

Broughton Playing Field and Village Hall Association
Committee Meeting - Tuesday 14th June 2016

MINUTES

Present: Clive Gresham (CG)(Chair), Bryony Gates (BG), Stella Gates (SG), Mary Rust (MR), Barbara Zutshi (BZ), Ed Phillips (EP), Carole Frost (CF).

1. Apologies: Tim Durdin (TD), Phil West (PW), Shelagh West (SW), Richard Tyler (RT), Kirsty Lewis (KL), Lucy Foster (BU5s).

Clive thanked Carole for attending the meeting which is now quorate.

2. Minutes of Meeting - 10th May 2016.

Minutes were approved and signed off by BG.

3. Matters Arising

5.11 Updated Environmental Policy and Conflict of Interest Policy been sent out.

6.2.4 Kettering WI are holding quiz night, no alcohol or gaming involved so therefore don't require TEN, (Temporary Event Notice).

7.1.3 Kirsty spoke to David James, Blacksmiths, regarding car park lock.

No response received. Clive to liaise with Blacksmiths.

ACTION CG

4.4 Invoice emailed to Gary Duthie, Broughton Parish Council.

4.5 Copy of cooker invoice and quoted costs for kitchen refurbishment sent to TD and PS.

8.2 AGM flyers sent out with Broughton News.

9.2 Kirsty checked over hall tables. All ok. Kirsty happy to keep an eye on them.

4.1 Any amendments to Draft 2016/17 Final Accounts and Revised Draft 2016/17 budget have been made.

4.3 Kettering U13s still owe £41.00 from January. EP to chase.

ACTION EP

4.6 Red Lion no longer wish to sponsor rabbit for mural. Barbara confirmed Broughton Players to sponsor rabbit instead.

5.2 Asbestos Risk Management Plan been drawn up.

5.3 Reference photos recommended by Asbestos Annual Inspection Report

still to be taken and then placed in 'Operating Manual'

ACTION SW

5.4 Lucy Foster's contact details forwarded to TD.

5.5 TD updated Lucy Foster, BU5s, on findings from asbestos report.

5.6 Maintenance contractors informed - Asbestos Risk Management Plan.

6.2.2 BZ covering occasional bookings until AGM. CG covered phone, keys whilst BZ on holiday.

7.2.1 Premises and grounds walkabout completed, findings emailed to committee. Further discussion at July meeting.

7.2.3 Stock to be replenished in first aid box.

ACTION SW

8.1 Committee Vacancy flyer place on Facebook/Website and notice boards.

8.2 AGM notice placed in 4 Spires.

8.3 AGM flyers been distributed around Redrow houses.

8.4 Laminated AGM notice produced and displayed.

8.5 Apple tree mural still to be varnished.

ACTION PW

4. Treasurer's Report

Due to TD's absence no report presented.

5. Projects

- 5.1 Work has started on Phase 2 development, problem with underground cable was resolved quickly by electricity board. Work still on schedule at this minute in time. Update Lucy Foster, BU5s, as requested by her. **ACTION SG**
- 5.2 Phase 2 - 1st instalment of £4,560.00 paid to (PURE) Construction.
- 5.3 BG believes that Sustainability Policy Statement is not required.
- 5.4 Grants application numbers so far calculated are accurate.
- 5.5 Key for Norman's Folly given to contractor for access to water.
- 5.6 Key issued to hall users requiring access to temporary front door, issue with hall being left unlocked due to unusual locking action.
- 5.7 Andy Snaith updated quote of £690.00 for replacement of new door in main hall. Builders must make good area around where new door to be installed, especially brickwork.
- 5.8 Broken parts been replaced on new cooker, cooker is now available to use.

6. Bookings

- 6.1 **Regular**
 - 6.1.1 New booking calendar seems to be working well for potential hirers'.
 - 6.1.2 Problem arising with gmail account, emails missing or moving folders. Review further at end of meeting. **ACTION EP/BZ/BG**
 - 6.1.3 Ise Lodge Kestrel Football team and Explorer Scouts to begin using facilities in September.
 - 6.1.4 Regular hall users to be advised their contents are insured at their own risk. **ACTION EP**
 - 6.1.5 WI Group been undercharged for using Meachem Room, next invoice will show the correct charge which is £4.60 per hour.
- 6.2 **Occasional**
 - 6.2.1 Busy month, 15 enquiries, 12 bookings.
 - 6.2.2 Check when last payment made by Jujitsu class. **ACTION BZ**
 - 6.2.3 Enquiry received from group wishing to hold BBQ in September 2016, for up to 300 people. CG to look over email enquiry. **ACTION CG**

7. Premises

- 7.1 **Estate Manager's & Maintenance Report**
 - Due to Phil's absence there is no report.
 - 7.1.1 Scott, Stronghold Security, to be contacted regarding operating instructions of track back on CCTV. **ACTION EP**
- 7.2 **Health & Safety**
 - 7.2.1 Contract builders have surrounded and fenced off site and storage area appropriately regarding Phase 2 development.

8. Fire Alarm System

- 8.1 System been deemed adequate, although NOT illegal it doesn't meet current building standards. Cost to install temporary fix, covering 6 months, sirens using existing wiring is £120.00 plus VAT. Smith's Fire to be contacted to carry out this temporary work, also obtain quotes from companies for replacement system. **ACTION CG**

9. Any Other Business

- 9.1 Vicky Brooks is new hall cleaner who started last Tuesday (7th), Vicky to be paid fortnightly as requested.
- 9.2 SG who is no longer a signatory at MHBS to sign form to stand down. **ACTION SG**
- 9.3 Broughton Players are hoping to perform Christmas Carol as their next production in St. Andrews Church.
- 9.4 A brief discussion on Committee member recruitment took place at the start of the meeting and it was agreed that efforts should be made to engage other and younger elements of the village community. An action plan to be developed but in the first instance, CG to discuss with Kirsty Lewis and Rebecca Hawkes regarding their knowledge of possible people to approach. **ACTION CG**

The meeting closed at 9.30pm.

Date of next meeting: Tuesday 12th July 2016 at 7.30pm.

Outstanding & Planned Actions:

Risk Management Policy Statement	TD	July 2016
Investment Policy Statement	TD	July 2016
Volunteer Policy Statement	BG	July 2016
Complaints Handling Policy Statement	BG	July 2016
Procurement Policy Statement	Project Sub Committee	July 2016
Show Track Back on CCTV to Committee Members	EP	July 2016