

Broughton Playing Field and Village Hall Association Committee Meeting
Tuesday 12th July 2016

MINUTES

Present: Clive Gresham (CG)(Chair), Bryony Gates (BG), Mary Rust (MR), Barbara Zutshi (BZ), Ed Phillips (EP), Pat Scouse (PS), Phil West (PW), Shelagh West (SW), Richard Tyler (RT),

1. Apologies: Tim Durdin (TD), Did not attend: Kirsty Lewis (KL), Lucy Foster (BU5s).

2. Minutes of Meeting - 14th June 2016.
Minutes were approved and signed off by CG.

3. Matters Arising

3.7.1.3 Follow up with the Blacksmiths regarding car park lock is still outstanding. To be reviewed by CG but it was suggested that specific instructions on how to lock the gate may be the way forward. A new combination with 4 numbers and easier to see figures is expected to be of benefit CG to source **ACTION CG**

3.4.4 TD advised by email that Gary Duthie, Broughton Parish Council did not require or want an invoice for the precept balance.

3.4.3 EP has chased Kettering U13s for outstanding £41.00 without success. Committee agreed to write the amount off. EP recommended that future ad-hoc football bookings be considered as occasional booking with hire fees paid up front. It was also agreed that any such bookings should be exceptional to avoid over use of the pitches during the winter.

3.5.2 Asbestos Risk Management Plan to be presented at August Committee meeting for ratification been drawn up. **ACTION TD**

3.5.3 Reference photos recommended by Asbestos Annual Inspection Report have been taken. BG to incorporate in Operating Manual. **ACTION BG**

3.8.5 Apple tree mural varnished but still some problems with apples/leaves coming unstuck. To be glued down – PVA an option. **ACTION PW**

5.1 SG updated Lucy Foster on progress of building work.

6.1.2 Problem with Gmail account has been resolved.

6.1.4 EP has advised Regular users storing equipment that contents are stored at their own risk.

6.2.2 Jujitsu now transferred to Regular Bookings.

6.2.3 Corporate booking request followed up by CG and now firmed up for 08.09.2016

7.1.1 Operating instructions for tracking back on CCTV with suppliers to be taken up by PW & CG **ACTION PW/CG**

8.1 Fire alarm system status reviewed by CG and quotes being obtained for replacement of existing system.

9.4 CG has not discussed Committee recruitment ideas with Kirsty or Rebecca Hawkes which remains outstanding. **ACTION CG**

4. Treasurer's Report

4.1 TD circulated an updated report in his absence, 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.

5. Projects

- 5.1 Work has been delayed due to weather and completion date is drifting slightly. Les Manning has the matter in hand and is chasing Pure for a timetable for completion.
- 5.2 Phase 2 - 2nd instalment of £5,280.48 paid to (PURE) Construction.
- 5.3 BZ expressed concern regarding delays as bookings for 14th & 21st August require building work to be complete. Completion timetable to make sure the hoardings are removed by that time. CG to liaise with Les Manning and PURE.
- 5.4 We are still waiting for the minor works contract to be signed. We are assured by Adrian Ringrose that this is now with Pure for signature. In the meantime, we continue to rely on the Pure tender document. **ACTION CG**
- 5.5 Project team to review progress and consider timetable and next steps for the next phases of development and report back. **ACTION Project Team**

6. Bookings

6.1 Regular

- 6.1.1 All July invoices have been sent out
- 6.1.2 Jujitsu now a regular user.
- 6.1.3 EP has now handed over Regular Bookings to BG. The Committee thanked Ed for all his hard work and input whilst on the Committee and wished him and his family well for their future in Oxford.
- 6.1.4 BG still trying to clarify arrangements with new Football Team who will be using the near pitch during the coming season.
- 6.1.5 Lines need to be marked on football pitches with weedkiller/white paint prior to start of Football season – Kevin Gates has completed most – measurements needed so it can be finished off – RT to provide CG with details. **ACTION CG/RT**

6.2 Occasional

- 6.2.1 A quieter month than of late leading up to summer holidays. A christening reception and wedding party booked in for August hence the need to get the building work completed.
- 6.2.3 Enquiry received from U-Pol group confirmed for Thursday 8th September 2016, for a fee of £300. Arrangements made with other regular users to accommodate. We will need to provide some support for set up in the afternoon and make sure the hall is ready for BU5s on Friday morning. This was felt to be a good opportunity to promote the hall and grounds for corporate events and therefore worth the extra effort as a one off – regular users take priority as a general rule. **ACTION CG/BG**
- 6.2.4 Andy Knight has made a booking for a ukulele ensemble which is likely to become a regular booking for the Meachem room.
- 6.2.5 BZ has issued an invoice for Kirsty for the Craft Fair to cover June as agreed as an Occasional booking. To be reviewed regarding becoming a regular booking.

7. Premises

7.1 Estate Manager's Walkabout Report

- 7.1.1 SW, PW and CG undertook the walkabout on 16.05.2016 – the report to be circulated to members. **ACTION CG**
- 7.1.2 The items identified requiring further action are covered under section 7.2 below.

