

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 08 January 2018

Present at the Meeting: Clive Gresham (CG)(Chair), Phil West (PW), Shelagh West (SW), Bryony Gates (BG), Gaynor Ireland (GI), Richard Tyler(RT), Barry Steptoe (BS), Mary Rust (MR), Lisa Judge (LJ)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1. 2018/001	Apologies: Tim Durdin, Pat Scouse, Barbara Zutshi, Jayne Smith, Louise Chatwyn is standing down from her role in Under 5's and will not be attending meetings in future. CG has sent an email thanking LC for her help and support whilst representing Under 5s.			
2. 2018/002	Minutes of Meeting – 13th November 2017 Minutes were approved and were signed by CG.			
3. 2018/003	Matters Arising Action points from prior meetings monitored via the action list.			
	<ul style="list-style-type: none"> 2016/81 New photos of Village Hall and activities for website 	Barry is progressing and will send photos to Mark Bodicoat	BS	13/02/18
	<ul style="list-style-type: none"> 2017/47 completed 2017/115 completed 2017/181 completed 2017/186 Apple Tree update Village Hall website 2017/206 completed 2017/208 completed 2017/209 completed 2017/210 CG to approach architects for storage plans 	Ongoing	PS/CG	13/02/18
	<ul style="list-style-type: none"> 2017/215 completed 	Waiting for plans	CG	13/02/18
	<ul style="list-style-type: none"> 2017/216 quotes from John Heath 	Waiting for quotes	CG	13/02/18
	<ul style="list-style-type: none"> 2017/217 partially complete 	BG to revise hire agreements	BG	13/02/18
	<ul style="list-style-type: none"> 2017/218 Asbestos Policy review 	Photos are being taken and sent to GI	BS	13/02/18
	<ul style="list-style-type: none"> 2017/223 Marquee invoice from Village Show 	Still not received	CG	13/02/18
	<ul style="list-style-type: none"> 2017/224 Desktop review on insurance 	Ongoing	TD	13/02/18
	<ul style="list-style-type: none"> 2017/233 Legionnaires survey to be arranged 		H&S Comm	13/02/18
	<ul style="list-style-type: none"> 2017/234 completed 			
	<ul style="list-style-type: none"> 2017/235 review legal requirements for snow clearing 	Passed to GI	GI	13/02/18
	<ul style="list-style-type: none"> 2017/38 completed 			

4.	Treasurer's Report			
2018/004	TD provided a brief report on finances 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.			
2018/005	Trustees Annual Report Year ending 30 April 2017 was presented and approved			
2018/006	Desktop review on Insurance, CG explained that TD is in discussion with insurance company as the review incorrectly quoted size of the existing building footprint which suggested we are underinsured . Buildings insurance has been increased by 20% to cover the VAT that had not been included in previous assessments.	TD to review Ongoing	TD	13/02/18
5.	Fundraising/Events			
2018/007	Local Giving – TD has renewed the membership for a further 12 months at a 50% reduction. The committee now need to discuss ideas to make the fundraising work	Review progress	All	13/02/18
2018/008	Santa Sleigh – GI reported total raised was £752.09 which was divided between The Village Hall, Broughton Under 5's, FOBS and 2 nd Broughton Scouts. Cheques have been issued to all concerned. The village enjoyed the event. The Sleigh will be stored at the Village Hall.			
2018/009	Casino Night – tickets are for sale at £10 pp. All profits will go to Village Hall. CG asked committee members to promote the event as much as possible.			
6.	Projects - update			
2018/010	KBC Grant needs to be applied for in Mar/April	CG/TD to recontact	TD	01/04/18
2018/011	CG met with the architect and they are drawing up plans for the storage within the next week. It will then be necessary to apply for grants and to collect quotes for the work			
2018/012	MUGA – TD conversed with Dave Lane at KBC but because they have had a team reorganisation, it is necessary to contact them again to discuss the lease issue. Once this has been resolved we can move forward		TD	13/02/18
7.	Bookings			
2018/013	Regular – BG has emailed Explorers for decision if they wish to continue with their regular booking. Parish Council have agreed to payment proposals Badminton will be continuing as far as we are aware.	Review next meeting	BG	13/02/18
2018/014	Occasional. BG advised bookings continue to be busy. Dragon Corporate Training will come to an end in May which will need to be considered for 2018/19 budget.			
8.	Premises			
2018/015	Estate & Maintenance Report – Urinal in gents is blocked, CG will obtain some cleaning chemicals to try and rectify the situation. Feet replaced on tables in Meachem Room. Door bell holder fitted. Soap holder replaced in Gents toilet. First aid box obtained and fitted in changing room area. Car park Locks have been replaced			
2018/016	A vote was taken on the decision to have blinds or curtains on the new windows in Meachem Room. It was decided that curtains would be the better option. SW to source and price curtains. Cost to be approved by email.	Review next meeting	SW	13/02/18
2018/017	Hoover to be replaced. SW & PW to source and purchase a suitable replacement up to the value of £150		SW/PW	13/02/18

2018/018	RT pointed out that the wall in changing room gents loo is black above urinal, action point to investigate where the damp/leak is coming from.	1. Inspect roof/guttering to see if cause can be identified 2. Arrange for wall to be cleaned	CG/PW	13/02/18
	Health & Safety- nothing to report			
10.	Any other Business			
2018/019	1. Under 5's LJ reported that the payments have been brought up to date and the revised standing order has been set up. The committee decided that in the circumstances, no late payment charge will be made relating to the paper towels. 2. Washing up bowls to be provided for the use of Under 5's in kitchen.	Purchase washing up bowls	SW/PW	13/02/18
	Next Meeting: Tuesday 13th Feb at Village Hall			