

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 12 March 2018

Present at the Meeting: Clive Gresham (CG)(Chair), Tim Durdin (TD), Phil West (PW), Shelagh West (SW), Gaynor Ireland (GI), Richard Tyler(RT), Barry Steptoe (BS), Mary Rust (MR), Lisa Judge (LJ), Jayne Smith (JS)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1. 2018/020	Apologies: Barbara Zutshi, Bryony Gates, Pat Scouse			
2. 2018/021	Minutes of Meeting – 08 January 2018 Minutes were approved and were signed by CG.			
3. 2018/022	Matters Arising Action points from prior meetings monitored via the action list. Amended Procurement Policy circulated by TD was approved 2017/216 2017/218 2018/016 2018/017 2018/019 All other items moved forward to next meeting	All completed		
4. 2018/023	Treasurer's Report 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.			
2018/024	Charity Commission report has been submitted			
2018/025	TD asked for projections for income, projects and fundraising to be submitted to him for the budget for new tax year.		TD	10/4/18
2018/026	Refuse costs. TD to investigate if we have been overcharged		TD	
2018/027	Website costs to be checked		CG	
2018/028	SW raised an issue to check insurance liability for volunteers over age 75. TD to check		TD	
2018/029	LJ asked on behalf of under 5's if they could have any contribution from Redrow Section 106 funds. CG and TD to investigate original contracts.		CG/TD	10/4/18
5. 2018/030	Fundraising/Events Local Giving – TD has renewed the membership for a further 12 months at a 50% reduction. Some ideas were discussed on how to encourage donations. Revisit at next meeting.	Review progress	All	10/4/18
2018/031	Casino Night – £1000 donation very kindly given to Village Hall from the proceeds of Casino night hosted by Broughton Players. Thank you and well done on a successful event.			
6. 2018/032	Projects - update CG met with the architect. Waiting for building reg drawings for storage. In discussion re fees	CG to chase SWB	CG	10/4/18
7. 2018/033	Bookings Regular – All running well. Kirsty is no longer running craft fair New T&C's working well			
2018/034	Occasional. BG advised bookings continue to be busy. In volume ahead of last year			
8. 2018/035	Premises Health & Safety- nothing to report			

10.	Any other Business			
2018/036	SW proposed tidy up of car park and grounds work party to be scheduled. Date prosed 9 May 2018	To be confirmed	SW	10/4/18
2018/037	TD prosed to renew Northampton ACRE membership £40	agreed	TD	10/4/18
2018/038	Market Harborough sticker to be photographed in appropriate place by BS and sent to TD		BS	10/4/18
2018/039	Outstanding monies for Apple Tree to be chased		SW/PS/ TD	10/4/18
2018/040	Quote from John the Paint for painting Meachem Room, Corridor and Bar Area circulated by CG approved £735.93. Anti Climb paint quote at £301.12 Approved. CG to liaise re completing the works			
2018/041	CG emailed all committee members with the following request Broughton Players have booked the village hall to perform one act plays on Friday 13 & Saturday 14 April. We would like to request a block booking fee for the Friday and Saturday as we did for the pantomime last year and especially as plays make minimal profit. For the pantomime we paid £100 and hope that you may agree to this fee for the plays. All other rehearsal time will be paid by the hour as appropriate.	Agreed by email		
	Next Meeting: Tuesday 10th April at Village Hall			