

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 11 October 2016

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

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Apologies: None			
2016/28	Did not attend: Kirsty Lewis (KL), Lucy Foster (BU5s).			
2.	Minutes of Meeting – 9 August 2016 & 13 September 2016			
2016/29	Minutes of 9 August 2016 were approved. Minutes of 13 September 2016 were reviewed and subject to amendment of 2016/05 amount from £30 to £42, 2016/17 month from April to June, they were approved and signed by CG.			
3.	Matters Arising			
2016/30	Action points from prior meetings monitored via the action list. 2016/03 -Revised minutes and action list produced and approved. 2016/17 – Decision ratified 2016/24 – Decision ratified No other matters arising			
4.	Treasurer's Report			
2016/31	TD circulated an updated report a copy of which is attached to the minutes. No questions were raised.			
2016/32	TD advised a Local Giving campaign was underway and encouraged the committee to let other potential sources of donations know. CG to provide TD with Local Giving site logon.	CG to provide TD with Local Giving logon	CG	08/11/2016
2016/33	TD mentioned that the display of grant providers' logos as acknowledgement of their contribution to Phase II of the development was outstanding. CG to investigate collecting logos/details for A3 Perspex display for the entrance area.	Obtain details for A3 Perspex display	CG	14.12.2016
5.	Committee Members Recruitment Discussion			
2016/34	Proposed actions as outlined under 2016/09 were agreed. 1. Adverts to be placed in 4 Spires, Broughton Bell and on Facebook Wording to Invite people to come and observe and see if they would like to be involved. 2. Revised meetings on 2 nd Monday & 2 nd Tuesday in alternate months using village hall and Red Lion as venues. CG to check availability with Pippa Wiggins 3. Date for next "open day" provisionally set for Saturday 19 th November 10.00am to 2.00pm. PS noted that this was same date as Munch and Mingle at Church but was not seen as clashing and may encourage people to visit both. Regular Users to be invited to promote their respective groups	Review response and availability of Comm. members	BG/All	08/11/2016
6.	Village Show Feedback			
2016/35	TD confirmed that the Show had raised £3600 which was an excellent effort given the weather etc. CG pointed out that several members of the Show Committee are not connected to the Village Hall and that on behalf of the Committee he would write to them expressing our appreciation and thanks for their time, effort and contribution.	Thank you letters to Show Committee	CG	08/11/2016
7.	Projects			
2016/36	CG advised there had been discussions with SWB (Architects) re their outstanding fees. It was finally agreed that we would apply the formula agreed at the outset being 7% of build costs of which 70% for Phase remained outstanding. Any request for additional payments would be brought back to committee.			

2016/37	CG provided a further update on snagging for the toilets project. Several items have now been resolved. Major items remaining include replacement of the toilet cubicles to satisfy unisex use. It is hoped this will be done in half term but it is dependent on the manufacturers. A review of the roof tiles, main entrance access and hall floor being the other remaining items.	Project Team to liaise with Builders until resolved	Project Team	10.11.2016
2016/38	Given the progress made it was agreed to release a further £4800 to the builders Leaving £6400 of their invoice still to be settled. Committee approved.			
2016/39	TD confirmed that there was nothing in writing/email from Pia Bellamy regarding the S106 monies relating to Cransley Green (2016/08). He had spoken to Dave Lane who had been party to previous discussions and agreed that it was the intention to ring fence the money for Village Hall projects but that he would investigate further and report back.	Follow up with Dave Lane at KBC re S206 funds	TD	15.11.2016
2016/40	TD advised that Dave Lane had confirmed that he is happy to help manage the MUGA project. Meeting to be arranged	Meeting with Dave Lane re MUGA	TD	15.12.2016
8.	Bookings			
2016/41	BG advised a Ukulele group run by Andy Knight had booked the Meachem Room. It was confirmed that discount should be applied after 12 bookings notwithstanding his involvement with table tennis which already receives a discount.			
2016/42	It was acknowledged that the Bowls Club were currently struggling having lost several members. It was agreed that the committee would help in any way possible and help with advertising etc. SW will undertake advertising and keep the committee advised on progress.			
2016/43	BG advised that Badminton has not restarted on Thursday evenings, in part due to Paul Lipczak having a bad back. To be followed up to see if someone can take over in the interim. If not slot should be made available to other Groups/enquiries.	Follow up with Paul Lipczak	BG	15.11.2016
2016/44	BG advised that a request had been received from Anna Bodicoat for the hire of the Village Hall and Grounds in mid-August 2017 from Wednesday to Sunday for a wedding event/reception. Committee agreed that it would be good to have use of the hall and field in the summer holiday. Proposed hire fee £500. BG to discuss and revert if not agreed.			
2016/45	BZ advised the Committee that Broughton Players (BP) intended to put on a Panto in February 2017 and wanted to agree a flat fee for the hire on Friday/Saturday & Sunday as an hourly rate for the period would not be viable. CG and BZ as members of BP made clear they were conflicted. Committee agreed to consider the request and SW asked BZ to advise what the costs would be on an hourly basis so it could be considered further at November meeting			
2016/46	BZ advised occasional booking receipts for September were £89 and 5 bookings confirmed during the month.			
9.	9.1 Premises			
2016/47	PW advised that the Urn element needed replacing and was on order.			
2016/48	PW was still trying to contact Scott to sort out the CCTV and move the cameras. Tim has asked to be notified when the meeting is arranged so that the wi-fi can be changed at the same time.	PW to advise TD when Meeting with Scott organised	PW	08.11.2016
2016/49	Outside Notice Board needs to be put back up on near main doors but to await completion of the snagging	Notice Board to be put back up	PW	20.12.2016
	9.2 Health & Safety			
2016/50	BG has circulated the risk assessment document and other policies for feedback by 25.10.2016 when next H&S sub-committee are meeting.	Feedback on Risk Assessment and policies	ALL	25.10.2016
2016/51	No other Health and safety issues were reported.			
10.	Any other Business			
2016/52	TD requested that we close a small Natwest deposit account and transfer the balance to the current account. Committee approved			

2016/53	RT mentioned that the moles were becoming a problem on the far football pitch. It was agreed to employ a vermin control company to treat the area. RT to liaise with TD over contact numbers and then progress. Cost expected to be £120.	Contact Mole Control Company	RT	08.11.2016
	Next Meeting: Monday 7th or Tuesday 8th November 2016 at either Red Lion or Village Hall			