

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

Minutes of the Meeting Held at 7.30pm on November 13th 2013 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), Dorothy Einon (DE), Tony Lyle (TL), Gill Boyce attended the meeting as the Parish Council Representative

The Secretary informed the Meeting that the following Committee Members had asked to step down with immediate effect:

Jim Romanos (no reason given), Kathy Harrod who has found her commitments with 11 different organisations too much to cope with particularly in view of her changed family circumstances. AM asked if GA would send an official letter of thanks to each, for their time and effort whilst on the Committee.

Action: GA

As the number of Committee Members has reduced, it was suggested that we should advertise in The Messenger for those interested to join us.

Action: GA

Apologies: Jill Clarke(JC), Vicky Crow (VC), Alan Purchase (AP),

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

Matters Arising from the Minutes:

DGA brought to the Committee's attention that the Parish Council had agreed to pay for the cost of repairing the swings - this money had now been paid to MVH.

Additional Car Parking is required for the 16th November – AM agreed to deal with this.

Action: AM

Chairman's Report:

Grass Cutting: AM had borrowed a mower which was being delivered on Friday 15th. AM will mow all of the areas necessary and, depending on time available, will also do the paths through the wood. **Action: AM**

PA System: AM had been in touch with Nick Tee who knows of contacts for another quote on this. As soon as he has replied AM will source an additional quote. **Action: AM**

Bonfire Night: AM thanked all concerned for their hard work in making Bonfire Night such a success. Good reports had been received from the community and beyond. Kingsbridge & Malborough FC will purchase the excess items from the Caterfood order (via Old Inn) and this amounts to £124.28 (Cups, Baps, Napkins, Burgers, Hot Dogs). AM gave DGA the breakdown list so that the various items could be allocated to the correct stall. We owe £181 to Stockwells for the pig. AM to follow this up. **Action: AM**

It was reported that the vendor (who arrived unannounced) was selling poor quality items so it may be worth doing ourselves next year. Salcombe Regatta buy some – GA to liaise with the Regatta Committee on this. **Action: GA**

TL suggested that we have a strong box for the dud fireworks so we could sort them out after the event. Fireworks should not be put onto the bonfire. Gill Boyce (PC Representative) mentioned that she had received reports that the evening was enjoyable and that MVH & PFA should be commended. It would be worth opening up the overflow car parking as there was little spare parking available in the Village on the night.

Treasurer's Report: (Reports attached distributed prior to the meeting)

PW queried £95 re Wood maintenance – should this come out of the Wood Account? AP to reply to this next meeting. **Action: AP**

The current bank balances are:

Treasurer's £17135, Reserve £3323, Wood £4665, Tennis: £534, Cash £121. These figures include additional income which had been received since the distribution of the Treasurer's Report. (£7,900 from Wales & West and also £2,449 of Bonfire Income).

Secretary's Report: (Report attached distributed prior to the meeting)

Christmas Tree. TL brought up the subject of the Christmas Tree which costs us money each year and suggested that we should, again, consider planting a small tree in a permanent situation. The main difficulty is that this has to be MVH side of the hedge as Devon County Council (Highways) own the land on the roadside. GA to get DCCH's opinion on this. **Action: GA**

Cumber Close Closure. AM agreed to attend meeting of Cumber Close Residents which is to be held on Tuesday Jan 14th Jan in Annexe. The purpose of his attendance is to explain the reasons for MVH closing the access onto the Playing Field from Cumber Close. **Action: AM**

Tennis Courts. TL to liaise with Roy Mooney regarding the moss on the courts. **Action: TL**
DGA to look at the possibility of a banner on the netting of the courts advertising the fact that we do, indeed, have tennis courts. **Action: DGA**

Chairs. PW asked if the £50 received from The Kingsbridge Show could be allocated to the Chair Fund. The Committee agreed and GA to advise AP. **Action: GA**

Facilities: (Report attached distributed prior to the meeting)

Fascias: DGA now had 2 quotes for this job –

1. TL of £780 plus £20 if new brackets needed for guttering
 2. £594, excluding guttering but an additional £114 for guttering, not including vented soffits. This contractor is unable to do the work until Feb/Mar 2014. DGA to confirm if this includes making good the wood underneath. It was agreed we should go with this quote. **Action: DGA**
- DGA has purchased, on behalf of the Hall, a small step ladder at Irene's request. It was suggested that AP read the insurance policy to ensure that we are covered should there be any accidents when using the ladder. **Action: AP**

It is important that Hirers made a note when there is a problem or issue concerning the Hall. They should be sure to write in Discrepancies book held in the Kitchen so that problems can be resolved. This fact has been noted in the Terms & Conditions.

Window cleaner has been asked to clean gutters, which he will do on his next visit.

The clock on wall in annexe was left broken in the Annexe Kitchen by unknown person. DGA has now replaced this with another clock previously used in the Hall.