7.2 Estate Manager's & Maintenance Report

- 7.2.1 The whiteboard is to be moved to leave the blank wall near the sink as a suitable area to use for a projector. **ACTION PW**
- 7.2.2 The notice boards in the Meachem room to be reviewed and duplicated information to be removed. **ACTION BG/SW**
- 7.2.3 Fridge door rehung in bar area for easier access.
- 7.2.4 PW attended Smith's alarm testing and the installation of improved fire bell sounders.
- 7.2.5 Committee approved expenditure of approx. £30 for the purchase of paper towel holders for Bar area, kitchen and Meachem Room. **ACTION PW**

- 7.2.6 Camera No 1 to be repositioned once building work completed. Pw to contact Scott when appropriate **ACTION PW**
- 7.2.7 Broken light switch cover in main hall needs replacing. Agreed that we should have it replaced next time we have an electrician on site. **ACTION PW**
- 7.2.8 SW has priced up first aid replacements and Committee agreed to purchase the 50 person pack at a cost of £17.80.
- 7.2.9 New dustpan (and brush) required for brush cupboard in Kitchen **ACTION SW**
- 7.2.10 Goal posts on near pitch need repainting with white hammerite. PW to obtain paint and then CG & PW to do before new season. **ACTION PW & CG**
- 7.2.11 Retaining strips are required on the louvre vents in the main hall – PW to source and then CG & PW to fit **ACTION PW & CG**
- 7.2.12 Siting of existing car park warning sign re gate being locked when not in use needs to be more prominent or new sign to be purchased and placed near car park entrance. CG & PW to review and report back to Committee **ACTION PW & CG**
- 7.2.13 Grounds – Repaint emergency hash markings in car park **ACTION PW**
- 7.2.14 Grounds – Realign gate by U5s play area **ACTION PW**
- 7.2.15 Grounds – Part of skateboard ramp covering needs fixing down – SW to contact Council. **ACTION SW**
- 7.2.16 Exterior – Repoint window sills at rear of changing room (toilet area) **ACTION PW**
- 7.2.17 Exterior – Anti climb paint needs renewing – John the paint to be asked to quote once building work is completed as will also need to be done on new toilet block roof. He will also to be asked to repaint the bar area as it is getting tatty. Quotes to be obtained. **ACTION SW**
- 7.2.18 Exterior – Check guttering for possible blockage outside changing room area. **ACTION PW**
- 7.2.19 Internal – Xpelair unit near bar area is not working. To be looked at when we arrange the next electrician visit by Drages. **ACTION PW**
- 7.2.20 Water heater in Meachem room is leaking – PW to replace seal. Heater tested and is working but takes time to warm up. Quote to be obtained for replacement for Committee to consider. **ACTION PW/SW**
- 7.2.21 Heaters not working in Changing Rooms and shower area – PW to check fuses – if problem continues then to arrange a Drage visit to deal with it and Xpelair/Light socket in one visit. **ACTION PW**
- 7.3 Health & Safety**
- 7.3.1 Lucy Foster BU5's has asked whether BVH has a Legionella Risk Assessment. This will be investigated and undertaken as appropriate. **ACTION BG**
- 7.3.2 It was agreed that the risk assessment document should be reviewed to make sure it is still a representative of risks and mitigants as identified. Once completed – to be circulated to Regular users making it clear that they have a responsibility to undertake their own risk assessments in respect of their activities. **ACTION BG/BZ**
- 7.3.3 Julie Doyle from Toybox reported a concern regarding the storage of the tables in the village hall as a child had got between the tables and the walls, which was considered dangerous and asked if they could be stored elsewhere. Having considered the issue it was decided that providing the table trolley is stacked properly, tables are suitably secured, the trolley is stored against the wall when not in use and the brake applied then it is not unsafe. There is no alternative place for the trolley. CG to write reply. **ACTION CG**

7.4 Fire Alarm System

- 7.4.1 CG has obtained initial quotes for a replacement system but it only related to the building footprint from 2011. 2 options were given at a cost of £2888.50 and £3482. We are still awaiting a quote for the costs taking into account the proposed plans and whether it would cost more to replace the system in stages as the phases complete. An update to be provided in August. **ACTION CG**

8. User Group Feedback

- 8.1 CG reported that he had received feedback from the user groups following the lack of representation at the AGM in June. The highlights of the feedback reflected the following:

- Not Resident so didn't know they could attend
- Not invited to attend
- Meetings clash – change dates
- Concerned what it might entail
- PCC – change in representative may help
- Frightened to get involved
- Having same problems in their own Groups
- Meeting environment – could consider the Red Lion for example.

It was agreed that the Committee should consider the feedback in more detail in conjunction with future recruitment strategy for committee members. CG to circulate feedback for Members interest.

- 8.2 PS said that she would speak to Olly about becoming involved with the village hall to see if it is something he might be interested in. **ACTION PS**

9. Any Other Business

- 9.1 BU5's have asked if we can put coat hooks in the Main hall. Unanimously agreed that this was not practicable and would not satisfy H&S issues. When new entrance is built coat hooks will be sited in the entrance area. PW to advise Sandra.

- 9.2 The following resolutions were passed in connection with the Associations accounts with MHBS and Nat West:

For Nat West: "It was resolved that the authorised signatories in the current mandate for the NatWest bank account be changed in accordance with sections 5 & 6 and the current mandate will continue as amended."

For Market Harborough Building Society: "It was resolved that the authorised signatories in the current mandate for the Market Harborough Building Society account be changed, with Stella Gates being removed and Clive Gresham being added and the current mandate will continue as amended."

- 9.3 User Groups to be asked if they wish to have an area promoting their various activities at the Village Show. BG to investigate. **Action BG**

The meeting closed at 9.40pm.

Date of next meeting: Tuesday 9th August 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