's Report**

GA had raised a number of queries with AP prior to the meeting which had all been dealt with. VJ and GA had had a meeting to discuss Hire Rates and also the Aged Debtors. A number of issues on this report have now been dealt with and several debts chased.

DGA reported that it is 10 months since the water meter had been installed. We now have a South West Water bill and it was agreed that 82% should be apportioned to the Hall with KM being charged 10% and Moonrakers CC 8%. This was considered to be fair in view of the fact that KM have the Pavilion, Line Marker and water the goal mouths. JJ to write to the Sports Clubs after checking with AP (who will prepare invoices). **Action: AP/JJ**

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

**Update on Hall Roof funding.** Specifications have now been received from Marley so this will enable us to go out to tender using both Redland and Marley specs. GA has been speaking to various local village halls about their choice of roofing but this survey has not given us any definitive support in choice of manufacturer - Marley and Redland seem to be of equal standard. Even the Area Building Surveyor has no preference. The closing date for acceptance of bids for New Homes Bonus (which is what we are applying to) has been revised to 31.12.14 so time is of the essence. It is proposed that that the bid will be going off sometime this week. We have received letters of support for this project from various local organisations and these will be attached to the bid. Thanks must go to Debbie Ede for her tremendous work on this for us. There is also an issue regarding the treatment of VAT which is being investigated. **Action: GA**

**Transfer of Land from DCC.** GA has been advised that the registration at the Land Registry will not be completed for, perhaps, another 6 weeks as they currently have a huge backlog.

**Hall Boundary Conifers.** GA heard on the 10<sup>th</sup> November that the application for funding from the Norman Charitable Trust to lop/prune the sycamores in Hall grounds and to plant a yew hedge has been unsuccessful. GA now researching further funding possibilities. Meanwhile it is hoped that the removal of the conifers will proceed as soon as possible. **Action: GA**

**Table Tennis Table.** GA waiting to hear from Fred Allen when the table is to be moved.

**School Equipment in Main Hall.** GA has spoken to John Laphorne recently about the climbing frame in the Hall which is now no longer used by the School. This frame was installed by the PTFA in the 1980s and cost about £1200. He does think that there should be some scrap value. GA has re-contacted the School and suggested that the PTFA might like to take advantage of this and arrange for its disposal. It will be discussed at their next PTFA meeting.

**Fete 2015.** GA has researched the various events in the South Hams for 2015 – Open Gardens, Bowringsleigh for instance. The date for the Fete was agreed at June 20<sup>th</sup> 2015.

**Maintenance Team.** GA has suggested that the Hall should have a volunteer maintenance team who would be prepared, from time to time, to help out with various tasks. It is not necessary that they be committee members but could report to a member. It is believed that we should appeal for people to, for example: sweep leaves (when necessary), manage car park, oversee maintenance of our landscape, perform minor maintenance tasks. At the moment these tasks are always falling to the same people and there must be villagers who would be willing to spend just a little time supporting this great village asset. GA to put a mention in The Messenger. **Action: GA**

### Facilities:

**Hall Roof** – We are advised that in order to qualify for Grants we need to issue Official Tenders for the work. Further, we should not necessarily specify the make of Tile to be used (previously only considered Redland – as these are the existing tiles). Marley Tiles have been contacted and they have now provided their Specification. Our Parish Clerk, Debbie Ede is preparing the Tender documents with GA's assistance.

**Litter Duty** - The refuse bins sited at the Wheels Park and corner of the Tennis Courts continue to be emptied weekly and all areas (except wood and sports fields) cleared of any other litter. Bonfire debris has also been cleared except for a consolidated pile of ash. The Bonfire debris has been disposed of with just a pile of ash left.

**Play Area** – Minor maintenance is being carried out; this month including the stabilising of wooden uprights in the fort wall for which a certain amount of cement is needed. Closure mechanism of the pedestrian Gate has also been improved.

**Fencing** – Devon CC have so far failed to repair the broken Cycle Path fencing. Stray wire has been removed to reduce the possibility of accidents and the temporary safety fencing put in place for Bonfire Night has been removed by persons unknown! The PC are pursuing DCC.

**Gas & Electricity Meters** – From experience gained during the Hall & Hearty event it seems that our Electricity coin meter in the Kitchen is not controlling supply to appliances that should be controlled. DGA suggests that we need to investigate and perhaps fit a new £1 coin-meter to increase revenue. According to YTD Accounts - £67.50 collected from the Electricity coin-meter – actual overall electricity cost £1346. AM to investigate what is connected to the coin meter and to look for a £1 coin meter. **Action: AM**

It was also suggested that we should charge a supplement to Hirers to who use excessive electricity.

