

**Broughton Playing Field and Village Hall Association
Committee Meeting - Tuesday 8th March 2016**

MINUTES

Present: Bryony Gates (BG), Phil West (PW), Shelagh West (SW), Stella Gates (SG), Mary Rust (MR), Kirsty Lewis (KL), Barbara Zutshi (BZ), Sara Mitchell (SM)(BU5s).

1. Apologies: Tim Durdin (TD), Clive Gresham (CG), Pat Scouse (PS), Ed Phillips (EP), Richard Tyler (RT).

2. Minutes of Meeting - 9th February 2016.
Minutes were approved and signed off by BG.

3. Matters Arising

6.1.2 Re-worded notice placed in 'Operating Manual'.

7.1.5 PS still to return old front door keys to PW. BZ to access BP's and WI's old front door keys if possible. **ACTION PS/BZ**

4.2 Invoice income forecast for regular hirers for the next 3 months given to TD.

4.3 Contents value and cover still required from some regular hall users. **ACTION EP**

5.1 Smeg cooker ordered but not in stock until 14th March 2016. Cost £1,099.00 incl. VAT, £50 cashback online. Cooker can be held until end April. BG thanked BZ for her help with this matter.

5.2 BG to contact carpenter regarding kitchen refurbishment, if unsuccessful BG to contact KL who may know someone that can carry out the works.

Contact Drage, electricians, when required. **ACTION BG/PW**

5.4 Project Development Plan posted on website.

5.5 BG gave her initial calculations for various age groups using the village hall to EP/KL.

Minor number adjustments may be required. **ACTION EP/KL**

5.6 Issue raised by BU5s regarding outer door handles been discussed with Les Manning.

5.9 Broughton Players to hold meeting shortly, BZ positive that tickets for future production would be donated as raffle prize at Ball.

5.10 Email sent to Amazon with documents attached, waiting on reply.

5.11 Subject to amendments committee adopted Environmental Policy and Conflict of Interest Policy.

6.24 BG to ask Village Show Committee at next Monday's meeting whether stalls holders can demonstrate/promote craft fair. **ACTION BG**

7.1.4 Village hall's CCTV still to be tracked back regarding possible shooting at floodlights. **ACTION EP**

10.3 ACRE membership renewed.

4. Treasurer's Report

Due to TD's absence BG presented the report - see attached report.

4.1 Report to be sent to EP so he can chase outstanding January payments. **ACTION BG**

4.2 Broughton Parish Council precept for 2016/17 confirmed at £2,500.00.

4.3 BG to contact PS, find out whether £698.16 unspent 2015/16 precept go towards cooker as part of the kitchen refurbishment. **ACTION BG**

5. Projects

- 5.1 Updated timescale for toilet block development circulated.
- 5.2 Tenders sent out and will be returned by 14th March 2016. Finance agreement may have to be decided by committee between BVH monthly meetings if there is a shortfall in funding. **ACTION ALL**
- 5.3 70 tickets sold so far for Ball, Barclays to give £1 for £1 donation up to maximum of £1,000.
- 5.4 BG to chase Constance Travis Charitable Trust regarding funding. **ACTION BG**

6. Bookings

6.1 Regular

- 6.1.1 No issues with invoicing - February invoices sent out with a reminder about the Ball and sponsoring the apple tree.
- 6.1.2 The new calendar and Gmail are working well, high level of inquiries being received.

6.2 Occasional

- 6.2.1 4 confirmed bookings.
- 6.2.2 Enquiry from Pilates' teacher whether she can add another class on Saturday morning.
- 6.2.3 Front door key to be given to Jujitsu instructor. Class well attended.
- 6.2.4 Kettering WI group booked Race Evening. KL to get copy of their TENS (Temporary Events Notice). **ACTION KL**
- 6.2.5 Committee agreed that £50 special deposit taken for every evening party/function being held on Friday/Saturday/Sunday and any event selling or supplying alcohol. KL to use her discretion charging deposits for other bookings.
- 6.2.6 KL enquired where she could obtain charity donation buckets to be used at her craft fairs to raise funds for development plans.
- 6.2.7 KL to check if EP can cover her holidays, 1st week in April. **ACTION KL**

7. Premises

7.1 Estate Manager's & Maintenance Report

- 7.1.1 Carry out PAT tests on village hall appliances. **ACTION PW**
- 7.1.2 Floodlight in car park not working, contact Drage. **ACTION PW**
- 7.1.3 Contact Blacksmiths for possible new lock fitting for car park. **ACTION PW**

7.2 Health & Safety

- 7.2.1 Regular hall users to be asked to report faulty car park lights. **ACTION EP**

8. Structure of Hall Rates

- 8.1 Committee agreed to charge £13.50 per hour for Friday and Saturday from 6pm onwards. Sunday evening from 6pm, £10 per hour. Discretion to be used whether main hall hirer can use 2nd committee room at no extra charge.
- 8.2 Look into whole hall package, BG to liaise with TD regarding financial implication. **ACTION BG**

9. Any Other Business

- 9.1 EP moving away from village in July. Seeking someone to take over posts of regular bookings and website administrator as soon as possible. EP could liaise with transfer of responsibilities over couple of months.

- 9.2 SG standing down as secretary at AGM.
- 9.3 SM brought along large sign to promote BU5s group. Agreed it might be possible for it to be sited for a short period on end wall beside children's play park, if there is sufficient space and depending on it being able to be placed securely at a height which would not attract vandalism. Smaller sign could possibly be placed at Village Show. SM to give feedback to Lucy Foster, Chair, BU5s. **ACTION SM**
- 9.4 BG informed the committee that she and TD had recently re-examined the VH Trust Deed and following ACRE's advice had been able to clarify the respective roles and responsibilities of the Parish Council as Custodian Trustee and the VH Committee (the Management Committee) as Managing Trustee. As BPF & VHA is an unincorporated charity there are implications for Committee members, who effectively lend their legal status to any contract/financial commitment the Association makes. Committee members are covered by the Association's insurance policy for risks associated with this but it would be worthwhile looking into the pros and cons of the Association becoming an incorporated charity before embarking on the next more costly phase of the development plan. ACRE's document 'Trustee roles and responsibilities' will be made available to all Committee Members. **ACTION BG**
- 9.5 BG has possession of 'Operating Manual'.

The meeting closed at 9.05pm.
Date of next meeting: Tuesday 12th April 2016 at 7.30pm.

Outstanding & Planned Actions:

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