

**Broughton Playing Field and Village Hall Association  
Committee Meeting - Tuesday 12<sup>th</sup> April 2016**

**MINUTES**

**Present:** Bryony Gates (BG), Phil West (PW), Ed Phillips (EP), Richard Tyler (RT), Clive Gresham (CG), Tim Durdin (TD), Barbara Zutshi (BZ), Pat Scouse (PS)

**1. Apologies:** Kirsty Lewis (KL), Stella Gates (SG), Shelagh West (SW), Mary Rust (MR), Broughton U5s

**2. Minutes of Meeting – 8<sup>th</sup> March 2016.**  
Minutes were approved and signed off by BG.

**3. Matters Arising**

- 7.1.5 BZ will retrieve BP's and WI's old front door keys if possible. Parish Council have returned their old keys to PW. More new ones have been cut: Robin Shrive and Hilary Bull will be added to list of keyholders.
- 4.3 Contents value and cover still required from some regular hall users.  
EP to check and inform TD of responses. **ACTION EP**
- 5.4 Constance Travis Trust have contributed £1000 towards the cost of the toilet block.
- 5.5 Only one user group responded to request for numbers of users by age group. EP to re-send request **ACTION EP**
- 5.10 KL is following up application to Amazon for funding towards the cost of the new toilet block **ACTION KL**
- 5.11 TD will send out updated Environmental Policy and Conflict of Interest Policy, amended as agreed at March meeting apart from one amendment, about which he will provide comment. **ACTION TD**
- 6.24 Village Show Committee agreed to Craft Fair being represented/promoted at this year's Village Show but not to sell anything.
- 7.1.4 Not possible to track back reported shooting at floodlights now, given time that has elapsed since the incident. However, EP will find out how to track back so that he can show other Committee Members. **ACTION EP**
- 6.2.4 KL to get copy of TEN from Kettering WI for their Race Evening **ACTION KL**
- 7.1.1 PAT tests carried out
- 7.1.2 Drage's have replaced bulb in car park floodlight
- 7.1.3 PW will contact blacksmith regarding alternative to padlock for locking car park **ACTION PW**
- 7.2.1 Regular users have been asked to report faulty car park lights
- 8.2 Agreed to offer whole hall package. BG to distribute proposed prices, for approval. **ACTION BG**
- 9.3 Insufficient space on end wall for U5s' promotional banner. Await further contact from U5s
- 9.4 ACRE document re trustee roles and responsibilities sent out.

**4. Treasurer's Report**

- TD presented the report- see attached.
- 4.1 EP has chased the outstanding payments identified in the March report and will contact Kettering Generals, U13s and James Pope about the overdue payments identified in the current (April) report. **ACTION EP**
  - 4.2 Copy of March invoices spreadsheet to be sent to TD **ACTION EP**
  - 4.3 Contact to be made with Bex to clarify mural sales and receipts **ACTION BG**
  - 4.4 PS confirmed that the unspent precept money (£698.16) can be carried forward to 2016/17. TD to send invoice to the Parish Council for their contribution towards the cost of the kitchen refurbishment which they agreed to pay from this money. **ACTION TD**

- 4.5 Copy of cooker invoice and other quoted costs for the kitchen refurbishment to be sent to TD and PS. **ACTION BG**
- 4.6 TD reminded the Committee that it is the BPF&VHA year end on 30<sup>th</sup> April so outstanding expense claims and income for 2015/16 should be sent to TD asap **ACTION ALL**
- 4.7 TD will ask Tino LaTorre to audit the accounts **ACTION TD**

