

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 10 June 2019

Present at the Meeting: Clive Gresham (CG) (Chair), Tim Durdin (TD), Bryony Gates (BG), Phil West (PW), Jayne Smith (JS), Mary Rust (MR), Barry Steptoe (BS), Richard Tyler (RT), Barbara Zutshi (BZ), Simon Aston (SA), Claire Tilley (CT), Ravi Zutshi (RZ), Eric Wells
 Observers: None

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1. 2019/103	Welcome & Apologies: CG welcomed Claire, Ravi and Simon to the Committee. Claire has agreed to help with keeping the website in good shape (CG to provide CT with more details) and Ravi will work with Phil on general maintenance. Simon will provide a valuable link with Kettering FC. Apologies from Gaynor Ireland. Shelagh West, Judith McQuaid, Becky Fox	Provide CT with website information	CG	08.07.2019
2. 2019/104	Minutes of Meeting – 13 May 2019 The minutes were approved and will be published			
3. 2019/105	Matters Arising Completed actions 2018/107 2019/082 2019/095 2019/097 2019/101 All other outstanding items were updated and/or moved forward to next meeting. There were no other matters arising.			
4. 2019/106	Treasurer's Report TD provided a brief updating report which was subsequently circulated. There was nothing specific to report, the finances remain stable. Several grants have been applied for towards 2019/20 projects. The Constance Travis Charitable Trust have made a donation of £ 2,000 towards the Changing Room project. A copy of the report is attached to the minutes.			
5. 2019/107	Projects - update Petanque courts completed – CG has passed on the Committee's thanks to all those volunteers involved and particularly Craig Marriott from CTA Plant.			
2019/108	To accommodate grant applications, the skate park project is likely to be delayed until September at the earliest. Third quote received substantially in excess of Rampchild Ltd. Rampchild quote accepted. It is intended to get the base completed during September subject to Craig Marriott availability. Further discussions ongoing with KBC regarding access to S106 funds and transfer of ownership responsibilities.		Project Team Ongoing	
2019/109	Changing room/Toilets alterations: are due to start towards the end of July and will take approx. 2 weeks. £2000 grant received from Constance Travis Trust. Other responses awaited.		Project Team Ongoing	
2019/110	BG Met with supplier of outdoor equipment to discuss the potential for a Zip-wire near the existing play equipment – Cost ranges between £6,500 - £8,000 ex vat dependent upon length. Trim -Trail with various stations around the field also discussed		Development Team	30.09.2019

	– These can be purchased in packages – average cost £800 ex vat per station. Installation costs and signage are extra. Total cost for wire and 7 stations including signs & installation £28,766 ex vat. A running path between stations was uneconomical but signage could substitute. Committee felt we should consider as separate projects trying to match against community funders such as Coop/Tescos etc.			
6.	Bookings			
2019/111	Regular – Desborough & Rothwell FC have advised that they will not be using the pitch next season. Kettering FC have expressed an interest in taking up the capacity . BG/SA to liaise			
2019/112	Occasional – Enquiries/Bookings remain healthy.			
2019/113	BG/BZ/CG have undertaken a review of the Booking Secretary roles and circulated a note with options and recommendations.A copy of the note is attached to the minutes. Regular Bookings: It was agreed that TD would send a first chaser for late payment of invoices for impact. Thereafter BG to liaise with hirer. Occasional Bookings: It was agreed that the role be split with Enquires and bookings administration being one role and the committee members develop a weekly rota to manage lettings/keys/checks between lettings etc. On this basis BZ said that she would continue with the Enquires/bookings element to see if it can be made to work. Committee members were asked to consider availability for the rota and report back at July's meeting		Comm Members	08/07/2019
7.	Premises			
2019/114	Maintenance – PW reported that some of the flooring in the hall is lifting and cracks at the side of the badminton lines appear to be widening. BG agreed to contact Kennedy's in Northampton to see what can be done and also address the floor in the kitchen following the alterations		BG	12/08/2019
2019/115	New unit and work tops fitted in kitchen			
2019/116	PAT tester is due for annual calibration given low usage it was agreed to defer until 2020			
2019/117	Further supplies need purchasing to refill the first aid boxes		PW	08/07/2019
2019/118	Tiles and finishing strip need replacing behind sink and units in the kitchen and the wall needs touching up and repainting. PW & RZ to decide whether this is something they can do or whether need external help	Decide in-house or external	PW/RZ	08/07/2019
2019/119	Health & Safety- nothing to report			
8.	Outstanding Actions List – see action list			
9.	Any other Business			
2019/120	It was noted that the rubbish bin is frequently overflowing, particularly with a 2 weekly collection. Cost of Larger bin or weekly collection to be investigated for consideration		PW/SW	12/08/2019
	Next Meeting: 08 July 2019 at Village Hall			