

MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION

Minutes of the Management Committee Meeting Held at 7.30pm on 8th October 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), Alan Purchase (AP), Debi Kerslake (DK),

Apologies: Tony Lyle (TL), Jill Clarke (JC)

Parish Council: John Yeoman (JY) 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 Sub Committee (VJ, DK, DGA, GCA) This is a pending action.

Cumber Close Hedge (MP) MP has not heard back from SVRA with regard to the cost of cutting the hedge. MP to advise that any spoil from such a cutting could go onto the Bonfire 2 weeks prior to the 5th Nov.

Action: MP

Christmas Tree (DK) DK has been in touch with Marldon Christmas Tree Farm regarding a live tree suitable for our weather conditions and will visit the farm shortly. It is anticipated that the size of the tree should be sufficient for the lights to be visible above the hedge line. It is intended that the tree should be planted before Christmas this year. DGA would like to clear the ground in readiness for the planting. Working Party to be organised. May be possible for AM to organise a digger to scoop out the hole for the root ball or failing that JY may be able to do so.

Action: DK/AM/JY/DGA

Chairman's Report:

Play Area – Pavilion Path and Drainage. At our last meeting it was suggested that this patch was a trip hazard and that we should do something about levelling it before Bonfire Night. AM assured the Committee that he would arrange for some ballast to level this area.

Action: AM

Treasurer's Report: DGA had queried by email the high year to date figure for Hall Maintenance. AP confirmed that this includes £2262 for the PA System, £3746 for the Chairs, £714 for Fascias and £426 for Fire Inspection. Thus £7148 was for major items with the remainder being made up of relatively small items. AP confirmed that the cost of the play area grass cutting is showing in the accounts and will be reimbursed by the Parish Council in due course. The Wood Account is a separate account but any costs still count against Hall profits. AP confirmed to JJ that the Tennis Courts cost relates to the new nets purchased. DGA noted that any cheque payments have to have 2 signatories but that many payments are now being made by credit transfer. AP confirmed that all invoices are verified as correct with whoever raised the order.

Secretary's Report:

Update on Hall Roof funding

We are having to go through a formal tender process to ensure we have a chance of succeeding with our bid and the plan is to fundraise in tandem with this process to save time. Thanks to Debbie Ede for her huge help in this. Debbie suggests that we should perhaps look a bit further than just the roof by including solar panels, hall extension etc as there are further opportunities in funding that can be applied for. JJ suggested that perhaps Air Conditioning should be a consideration however AM pointed out that if we were considering Hall heating then this could be part of the specification required. JY thinks that an extension linking the Annexe Fire Exit to the Hall Fire Exit leading onto the car park would be a great

improvement and could provide necessary storage as well as a covered entrance. It is possible that 106 money could be applied for this purpose.

GA will continue to work with Debbie Ede on the Tender and Bid Process for the Roof for now with a view to building up an application for funding for Solar Panels, Heating and Extension in due course.

Action: GA

Hall Boundary Conifers. Andrew Marsh has re-quoted for the tree work around the Hall. The total for the lopping/pruning the Ash and Sycamore trees around the hall and bordering the Collaton Road, and the supplying and planting of Yew saplings (to form a Hedge) amounts to £1627.95. AM is waiting to hear from Dave Rundle's Father as to whether or not he is willing to remove the Conifers along the Collaton Road at no cost – that is in exchange for the conifer wood. We would then need to hire a digger plus driver for a day to remove the roots (currently quoted £270 to Andrew Marsh by Rodney Stidson). The next meeting of the Trust Committee to which GA intends to apply for funding for the work is on the 10th November with the applications deadline of the 31st October.

Action: AM/GA

Car Boot Sale - which had been proposed for the 26th October has had to be postponed until the Spring.

KATS. GA contacted KATS regarding hall floor damage with several grooves across the floor and a bent grill outside the fire escape door onto the car park. KATS are positive that nothing they did would have created this damage but it has been agreed with Pat Barlow (KATS Secretary) that there will be a meeting at the Hall between a KATS Rep and Village Hall Rep at the end of each production to inspect and confirm all is in good condition.

It has been pointed out that not all of the outside lights are working. AM to organise necessary repair as a matter of urgency.

Action: AM

It has also been pointed out that the hazard paint on the edge of the concrete apron near the front entrance has worn away and a recent visitor stumbled over this after one of KATS productions, it is important that this issue is resolved quickly before an injury occurs. DGA to investigate.

Action: DGA

Table Tennis Table. Fred Allen, who runs the Youth Club for the Baptist Church has found a place where the table tennis table can be stored – in Myra Prowse's garage. In this way it stays in the village. Mr Allen is also interested in the Pool Table(s) which we have and will meet GA at the Hall to view them. It is possible that there is an air hockey table too although it is not known where the accessories for either the pool or hockey tables are.

School Equipment in Hall. The School no longer uses the pull out climbing equipment or the wooden vaulting box and say that it is not owned by them. They do use the wooden benches and 10 red and blue mats. GA to contact John Laphorn regarding the original ownership as he was involved in the original installation. GA to see if Kingsbridge Gymnastic Club or Sports Centre may be interested in the wooden vaulting box.

Action: GA

Facilities:

Hall Roof – We are now having to go through an official tendering process and may well have to re-contact the companies involved. This project is on-going.

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.

Play Area – Work Party comprising GA, MP, JJ, VJ, JY and Graham Kerlake filled in all the holes and potential trip hazards on the Play Area and re-seeded the grass. Thanks were expressed to the team for their work.