## 5. Projects

- 5.1 Quotes and some receipts have now been received for all costs associated with the kitchen refurbishment and the total cost ( £1642) is within the £1500 to £1700 estimated cost previously agreed. Drage's quote plus 2 others received for electrical works. The Committee agreed to appoint the cheapest: Shire Electricals @£150 +VAT. Fitter identified to install the kitchen units at a cost £100. B&Q will deliver the units on 4<sup>th</sup> May (cost £319). Completion expected in early May.  
Offer old cooker to British Heart Foundation **ACTION BG**
- 5.2 Tenders for the toilet block development were received from 4 contractors on 14<sup>th</sup> March. The Committee agreed by email exchange after the last Committee meeting to release the funding required to fully fund the building (estimated at £43K) so that discussions could proceed with the preferred contractor identified by members of the Projects Sub-committee.
- 5.3 Members of the Projects Sub-Committee met with the preferred contractor and the architect on 6<sup>th</sup> April to discuss the contractor's bid. Their final cost (fixed lump sum) is £32,250 +VAT.  
The Committee agreed to appoint the preferred contractor (PURE) as the contractor to build the new toilet block.
- 5.3 There is an option to fit grimebuster matting to cover the whole of the entrance lobby floor area, for an additional cost of £575 +VAT. The Committee agreed to this cost but requested a further discussion with the builder about the possibility of levelling the floor in the entrance lobby at the same time. **ACTION BG**
- 5.4 Other costs associated with the project will include architects fees, building inspector fees, KBC costs (regarding the discharge of reserve matters) and the fitting of a fire door in the main hall to replace the temporary door installed by the builders. Total cost approximately £43K, inclusive of VAT. Total amount raised so far is £37,564 plus a commitment from Councillor Groome to contribute.
- 5.5 The Ball was a huge success and raised £3564 (including a commitment of £1000 from Barclays £4£ match funding scheme). Thank-you letters, on behalf of the Village Hall Committee, are being sent out to Bex, the U5s Committee and all other helpers and contributors.
- 5.6 Meetings are being held with regular users to discuss the potential disruption and change of access arrangements during the building work. Occasional hirers are also being informed, as necessary.
- 5.7 The number of keys cut for the temporary entrances will be kept to a minimum, with organisations sharing if possible.
- 5.8 Start date of building work to be confirmed following meeting with U5s reps and builder on 14<sup>th</sup> April. Committee recommendation is end April/early May. **ACTION BG**

## 6. Bookings

- 6.1 **Regular**
- 6.1.1 Pilates and Keep Fit have transferred from occasional to regular bookings. EP to send out invoices. **ACTION EP**
- 6.2 **Occasional**
- 6.2.1 New enquiries have been received and some new bookings taken – no detailed report due to KL's absence
- 6.2.2 KL is stepping down from managing the occasional bookings at the end of April. Replacement required at least until the AGM when all vacant Committee posts will be reviewed. BZ will consider and let BG know. **ACTION BZ/BG**

## **7. Premises**

### **7.1 Estate Manager's & Maintenance Report**

7.1.1 Floor polisher pads purchased

### **7.2 Health & Safety**

7.2.1 Fire extinguisher replaced as existing one was out of date

## **8. Vacant Committee Roles**

8.1 Four Committee roles will be vacant following the AGM in June.

8.2 A poster and flyer have been drafted for distribution as widely as possible around the Village. Agreed to consider door-to-door distribution of flyers, possibly with next issue of Broughton News.

PS to discuss with Parish Council and let BG know.

**ACTION PS/BG**

8.3 Advertise on Facebook and Website – BG to send EP a copy of the poster.

**ACTION BG/EP**

8.4 Advertise in next edition of 4 Spires

**ACTION BG**

## **9. Any Other Business**

9.1 Village Show schedules distributed, agreed to leave some copies in the entrance lobby.

9.2 BG reported that 2 main hall tables are damaged – one with a small surface hole, the other is badly cracked across the surface.

PW to check

**ACTION PW**

The meeting closed at 9.15pm.

Date of next meeting: Tuesday 10<sup>th</sup> May 2016 at 7.30pm.

### **Outstanding & Planned Actions:**

<b>Risk Management Policy Statement</b>	TD	June 2016
<b>Investment Policy Statement</b>	TD	June 2016
<b>Volunteer Policy Statement</b>	BG	June 2016
<b>Complaints Handling Policy Statement</b>	BG	June 2016
<b>Sustainability Policy Statement</b>	Project Sub Committee	June 2016
<b>Procurement Policy Statement</b>	Project Sub Committee	June 2016