

## Broughton Playing Field and Village Hall Association Committee Meeting

**MINUTES of meeting:** 10 April 2018

**Present at the Meeting:** Clive Gresham (CG)(Chair), Tim Durdin (TD), Phil West (PW), Gaynor Ireland (GI), Mary Rust (MR), Bryony Gates (BG), Barbara Zutshi (BZ)

**Quorate:** Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1. 2018/042	<b>Apologies:</b> Shelagh West, Barry Steptoe, Lisa Judge, Richard Tyler			
2. 2018/043	<b>Minutes of Meeting – 12 March 2018</b> Minutes were approved and were signed by CG.			
3. 2018/044	<b>Matters Arising</b> Action points from prior meetings monitored via the action list.  2017/166 2017/184 2017/217 2017/224 2017/233 2018/025 2018/026 2018/027 2018/029 2018/036 2018/037 2018/038 2018/039  All other items moved forward to next meeting	All completed		
4. 2018/045	<b>Treasurer's Report</b> TD provided a brief report on finances and forecasts which was circulated to members prior to the meeting via email. Finances are stable with no specific issues to mention. No additional questions were raised. New budget was discussed and is to be formally approved at next meeting			
2018/046	TD advised full Charitable relief had been approved by KBC for the rates and a concessionary rate of £28pm will apply.			
2018/047	BG suggested other income column on budget be changed to development fund. Agreed.		TD	
2018/048	Agreed that rental costs for weekend hire of the Main Hall for occasional bookings be increased to £10 per hour after 6pm Friday £10 per hour before 6pm Saturday £15 per hour after 6pm Saturday £10 per hour all day Sunday  Agreed combination rate for the Meachem room if booked jointly with the Hall be increased from £2.50 to £3.00 per hour  Agreed that storage costs to increase by same amount as last year  BG to contact Jane Fletcher re new rates or moving day		ALL	
5. 2018/049	<b>Fundraising/Events</b> Agreed that fundraising sub committee cannot be formed due to members time constraints		All	

2018/050	Local Fundraising TD proposed it should be promoted at Village Show. It is necessary to change the details on local giving website		TD/CG	
2018/051	Fundraising ideas discussed, music night, auction, promise auction. To be discussed further at next meeting		ALL	08/5/18
<b>6.</b>	<b>Projects - update</b>			
2018/052	Building regulation drawings for storage should be ready next week	CG to chase SWB	CG	08/5/18
2018/053	Petanque pit costs and sponsorship to be investigated	CG/BG		08/5/18
<b>7.</b>	<b>Bookings</b>			
2018/054	<b>Regular</b> – Explorers, Craft Fair and the weekday (Meachem Room) Pilates bookings had now finished and the Beavers had recently cancelled a number of their bookings. Some new occasional booking enquiries might become regular bookings during the next 12 months but nothing confirmed yet. Parish Council had exceeded the number of bookings agreed in their hire agreement so a one-off payment at the end of the Village Hall financial year would be required to settle the outstanding balance. The Parish Council will be discussing their anticipated bookings requirement for the next 12 months at their next meeting and a revised monthly standing order payment will then be agreed.			
2018/056	<b>Occasional.</b> BG advised bookings have slowed a little. New bookings taken for messy play. BG proposed fitting a key safe for occasional bookings. TD to contact insurance company to check.			
<b>8.</b>	<b>Premises</b>			
2018/057	<b>Health &amp; Safety-</b> nothing to report			
2018/058	<b>Maintenance-</b> Refitted toilet roll holder Andy Snaith realigned doors and has advised that front doors will need replacing at some point. John the Paint dates being discussed for the work to commence Metal grids for windows to be chased by CG			
<b>10.</b>	<b>Any other Business</b>			
2018/059	Charity Commission letter for trustees received. TD to forward to all members		TD	
2018/060	Congratulatory letter to be sent to Under 5's for their outstanding Ofsted report		CG	
2018/061	Ofsted outstanding logo for under 5's to be put onto VH website			
2018/039	Future meetings to be held at Village Hall on 2 <sup>nd</sup> Tuesday of each month.		ALL	10/4/18
	<b>Next Meeting: Tuesday 08 May 2018 at Village Hall</b>			