TL will do the work on installing cavity trays above the Annexe Roof to prevent water leaking into the Annexe as soon as he is able. **Action: TL**

TL had investigated the fall from the corner of the Annexe to the drain in front of the fire doors and discovered this was only 2". It is therefore not possible to put in a pipe to take away excess water but suggests concreting the whole area and making a gully to go into the drain. TL to re-quote on this basis. **Action: TL**

GA also to look at the possibility of asking Wales & West if they will tarmac this area (onto a solid base provided by TL). **Action: GA**

Sports:

JJ reported that the Football Club have been very good at ensuring rubbish is not collecting in the Grandstand.

JJ also reported that the Cricket Club are talking about buying a specialist mower for cricket square and that the artificial strip is to be used less regularly. More notices to go up for next season warning of the danger during cricket practice and also matches.

The old Pavilion overlap board still needs to be done.

Action: JJ/TL

AM has been informed by Kevin Yeoman that there is a certain amount of money available from the TAP Fund and wished to know if the Football Club wanted or needed anything. AM mentioned that it would be good to have a Sit on Mower for the Winter and also AP has had a quote for ground-works around the Pavilion for £5000.

AM was asked if anything could be done about the drainage necessary in the area between the Play Area and Playing Field. AM hoped this could be done when the path to the Pavilion is completed. **Action: AM**

JJ queried perhaps another cricket strip might be a possibility but apparently the pitch not big enough for this.

Booking Officer:

There is a good quantity of bookings for the forthcoming year with a mix of events. Jumble, Bingo etc.

Wood:

An additional table is on order for the Wood. It is important that we have paths through the Wood open next year so that the area can be enjoyed as it is intended. TL is still waiting for H2 to come to spray the trees.

Action: TL

Hiring Agreement/Rates

The Committee had been circulated with the proposed Hiring Agreement, Terms and Conditions and Revised Rates and a number of amendments been made. It was agreed that we should agree the proposed suggestions with an additional point regarding a Deposit (for one-off events). This to be 25% of the Hire Charge which is only returnable if we are given 14 days' notice of cancellation.

It was also decided to include the phrase: "Please make sure that you park in car park before parking anywhere else in the vicinity of the hall". In addition: "Loading and unloading only in the access path".

PW asked for copies of the revised rates to include in regular hirer's invoices.

Action: GA

AP and JJ to discuss with TL to review and come back with suggested rates for sports clubs.

Action: AP/JJ/TL

DGA noted that there is only one official incoming water pipe and master meter in the middle of the car park which splits and comes into the Hall and Pavilion. It is suggested that we have a meter in the New Pavilion and a meter on the outside tap (which would be charged at the agricultural use rate as this is used for irrigation). This will enable MVH to properly calculate the usage. A lockable tap or box with a padlock should be put onto the field tap to prevent misuse.

Action: AP/AM

It was agreed that the revised rates should start 1st January and that all pre-booked events should note that they are subject to being charged the rate in force at the time of the event.

Booking Officer

With PW stepping down from the position of Booking Officer at the AGM, Val Jevans has agreed to take on this position. VJ asked PW if they could liaise with each other so VJ could completely understand the workings of the Booking Officer's position.

Action: PW/VJ

PW also asked if someone else could be a keyholder. DGA/GCA to consider this.

Action: DGA/GCA

GA to order online calendar so that this could be set into operation.

Action: GA

Dog Control Orders

GA was asked to contact the Dog Warden to ask if he would attend our January Meeting to discuss the South Hams Dog Control Orders issued on 1st October and explain how best we can enforce these at MVH & PFA. **Action: GA**

Printed Dog Control Orders to be given to AM and also put up onto MVH & PFA Noticeboard. **Action: GA**

Any Other Business:

DE informed the meeting that this would be her last attendance as she is leaving Malborough to go and live in Italy.

The meeting was informed that GB and TL attend meetings discussing The Malborough Plan. The purpose of the Plan is to establish how Malborough wish to proceed in terms of Planning, Development, Highways, Industry so that Devon County cannot impose their own wants. This is a consultation process with the whole village for the next couple of years and is thus long term planning.

PW asked if the Christmas Bingo Banner (for the 9th December) is in the Storeroom– GA to find. **Action: GA**
She also asked for help with set up and clearing away as well as a team for the Kitchen. **Action: GA**

PW asked if DGA could put up permanent hooks around the Hall for decorations/balloons etc to prevent the use of drawing pins and tape around the Hall **Action: PW/DGA**

The meeting approved a 1/3 page advert to be placed in the MAD Panto programme at a cost of £30. GA to inform Chris Musgrave and to note the change of Booking Officer **Action: GA**

GA has written to a District Councillor (Paul Coulson) involved with the Batson Cross Development having seen an article detailing the available 106 Money from this project which was for 'off site recreation and sport'. This letter has been passed through to the Planners concerned with Mr Coulson's approval for the facilities owned by MVH & PFA to be considered.

With the AGM in February it is suggested that each existing member tries to find another person to join the Committee. We should also advertise in the Messenger. **Action: All**

The next meeting is Wed 11th December at 7.30pm in the Annexe.
Meeting closed at 21.07hrs