The swing gate has been modified to hopefully provide the shutting action recommended by the recent Insurance Report.

Fencing – Devon CC have so far failed to repair the broken Cycle Path fencing. DGA has removed the stray wire to reduce the possibility of accidents. JY reported that the matter has been reported to Rufus Gilbert for action with DCC.

Gas Meters – The coin meters in the Hall have been adjusted to reduce the amount of time purchased for £1. This should increase revenue over the coming winter and help to cover our costs.

Utility Readings – Water & Electricity continue to be recorded and records supplied to the Treasurer for apportioning charges as necessary.

Kitchen Cupboard Locks – have been fitted as requested.

SHDC - have now supplied the new Waste Bin (old one had a broken wheel bracket)

Gang Mowers – have been “serviced” (new strut made to replace one broken, greasing, oil and air check). Red Diesel has been purchased (from N Rowell at Tor Quarry) and should be sufficient to last for the rest of this season. Disappointingly a Pin on one of the Gangs has gone “missing” and DGA is currently attempting to obtain replacement. Devon Garden Machinery was visited by DGA recently and they are supplying a spare meanwhile DGA has made a repair to keep gangs going. It was thought perhaps the anchoring chains should be checked. DGA reported that our old mower (at DGM) has been taken apart and left outside rusting so probably will not have a future use! **Action: DGA**

DGA asked that it should be noted (and confirmed by DGM) that:

“To preserve the useful life of the Gang Mowers the Gangs should be raised after each usage and the train then moved a few meters so that the grass cuttings are thrown out. All loose grass should be removed from the cutting cylinders and blades, and the blades rotated – carefully – by hand to ensure correct guillotining action. The rollers should also be cleared of mud. Failure to do so will reduce the life of the Mowers and increase the likelihood of poor cutting and breakdown. ”

With regard to the winter storage of the mowers, this has not yet been addressed but DGA may consider the use of a tarpaulin to cover the gang mower. **Action: DGA**

Sports:

Tennis Coaching Update

The Junior ‘Have a Go’ Sessions was advertised in The Messenger and will be in the Gazette before half term. Patrick Parfit (LTA Coach) is going into Malborough School to raise awareness of the sessions which are due to start on 27th October. If there is sufficient interest for the half term sessions then he will start again in the Spring 2015. JY reported that the PC had applied for both Tennis and Netball funding but that nothing further had been heard.

Cricket Pavilion tidy up

AM has made a start on this and will complete in next couple of weeks. The last game is Sat 11th Oct and the safety nets will be removed afterwards. The CC members will also remove personal equipment from the Cricket Pavilion.

Booking Officer:

Tickets for Hall and Hearty are going well with 24 sold so far. VJ has had an enquiry from Monster Mash for the 24/25 April 2015. Totnes Sports and Injury Clinic has cancelled their booking as they are unable to get enough support.

Wood :

Picnic Bench update: TL has ordered a bench from Simon Leggatt (as recommended by Andy Bullen). This will cost £135, treated and delivered, and is no more than Andy Bullen would have charged. The bench will be delivered in a week or so. **Action: TL**

Malborough School: The youngsters have been up to the wood recently and TL is now waiting to hear what the school’s ideas are for their Forestry School.

Village Bonfire and Firework Night:

The fireworks are due to be delivered a fortnight before the 5th Nov. AM reported that he had a First Aid Officer and will get an assistant organised. TL has promised to sort out the Bar. DGA will organise floats. GA will prepare a spreadsheet with details to date and circulate a.s.a.p. **Action: GA**

Meanwhile we have received £200 from Soar Mill Cove towards the cost of the fireworks, £250 has been promised from South Sands Hotel to sponsor the Hog Roast, Tesco are supplying 20 litres of Cider for the Mulled Cider. GA is waiting to hear what Morrisons and the Co-op are offering.

GA has placed collecting boxes at The Old Inn, The Royal Oak and the Co-op.

Any Other Business:

Following a query regarding public liability, AP reported that Hirers are responsible for this when holding an event. The Booking Officer should therefore be able to have sight of Public Liability Insurance when an event is being booked.

DGA asked if the amplifier and turntable, currently left in the Upper Storeroom, is required. It was agreed that these should be disposed of. The box of items removed from the, now locked, kitchen cupboard to be sorted accordingly. **Action: DGA**

DGA reported that he incurs expenses in doing maintenance for the Hall and gives a list of such expenses plus supporting invoices to AP for reimbursement. Labour and Mileage are not charged to the Hall. It was agreed that any member of the committee wishing to put in invoices for labour or travelling expenses should gain the approval from the committee before incurring the expense. Any costs incurred should be acceptable.

JY thanked DGA (on behalf of the PC) for the work he does on the play area.

DK reported that Sally Barker (The Voice) due to perform on 10th January 2015 at MVH, needs to have all the details of the PA System. Nick Tee has offered his services f.o.c to the Hall to ensure she is correctly set up – DK to liaise with NT and Sally. Sally will be sending posters to enable us to start advertising. She will be asking for travelling expenses from Leicestershire. There will also be a small fee payable. Tickets to be £15 each. VJ asked for a Booking Form to be completed so that all details can be confirmed. **Action: DK**

Tickets to be printed via ?Nick Walker. GA to research online ticket companies. **Action: GA**

VJ asked when hire rates were to be discussed. This to be an agenda item for the November meeting.

Action: GA

The meeting closed at 20.52hrs

The next meeting will be held on Wed 12th November @ 7.30pm in the Annexe.