

## Broughton Playing Field and Village Hall Association Committee Meeting

### MINUTES of Updates and Decisions made by email circulation in lieu of Committee meetings not held as a result of Covid-19

**Circulation List to Committee Members:** Tim Durdin (TD), Gaynor Ireland (GI), Barry Steptoe (BS), Shelagh West (SW), Eric Wells (EW), Bryony Gates (BG), Clare Tilley (CT), Simon Aston (SA), Richard Tyler (RT), Laura Groom (LG) Clive Gresham (CG) Ravi Zutshi (RZ), Barbara Zutshi (BZ), P, hil West (PW), Jayne Smith (JS),

As Observers: Emma Smyth (ES) Judith McQuaid (JM)

**Quorate:** Yes

Item No	Item	Agreed Action	Owner	Date
<b>1.</b>	<b>Minutes of Meetings held – 9 March 2020</b>			
2020/059	The minutes of the Committee Meeting held on the above date were circulated.			
<b>2.</b>	<b>Details of Update circulated 20 April 2020</b>			
2020/060	<ul style="list-style-type: none"> <li>As you are all aware, it was decided to close the hall to hirers other than the Under 5s, initially until the end of May but with ongoing review. The next review is due at the end of April and as things currently stand, is likely to see the closure extended until mid/late June.</li> <li>The impact on income is uncertain and will depend upon how the government phases the route out of lockdown but it is reasonable to assume there will be a slow return to the “new normal”.</li> <li>Tim’s report details the actions taken to reduce costs although the opportunity is limited.</li> <li>On 11 April we received £10,000 under the Government’s Small Business Grant scheme to support the ongoing costs which should support us through the coming year.</li> </ul> <p><b>Maintenace</b></p> <ul style="list-style-type: none"> <li>Due to the lockdown, availability of suppliers for materials and social distancing, we have been unable to proceed with the Front entrance refurbishment, redecoration of the Meachem and Old Committee Rooms or replace the Old Committee Room Heating. The entrance work has provisionally been moved to the summer holiday period. The work on the roof has been delayed.</li> </ul> <p><b>Skate Ramp:</b></p> <ul style="list-style-type: none"> <li>Rampchild Ltd have produced a revised contract with the requested amendments.</li> <li>Rampchild’s suppliers are closed as a result of lockdown. The proposed deposit will not be paid until such time as suppliers are operating and the ramps can be built.</li> <li>It is hoped that Pino will establish the base for the ramps during the next week to take advantage of the dry weather and make sure we can progress with the ramps as the situation eases.</li> </ul>			

	<ul style="list-style-type: none"> <li>We have now received £18,600 from KBC from the S106 monies to pay for the ramps in due course.</li> </ul> <p><b>Extending the Lease &amp; Kettering FC:</b></p> <ul style="list-style-type: none"> <li>We have received a letter from Kettering FC requesting to enter into a term commitment of 10 years to use the football pitches at Broughton.</li> <li>I have spoken to Northants FA regarding the proposed arrangements between BPF&amp;VHA and Kettering FC. They are generally supportive of the arrangement and are keen for the club to have a term commitment to a site to safeguard the club's future. We are still awaiting a letter of support but the FA are now not working and are unlikely to return until end of June.</li> <li>The Northants FA support was a requirement for KBC to progress extension of the lease over the pitches so matters may be delayed as a result.</li> <li>We will however make a formal request of KBC to extend the lease and the Northants FA support can follow in due course.</li> <li>Kettering FC are planning to bring further teams to Broughton in the coming season as our relationship develops which will take up the spare capacity alongside Broughton Old Boys on the far pitch.</li> <li>Simon is progressing a grant application in the name of Kettering FC to improve drainage of the pitches which should improve availability during next winter. Hopefully the application will be successful but if not, we may need to consider assisting by providing a level of support ourselves.</li> </ul>			
3.	<b>Treasurer's Report</b>			
2020/061	<p><b>2019/2020 Outturn and 2020/2021 Budget:</b></p> <ul style="list-style-type: none"> <li>Tim's attached Finance report provides full commentary on both the year to date position, the expected 30 April 2020 year end position and 3 budget scenarios for 2020/21. Please take time to review this information and if you have any questions or concerns please let Tim and I know: <ul style="list-style-type: none"> <li>It is recommended that apart from the previously agreed increase in storage costs of a further £20 per unit per annum, other hire costs would remain the same.</li> <li>The Association's finances are sufficiently robust to manage through either of the 3 scenarios. We also have the comfort of the contingency fund in the background.</li> </ul> </li> <li><b>Proposed budget approved</b></li> <li><b>There is an open issue with which Tim and I have a difference of opinion and I would appreciate your comments/thoughts. <u>DECISION REQUIRED</u></b> <ul style="list-style-type: none"> <li>During April we have received £10,000 Small Business Grant re Covid-19 and £18,600 S106 monies for the skate ramps. The associated costs for both will be incurred during 2020/21. As things stand this will leave the accounts at our year end 30 April 2020</li> </ul> </li> </ul>			

