

Broughton Playing Field and Village Hall Association Committee Meeting
MINUTES of meeting: 11th April 2022

Present: Clive Gresham, Chair (CG), Barbara Zutshi (BZ), Andrew Tempest (AT), Don Harper (DH), Ros Gresham (RG), Pat Scouse (PS), Bryony Gates (BG), Ravi Zutshi (RZ),,
 Observers: Judith McQuaid (JM)

Apologies: Gaynor Ireland (GI) Simon Aston (SA), Ivana Krajcova (IK), Emma Smyth (ES) Barry Steptoe , Ravi Zutshi, Clark Tracey

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies.			
2022/071	Atif has decided that currently he cannot commit sufficient time. He will get back to us when he feels he has sufficient time to help.			
2.	Minutes of Meetings held – 14th March 2022			
2022/072	The minutes were accepted as a true and accurate record, Clive signed and will post on website.			
3.	Matters Arising			
2022/073	Policies: Everyone has the policies they need to make amendments.			
4.	Outstanding Actions List			
2022/074	<p>2021/147 – Now that weather improving CG will get a quote for the gable end which AT has put in the budget. 2021/164 - Completed</p> <p>2021/199 - Upgrade to website -Gaynor sent details of cost that the PC incur. There are three standards which are applied. Clark introduced CG to a lady who does his website who is called Ruth Stanway. She is happy to help but we need to decide exactly what we want and how we want. RG has offered to update the website once built. Bryony and Ros will look at other village hall websites; Don, Gaynor, Andrew, Bryony and Ros will then meet to specify requirements.</p> <p>2021/226 – Gaynor has sent information through. Two options. 1. A Table, 156cm long and 9cm wide. £245. Too large to get into disabled toilet. Could possibly fit in the hall disabled toilet. 2. Drop down version £2,500.It was agreed that we would not go ahead with this. Should we be faced with a booking request where it was required. A table option would be considered. Completed</p> <p>RZ to put hooks in disabled toilets.</p> <p>2022/006 - 250 Club Mark on for a further month. Clive with liaise with Barry.</p> <p>2022/020 – Changing room heaters Completed</p> <p>2022/025 - New committee members readvertise.</p> <p>2022/029 – Draft T&C and use of licence agreement produced by Bryony and Barbara. Details will be given to all users who use the licence. Bryony will send T&Cs round for perusal.</p> <p>ACTION: Check CCTV signage.</p> <p>2022/030 - Key for disabled toilet. Ravi tried to remove the lock but requires the key!! New lock to be fitted</p> <p>2022/040 H&S sub-committee meeting – Meeting date has been arranged for 25th April. Completed.</p>	CCTV Signage	CG	15.5.22

	<p>2022/150 Hire rate charges – completed.</p> <p>2022/070- Chairs have been checked for damage and one was discarded.</p>			
5.	Treasurer's Report			
2022/075	<p>Treasurer's report circulated prior to meeting.</p> <p>Final result for the year £13,435. Last minute rush on the building maintenance spending 50% more in the final month. £600 paid to SWB to rule off relationship with them. £5,000 to remain in General Fund. £8435 to Development fund once approved by further members.</p> <p>Village Show grant report was submitted this afternoon.</p> <p>Budget: Final budget surplus £4,260. Decided not to put in fee increase until May rather than April.</p> <p>Additional £1,000 into the budget for pointing. Second £600 into cleaning in respect of Deep Cleans. Oven cleaning £120 to be added. Village show budgeted surplus £3,000.</p> <p>Budget will be circulated.</p>			
2022/076	CG advised that no response has been received from NCC regarding the grant for Outdoor Gym. CG to chase.			
2022/077	New hire charges have been circulated to committee without comment. Hirer's have been told the amount going up by. Very little feedback from hirers, none was negative. Hirer's have been understanding.			
6.	Fundraising events			
2022/078	Clark Tracey's Jazz event for this Friday and 29 th . No further commitment and maximum subsidy will be £150 per event.			
2022/079	Now that we have a bar. We have an opportunity to provide a bar at events to generate an additional income. VH to run bar and use card reader.			
7.	Bookings			
2022/080	<p>REGULAR BOOKINGS</p> <p>Parish council no longer using the Meachem Room but continued to pay their hire fees during lockdown. This has now ended. KFC training has started.</p> <p>KFC Under 5's group are going to continue to hire the hall even though they might not always use it if the weather is good.</p> <p>Bryony has reminded the KFC about the invoice for painting of container. KFC paid the artist, we then paid KFC 50% of the cost and Andrew is asking for an invoice from them to complete our records. Scouts have also been reminded about the underpayment,</p>			
2022/081	<p>OCCASIONAL BOOKINGS</p> <p>Invoices with the new fees have been sent out. Booking we had related to incident, didn't cancel and didn't respond to email. The deposit has not been reclaimed. Vaccination Clinic have not been in touch again. BZ to email to enquire.</p>			
	User updates/feedback			
2022/082	<p>Under 5's</p> <p>Noting to report from Under 5's.</p>			

2022/083	Bowls Numbers are holding up, ok with new fees without increase in session fees. Increase annual membership.			
2022/084	Fundraising Auction for Ukraine orphans. Exceptional gesture on this occasion the committee is comfortable to waive the fee.			
8.	Projects Update			
2022/085	Lease extension – No response from Rob Mills – CG to escalate.			
2022/086	Outdoor gym – Nothing further on this. We have had no response from the council in terms of grants either positive or negative. CG is attending Parish Council meeting next week to discuss funding with them.			
2022/087	Planning Proposal – CG showed amended plans which will be circulated to the remainder of the committee for approval. It is intended that this will be the final draft.			
9.	Premises			
	Estate & Maintenance report			
2022/088	No report from RZ. <ul style="list-style-type: none"> • U5's using microwave which burst into flames. This will be replaced by BZ. • Ravi will PAT test 2 new kettles. • Oven being cleaned on morning of 16th. • Gates to U5's outdoor play area. 2 gates ordered, arrived and awaiting installation. They are wider and accessible. • Petanque needs manpower to complete. Grano dust on site. 			
	Health & Safety			
2022/089	Nothing to report. Don, Barbara and Bryony form the H&S committee. BZ to replenish first aid box as some items used at the weekend. Policy reviews: to be completed by the end of May.	First Aid Box	BZ	15.5.22
10.	Any other business			
2022/090	BZ – Dogs on the field. People were reasonable but pointed out that there was a dog poo bin on the field. This was installed by the council and gives the wrong message to dog owners. We will paint over the sign on the bin. Action	Rubbish Bins	RZ/CG	
2022/091	Golf is being played on the field again by a neighbour. CG reported to NCC			
2022/092	CG: Broughton Players appreciate the village hall support to be able to use the village hall for their performance.			
	Meeting closed 9.35 pm			