

Broughton Playing Field and Village Hall Association Committee Meeting
Tuesday 9th August 2016

MINUTES

Present: Clive Gresham (CG)(Chair), Bryony Gates (BG), Barbara Zutshi (BZ), Pat Scouse (PS), Phil West (PW), Shelagh West (SW), Richard Tyler (RT), Tim Durdin (TD),

1. Apologies: Mary Rust (MR), Kirsty Lewis (KL), Lucy Foster (BU5s).

2. Minutes of Meeting - 12th July 2016.

Minutes were approved subject to correction of Meachem Room spelling and under matters arising 6.1.4 with “insured” being replaced by “stored”. The amended minutes were signed off by CG.

3. Matters Arising

3.7.1.3 CG updated the meeting on the car park gate. It was agreed to fix the chain to the gate and purchase 1 4 number lock similar to that used on the church shed and test whether that is more user friendly for hirers. CG to follow up with the Blacksmiths to move the chain and also purchase the lock. **ACTION CG**

3.5.3 Reference photos recommended by Asbestos Annual Inspection Report have been incorporated in the Operating Manual.

3.8.5 Apple tree mural has been glued by PW.

3.9.4 CG has had an email exchange with Kirsty and Rebecca regarding Committee recruitment ideas – to be discussed further at September meeting.

6.1.5 White lining of football pitches completed.

7.1.1 Walkabout report circulate to members.

7.2.1 Whiteboard moved in Meachem Room.

7.2.2 Duplicate information removed from notice boards in Meachem Room.

7.2.5 Paper towel holders fitted

7.2.7 Broken light switch replaced

7.2.9 New dustpan and brush purchased

7.2.10 Paint purchased for goal posts but still need painting. **ACTION PW/CG**

7.2.11 Vent strips purchased – awaiting to be fitted **ACTION PW/CG**

7.2.12 Car park warning sign resited.

7.2.13 Emergency hatchings in car park repainted.

7.2.14 Gates to be realigned when building work finishes. **ACTION PW**

7.2.15 SW has reported skateboard ramp to council

7.2.16 Window sills at rear of changing rooms repointed.

7.2.18 Guttering checked and cleared.

7.2.20 Seal in water heater replaced.

7.2.19 & 7.2.21 To be considered on receipt of Drage quote.

7.3.3 Email sent to Julie Doyle regarding storage of green tables

7.4.1 Further quotes received from Smiths re replacing the fire alarm system to include proposed development plans. Costs range from £4400 + VAT to £5194 + VAT. The costs increase by approx. £1000 if the work is completed in stages. The expectation is that the building inspectors would require the higher spec (more expensive) system. It was agreed to keep this under review as the development continues. Project Team to monitor.

8.1 Feedback circulated and to be discussed at September meeting.

4. Treasurer's Report

4.1 TD circulated an updated report, a copy of which is attached to these Minutes. The report was reviewed by the Committee – no questions were raised and it was accepted by the members.

4.2 BG advised the Committee that Councillor Groome had approved a grant of £1800 to

help fund the new toilets in the hall.

- 4.3 The change of authorised signatories forms for the Market Harborough Building Society was produced at the meeting for the removal of Stella Gates as an authorised signatory and the addition of Clive Gresham. The following resolution was passed by the Committee which was quorate:

“At a meeting of Broughton Playing Fields and Village Hall Association held on Tuesday 9th August 2016 it was resolved that Bryony Gates, Tim Durdin, Shelagh West and Clive Gresham only be appointed to withdraw money from the account and that the number of signatures to be provided for withdrawals and changes to account information (other than personal customer data) should be two”

- 4.4 Fundraising seems to have slowed down with no further money from the mural paid in. Relatives of Stan Thompson have purchased apples in memory of him. TD to check with Rebecca Hawkes re current position. **ACTION TD**

5. Projects

- 5.1 We are still waiting for a copy of the minor works contract which we now understand has been signed but Adrian Ringrose is on holiday, to be chased upon his return
- 5.2 Project team to review progress and consider timetable and next steps for the next phases of development and report back. **ACTION Project Team**
- 5.3 Insurance covering the building work has been extended at no extra cost.
- 5.4 A new completion date of 18th August has been set, 3-4 weeks beyond original contract.

6. Bookings

- 6.1 **Regular**
- 6.1.1 Rising Sun and Broughton Old Boys confirmed as regular users for the far pitch with no additional bookings to be taken for this pitch. Still unclear whether there will be a regular team using the near pitch.
- 6.2 **Occasional**
- 6.2.1 Bookings beginning to pick up for the post holiday autumn season.
- 6.2.2 Payments outstanding for the craft fair and indoor boot sale. Reminder sent. **ACTION BZ**
- 6.2.3 There have been some issues with the cleaning of the green tables following usage. To ask cleaner to check during cleaning. **ACTION BZ**

7. Premises

7.1 Estate Manager's & Maintenance Report

- 7.1.1 SW and PW circulated their report. The committee thanked PW & SW for the amount of work carried out.
- 7.1.2 The bins need putting out and bringing in on a Friday morning when the refuse is collected. This is usually at about 8.30 but could be between 7.30 & 1.00pm. Cover required for PW when he is away.
- 7.1.3 A projector screen has been donated to the hall. To decide where it should be located at the next meeting. **ACTION Committee**

7.2 Health & Safety

- 7.2.1 Legionella Risk assessment is in progress. The first meeting to review the existing risk assessment document has been held. To be circulated by email when ready. **ACTION BG**

7.4 Fire Alarm System

- 7.4.1 CG has obtained further information from Smiths Fire for replacement of the existing System. The cost to replace the system taking into account the proposed building work ranges £4400/£5200 + VAT depending upon specification although it is expected that building regulations will require higher end spec. If this is done on a phased basis the cost will increase by approx. £1000 +vat for both options. It was agreed that it would be sensible to wait until the end of the phased development prior

to carrying out the work if at all possible and that ideally it should be considered within Phase 4. To be kept under review.

8 . Any Other Business

8.1 RT requested the use of a football pitch on Friday 26 August for a fundraising match related to a player who died six years ago. The committee agreed.

8.2 BG requested that we give a partial refund to the cubs for the hire of the hall for a sleepover in April. They were unable to access the keys for a considerable time causing anxiety. BZ to check what they paid. **ACTION BZ/BG**

8.3 CG has been exploring options for further storage. Informal quote received for building storage onto the outside corner of the building of approx. 20 square metres at £1000/sq m £20,000 for un- plastered without ceiling (basic) external access facility or £1500/sq m (£30,000) for plastered for internal access, normal standard finish etc. Alternative option would be the use of a shipping container. To be investigated further.

ACTION PROJECT TEAM

8.4 We are unable to use the church's display boards for this years village show. CG suggested we might want to purchase some at approximately £100 each. KBC possibly lend out display boards. CG to explore both options and consider at the village show meeting. **ACTION CG**

8.5 The Meachem family are keen to donate an animal in memory of Alan Meachem. BG to discuss with artist the possibility and cost of other animals. **ACTION BG**

The meeting closed at 9.55pm.

Date of next meeting: Tuesday 13th September 2016 at 7.30pm.

Outstanding & Planned Actions:

Risk Management Policy Statement	TD	September 2016
Investment Policy Statement	TD	September 2016
Volunteer Policy Statement	BG	September 2016
Complaints Handling Policy Statement	BG	September 2016
Procurement Policy Statement	Project Sub Committee	September 2016
Operating instructions for tracking back on CCTV with suppliers to be taken up by PW and CG with Scott	CG/PW	November 2016