	<p>showing a big excess of income over expenses of approx. £30,000 with a corresponding shortfall of income over expenditure in the following year.</p> <p>OPTIONS</p> <ol style="list-style-type: none"> <li>1 Tim would prefer to leave the year end at 30 April 2020 and to avoid any misunderstanding of the village hall's financial position by external parties regarding both the 2019/2020 surplus and subsequent 2020/2021 shortfall provide written explanations with the accounts.</li> <li>2 My preference is to consider changing the year end to 31 March 2020. By doing this both the grant and S106 monies received during April 2020 will have been received in the year the expenditure will be incurred. This will leave a small surplus for the 11 months to 31.03 2020 and the impact of the Covid-19 response and the skate ramp project contained in the 12 months to 31 March 2021.</li> </ol> <p>I believe this fairly reflects our 2 views. I am conscious that a change of year end will involve some additional work for Tim which is obviously unwelcome. I would appreciate your feedback on which option you think is most appropriate in the circumstances. <b>Your views will inform which option we pursue. Please circulate any comments to everyone.</b></p> <p><b>RESPONSE:</b>  For change of year end - 9  Against - 3  No reply - 3</p> <p><b>Change of year end to 31 March approved.</b>  TD wished it to be minuted that he will enact the change of yearend with the Charities Commission and produce end-of-year accounts to 31<sup>st</sup> March 2020. However, we are hereby forfeiting our ability to change the yearend again for 3 years. Whereas the circumstances that might demand a change in yearend in the next 3 years are unlikely, the costs in time and money without this tool available could be significant if those circumstances arise.</p>			
<p><b>4.</b></p>	<p><b>Details of update circulated 20 May 2020</b></p>			
<p>2020/062</p>	<p>We were due to have our May Committee meeting yesterday but with lockdown still in force and the Village Hall still closed we will need to conduct business by email again this month. There are one or two decisions to make and I will set these out below together with some brief updates on some matters which we have managed to move on.</p> <p><u>Decisions required</u></p> <ol style="list-style-type: none"> <li>1. The Associations Annual General Meeting (AGM) would normally take place in June and requires advertising 2 weeks in advance. As things currently stand it is highly unlikely that we will be able to hold such a meeting other than on-line and that in itself may exclude part of the</li> </ol>			

community, all of whom need to be invited to attend. I am therefore proposing that we move the AGM to the second Monday in October in the hope that we will have eased lockdown rules and may be able to hold such a meeting in the hall with suitable social distancing.

**Two Decisions:**

- a. Are you happy that we move the AGM date to October – **ALL AGREED**
- b. Are the Members undertaking specific roles and representing specific groups prepared to continue in those roles until October? **ALL AGREED**
2. We have an option to hold our Committee meetings on line using Zoom or similar. Can you let me know if you would like this to be organised for June's meeting which would be on Monday 8<sup>th</sup> June 2020? **Response required ALL AGREED**
3. Simon has requested, on behalf of Kettering Football Club, to put up a banner frame to accommodate advertising for the Club. This would be immediately on the right as you enter the car park entrance. The request carries my recommendation perhaps you would be kind enough **to approve. NOT APPROVED – TO BE DISCUSSED AT JUNE MEETING**
4. A draft Heads of Terms between BPF&VHA and Kettering Football Club to provide a rolling 10 year term conditional hire agreement as agreed previously by the Committee and in expectation that the lease extension will be agreed by KBC. The draft has been referred to the Club's solicitors and we now await the Club's formal response prior to finalising the agreement. A copy of the Heads of Terms is attached for your **information and approval ALL AGREED**

Updates

1. Thank you for your responses regarding moving the year end to 31<sup>st</sup> March. This change was approved and we kindly ask Tim to implement.
2. In view of the latest Government position on Covid-19 lockdown exit measures it has been decided to extend the closure until the end of June. Hirers have been advised accordingly. We will keep this under review and respond to changes as they arise if and as appropriate.
3. Hopefully you have enjoyed see the photos of the Skate Ramp build progress. The double halfpipe is nearly finished and hopefully, all will be finished by the end of this week. Arrangements are being made with KBC to take responsibility for the ramps which will involve transfer of ownership to KBC once completed which will remove any ongoing risks.
4. Discussions with Kettering Borough Council (KBC) regarding extending the lease have been progressed and a copy of the formal letter to be sent to the Council is attached for your information. We have already sent the Council a draft of the letter and they have agreed to consider the request on this basis. Initial response has been positive with support from 2 of the key departments within KBC. So far so good
5. The leaking roof has now been repaired by Ashvale Roofing
6. John the Painter is decorating the Meachem Room and Old Committee Room (New name required I think!) which apart from fixing the plastic chair protection should be completed by Thursday this week.
7. In conjunction with Kettering Football Club, we are investigating the possibility of putting in some land

	<p>drainage along and between the football pitches to try and resolve the problem with waterlogged playing surfaces in parts of both pitches. This would take place in the end of July/early August. We are also considering extending the drainage to resolve the flooding in the car park when there is persistent or heavy rain. The approximate cost for both elements will be between £4,000/£4,500. The football club have put in a grant request to KBC and Bryony has written to Maud Elkington and Constance Travis Trusts and I have written to Councillor Chris Smith-Haynes and we await responses. If the situation can be resolved then we would expect a useful increase in income from better pitch usage.</p> <p>8. The Under 5s have continued to use the building and are expecting further children to return after June 1<sup>st</sup>. It has been agreed to suspend Under 5s hire fees for the months of April, May and June unless circumstances change materially. The decision was based upon Under 5s costs exceeding their income whilst supporting key workers children.</p> <p>9. A letter has been sent to Mary Rust thanking her for her support of BPF&amp;VHA and inviting her back to say “goodbye” as and when that proves possible.</p> <p>10. There are a number of items on the action list which have not been moved on due to the current restrictions. Can I ask the owners of the actions to see what if anything can be done before the next scheduled meeting date.</p>			
	<p><b>Next Meeting by Zoom: 7.30pm 8th June 2020</b></p>			