**Gang Mowers** – A new Pin has been fitted at a cost of £32 which is considered to be very expensive! Over-winter storage protection for the Mowers is needed and DGA has sourced a tarpaulin at a cost of £21. Tie down cords have been fitted and the tarpaulin is now in use. There was a discussion about perhaps storing the Truck and Gang-Mower in a barn or local outbuilding but as they would both have to be transported on a trailer this was not considered to be viable.

**Christmas Tree** – The Stags Horn Sumach tree in the corner next to the pedestrian entrance to Collaton Road has been removed in readiness for the expected growing Christmas tree. However there is still a lot of work to be done in the area before we could plant a new tree and it is suggested that work party and/mini digger could tidy up this.

**Hall Tidy-Up** –Redundant and broken youth club kit has been removed and burned. Junk from the upper room has been removed and binned! DGA will remove the climbing bars when ownership has been clarified.

**Safety Edge to Patio** – a new yellow edge has been professionally applied to the concrete edge at a cost of £125 + VAT. Other marking methods were considered but not cost effective. For future reference, DGA also asked the same company to quote for re-marking our car Park professionally - £505 + VAT. Not unreasonable! The Committee will consider this again next summer as the line marking will last longer than the current spray paint method.

### **Sports:**

**Grass Cutting** - JJ reported that Jonathan Hawtin would be prepared to cut the Playing Field and Hall surrounds with the gang mower at a price of £25. It is suggested that we leave it to Jonathan's professional opinion to decide when a cut is needed. It is important that the football pitches are kept playable all the time even though bad weather can prevent the gang mower being used. KM have access to a sit on mower in case of need. PW proposed that we include the field cutting in Jonathan's contract, this was seconded by JJ. AM to discuss this with TL as he was unable to attend the meeting. **Action AM**

**Tennis Coaching** – JJ reported that the support for the Half Term tennis coaching for children was not as good as hoped with 5/6 turning up each day. The Coach will come back in the Spring and, hopefully, this activity can be advertised further afield to include Salcombe and Kingsbridge Schools. It is important to get the parents' involvement to ensure there is sufficient motivation to support this.

**Tennis Nets** – DGA queried whether or not the new nets were to be put away over the Winter. It was agreed that, as the annual subscription members use the courts quite regularly, we should allow the new nets to remain and keep the old nets in case of emergency. In view of the fact that many villagers reported in the Neighbourhood Plan that they didn't know Tennis Courts (and many other MVH facilities) existed, we should advertise more widely – perhaps the camp sites in the Summer, the Messenger (?loose leaf in colour) and a banner during the main season. We could also consider a house drop.

**KM** – AM reported that KM had recently had fundraising events and produced a 'Wish List'. They would like to improve the general appearance around the Pavilion with, particularly, the removal of the spoil bank beside the pavilion to ensure the area can be landscaped properly. 2 mobile goals are to be purchased which will need to be stored between matches and the area beside the Container would be ideal for this purpose once the land is flattened. The top soil in the bank could be removed to a storage area so that this would be available for future repair work to grass areas. Any unwanted spoil will be removed by Paul Rogers, (KM Treasurer) to his quarry. The KM Committee also suggest that they would like to clad the Container with wood to give a better appearance. The area to be slabbed needs completing with perhaps an area of grasscrete where there is the majority of traffic. All this work is subject to a Wish List for which they propose to apply for funds from the Alex Peguero Sosa Fund. AM would like to bank up the area between the Cricket Pitch and Play Area – this work to be undertaken in the Spring. Paul Rogers has offered to flail the edges of the field in the Spring.

The Committee is in agreement with the suggested work and felt it would all greatly improve the area. GA asked what was happening with the end wall of the Old Pavilion which is degenerating rapidly. AM suggests that we could line the offending wall of the pavilion with sterling board in the first instance with further work being undertaken in the Spring. AM to price the board up. **Action: AM**

### **Booking Officer:**

VJ produced a list of suggested Hire Rates, following research of other village halls, which were considered by the Committee and agreed with a few changes. It is suggested that we have an hourly rate as well as session rates to cope with various groups who do not need to have a session time. It was decided we should try this out although PW has reservations about it. Regarding the additional electricity charge, it was agreed that we should charge theatre groups an additional £10 per day on Dress Rehearsal and Show days. AK knows that there is a demand for exercise classes and has a few feelers out to fulfil this need. VJ recommends that we have a rate for parties and weddings which includes set up time and/or clear up time – considered to be a very good idea. It was confirmed that a Bar Licence is only required if they are selling alcohol and that the Hall Licence also covers the sale of alcohol in the Pavilion on Bonfire Night and Fete only (with certain time restrictions). Anyone wanting to sell alcohol in the Pavilions do need a licence. The Committee agreed the 2015 Hire Rates. A letter should go to all Hirers warning them of the increase. VJ suggested that regular users could have a short version of the Terms and Conditions rather than a 3 page document. GA and VJ to work together on this. **Action: GA/VJ**

### **Wood :**

DGA reported that TL had not yet heard regarding the ordered bench. He is prepared to clear leaves around the Hall and any necessary grass cutting but, in view of his recent knee operation, this will not happen in the near future.

