

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 13 September 2016

Present at the Meeting: Clive Gresham (CG)(Chair), Bryony Gates (BG), Barbara Zutshi (BZ), Mary Rust (MR),

Quorate: No - the meeting was not quorate and any matters requiring a decision to be addressed/ratified at the October Committee meeting.

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Apologies:			
2016/01	Phil West (PW), Shelagh West (SW), Richard Tyler (RT), Tim Durdin (TD), Did not attend: Kirsty Lewis (KL), Lucy Foster (BU5s). Pat Scouse (PS)			
2.	Minutes of Meeting - 9th August 2016.			
2016/02	Minutes were reviewed and subject to addition of "Vent" in 7.2.11 under Matters Arising there were no further comments. Minutes to be approved at the October meeting.	August minutes approval at October meeting	CG	11.10.2016
3.	Matters Arising			
2016/03	Matters arising were reviewed and it was suggested that outstanding action points were managed and monitored by way of action list rather than through the minutes. MR proposed this is run as a pilot for 6 months and then reviewed to assess whether it simplifies the process. All present agreed. No other matters arising.	Amend format of minutes and create action list	CG	11.10.2016
4.	Treasurer's Report			
2016/04	TD circulated an updated report in his absence which was reviewed at the meeting, a copy of which is attached to these Minutes. No questions were raised.			
2016/05	BG advised the Committee that the £42 shortfall in Broughton U5's payment was an oversight and will be rectified.			
2016/06	BZ advised that the Casual Income for August was £301.75.			
2016/07	CG reported that £71 had been received in Memory of Stan Thompson for purchase of apples for the tree and he would advise Rebecca Hawkes accordingly.	TD to acknowledge receipt to Mary Thompson.	TD	11.10.2016
2016/08	MR enquired whether further monies had been received from KBC in respect the Cransley Green development as it was nearly completed. It was felt that we should make every effort to get control over the agreed funds. TD to follow up	TD to contact KBC to establish status of funds, when to receive & obtain confirmation that they are ring fenced for BVH	TD	08.11.2016
5.	Committee Members Recruitment Discussion			
2016/09	CG had circulated feedback from various sources previously. It was accepted that finding new people representing different elements of the village would continue to be difficult. It was felt that timing and location of meetings should be more flexible and have a more social feel. Alternate use of the Red Lion on Mondays was proposed. Greater use of social media is required but we need to find the skills to do that. It was proposed that we advertise for specific skills to enhance the committee so that any interested person had an idea of what they might be asked to do. It was also felt that another "open day" would be a good idea. Skills shortage identified – Fundraising/Project Management/Social Media/Minutes Secretary/Secretary	Advert in 4 Spires/B. Bell & Facebook Propose new meeting schedule to October Meeting Set date for next open day	CG CG Comm	30.11.2016 11.10.2016 11.10.2016
6.	Village Show Feedback			
2016/10	Despite the very wet weather, the Show went very well with great support from the village. Final numbers yet to be agreed but approx. £3500 was raised from the event. Further details to be provided at the October meeting			

7.	Projects			
2016/11	CG advised that the Minor Works Contract for the building work had been received and signed by all parties			
2016/12	CG updated the meeting on the toilets project. Numerous issues have arisen in both the quality of the work and adherence to the plans resulting in a snagging list of 42 items. Meetings have been held between the Project Team, the Architects and the Builders and a plan of action has been drawn up to rectify which will be ongoing until the end of October. A payment of approx. £10,000 has been withheld until the work is completed satisfactorily	Project Team to liaise with Builders until resolved	Project Team	31.10.2016
2016/13	Project Team to reengage with Dave Lane regarding the MUGA to see if it can be progressed	Contact Dave Lane at KBC	TD	15.11.2016
8.	Bookings			
2016/14	BG advised that despite some interest, there was no regular user interest for the second football pitch.			
2016/15	BG advised that there had been no objection from regular users to have details put on the website so these will be passed on to Mark Bodicoat who will add the details to the site	Regular user details to be passed to Mark Bodicoat	BG	30.1.2016
2016/16	Near pitch needs white lining – far pitch looked after by RT and Mel Ridley	White Line Near Pitch	CG	03.10.2016
2016/17	BG reported back on Jujitsu – they have not been using the hall since June as his mother was ill but we had not been advised. Proposed that we do not pursue hire charges post April but BG will follow up for outstanding amount	Ratify at next meeting	Comm	11.10.2016
2016/18	BZ advised there had been numerous enquiries and October will be a busy month for occasional bookings			
2016/19	CG reported that the Upol corporate event went well and the company were very happy with the venue. For future reference, there needs to be someone on site for this type of event. It was noted that there was a shortage of electrical points to provide multi point power to the field which needs to be considered when extension is completed. The site was left tidy. Thanks to BG/BZ and Ravi Zutshi for helping clean after the event. £100 deposit needs to be returned – TD to action	Return Upol deposit	TD	31.10.2016
2016/20	BG raised the issue of the Terms & Conditions of hire and the need to add additional detail and that an overall review was necessary.	Terms & Conditions to be redrafted	BG	30.11.2016
2016/21	BZ felt the paperwork associated with the occasional hires was overly complicated and time consuming. There was also a need to highlight some of the T&Cs at the hire date. BG will review the process to simplify.	Review bookings documentation	BZ	30.11.2016
9.	Premises			
2016/22	Estate and Maintenance Manager's report circulated. Fluorescent tube replaced in lobby. Curtain pole and curtain fitted over new door in hall.			
2016/23	B.G & BZ had discussed the cleaning with Vicky Brooks. It was noted that Vicky had been very flexible and enthusiastic but we needed to communicate more to let her know what was required.			
10.	Health & Safety			
2016/24	It was noted that the hygiene bins in the ladies & disabled toilets were inadequate and more appropriate bins were required on health and safety grounds. Vicky had mentioned the problem previously and it was apparent after the Upol event. These will also be required for the new hall toilets making 7 in total. CG to investigate.	Purchase of 7 new bins for ladies, unisex and disabled toilets	CG /PW	30.11.2016
2016/25	The revised Risk Assessment document will incorporate the risks and any actions associated with Legionella	Revised Risk Assessment Doc to be produced	BG	13.12.2016
11.	Any other Business			
2016/26	BZ reported that the Urn was not working. PW to investigate	Check Urn	PW	31.10.2016
2016/27	The broken knob on the oven has been replaced. Feedback from hirers has been very good.			
	Next Meeting: Tuesday 11th October 2016 at Village Hall			