## **Village Bonfire and Firework Night Update**

DGA had circulated the accounts to all. The clearing up after the event took a couple of days with items to be returned to the Hall and Salcombe Rugby Club etc, monies to be counted, bonfire cleared, play area and fields cleared of rubbish. AM reported that there had been comment from a member of KM that the clear up of the field had not been efficient and that certain items had remained on the field.

It was reported that Natalie Yeoman had had to be treated by first aiders on the night after she felt ash fall into her eye. GA had asked Natalie to write to MVH explaining what had occurred and was surprised, on receiving this letter, that the sequence of events was different to that reported on Bonfire Night. The Accident Book has been completed and documentation lodged with AM and AP for future reference. PW had watched the firework display from her home on Salcombe Road and thought that the fireworks had been set off a little too close together and lasted only 10 minutes. AM to speak to Stan Laphorne about this for future displays although he thought that Mike Taylor had been instrumental in lighting the fireworks?! With Loddiswell Bonfire and Fireworks not taking place in 2015 it was thought that our event may well become busier. It was decided, however, that we would not move our date from the 5<sup>th</sup> November.

## **Sally Barker – 10<sup>th</sup> January 2015**

DK has confirmation that the total charge to us for Sally's performance is £500 (including expenses). If we can seat 220 then the revenue for the night, presuming we sell all tickets (at £15), would be £3,300 making a net profit of £2,800. The performance is 2 x 45 mins. We should run a Bar before, during and afterwards. Start time 8pm. GA queried what the cancellation fee would be should we not sell sufficient tickets. GA has sourced TicketSource to sell online tickets – this is also used by KATS. DK has had enquiries for tickets already. With Sally's audience likely to be a wide age range then the bar should be stocked with beer, wine and lager etc (sale or return).

Tickets to be available via TicketSource, TIC and DK. GA to contact Nick Walker printing re tickets. DK to contact Nick Tee re the PA System

**Action: GA/DK**

## **Any Other Business:**

**Hall and Hearty:** DGA noted that the Hall and Hearty evening was a good evening raising £330 for the Hall from bar proceeds.

**Christmas Tree:** It was decided that the specialist tree nursery in Cullompton was too far away to visit and inspect a tree so it was agreed that DK would order a 6' tree from Marldon Christmas Tree Farm. **Action: DK**  
GA to explain in The Messenger that we would not be putting up a large tree this year. **Action: GA**  
GA to organise a working party to sort out the work necessary in the area where the Christmas tree is to be planted. **Action: GA**

**Car Parking:** DGA/GA/VJ/JJ will monitor the Hall parking situation and set up the overflow car parking when necessary. **Action: DGA/GA/VJ/JJ**

**Hall Floor:** PW asked when the Hall floor was going to be attended to as it needs work. She was advised that, with the Hall roof a priority, the floor was in the wish list but not considered to be the main priority for the time being.

**Cumber Hedge:** SVRA are paying to have the hedge cut on the perimeter of their land and had asked if Jonathan Hawtin could put the spoil onto our bonfire site to burn it. The Committee agreed. MP to report back.

**Dishwasher:** MP and PW had details of a dishwasher which they brought to the meeting. They wished the Committee to agree to purchase this now with their Bingo fundraising monies to be put towards it. AM/GA pointed out that this would need to be plumbed in, needs an electrical supply and a change within the kitchen so is not something to be taken on lightly without consideration. AM estimated that the total cost for the purchase and installation would be in the region of £2,000. PW asked what the surplus of Bingo fundraising monies now stands at, having taken into account the purchase of Hall chairs. GA to check with AP. **Action: AM/GA**

**New Member:** VJ knows of a possible new member – John Mahood of Whitehall Cottage. He would like to join the Committee and his Wife would like to help in a supporting role. VJ to ask him if he will attend our next meeting. **Action: VJ**

GA pointed out that DGA and GCA are unable to attend the meeting on 10<sup>th</sup> December. It was decided to move the meeting to the previous week, providing the rest of the Committee are in agreement.

***The meeting closed at 21.20 hrs***

***The next meeting will be held on Wed 3rd December @ 7.30pm in the Annexe.***