

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 13 August 2018

Present at the Meeting: Clive Gresham (CG)(Chair), Mary Rust (MR), Bryony Gates (BG), Barbara Zutshi (BZ), Jane Smith (JS), Richard Tyler (RT), Delyth Allen(DA) under 5's, Barry Steptoe (BS)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1. 2018/097	Apologies: Tim Durdin, Gaynor Ireland, Scouts representative. Warm welcome: Delyth			
2. 2018/098	Minutes of Meeting – 12th June 2018 2 spelling errors amended and minutes approved			
3. 2018/099	Matters Arising Action points from prior meetings monitored via the action list. 2017/189 2018/019 2018/058 2018/076 2018/089 2018/051 – Fund Raising. It was agreed to try and put together a music night to incorporate the Ukulele Band and 2 other musical groups – CG to make contact and try to find possible dates 2018/091 – RT has applied to Football Association (FA) and Maud Elkington Trust for grants to replace the near pitch goal posts1 at Approx £1200. (FA have responded agreeing to grant 50% of cost subject to Village Hall underwriting remaining cost. Committee approved to cover cost if no funds received from Maud Elkington. All other items moved forward to next meeting	All completed and moved to closed actions		
4. 2018/100	Treasurer's Report TD circulated a copy of the report prior to the meeting. Finances continue to be robust with no particular issues raised. The lack of grant from Northants Community Foundation for the Village Show will have a bearing on the funds raised. On the plus side, Kettering Borough Council have approved a £5000 grant towards the storage project.			
5. 2018/101	Projects - update CG circulated the revised drawings for the storage to address the differing ground levels and revisions to remove some unnecessary costs. It was agreed to approach for quotes rather than a full tender process but with a full minor works contract for the successful builder. SWB has asked for names of any preferred builders and will draft an "invitation to quote" Details to be finalised in September		CG	30.09.2018
2018/102	MUGA/Skate Park – TD advised that he had still not received a quotation from Playground Developments and the Company may be facing some challenges. TD to follow up after holidays.		TD	30.09.2018
2018/103	CG spoke to Drages to see what flexibility on size of electrics room and impact this would have on reconfiguring the Kitchen. Ideally the room needs extending by 600mm rather than 500mm. Services can continue as they are and go through into the new cupboard at low level. New Board would have all the capacity needed to accommodate future plans and has greater capacity than that of the supply to the building. It was agreed for BG & BZ to consider the kitchen requirements	Assess kitchen alterations	BG/BZ	15.09.2018
2018/104	Project Team to obtain quotes for the new cupboard and kitchen alterations.	Obtain quotes	Project Team	15.10.2018

		For cupboard and kitchen		
6.	Bookings			
2018/105	Regular – Only one outstanding Hire Agreement – Parish Council Clerk is proving quite difficult to deal with and despite making various suggestions BG has struggled to get the matter resolved. BG has also taken the matter up with the Chairperson but the matter is still unresolved. The behaviour towards BG has been totally unacceptable and CG as for the details to be passed on so he can write to the Parish Council formally. SW noted the committee's concerns.	Bg to provide details re Hire Agreement to CG	BG/CG	15.10.2018
2018/106	BG advised that the Village Hall had been approached re pitches for Ladies, Girls U15 and Girls U11 teams. This looks very promising and will fit in with existing hirers. Further update in September.			
2018/107	Occasional. Remain busy and enquiries/bookings continue to with a steady flow. Time emands on managing the occasional bookings is now getting excessive and a solution to reduce and spread the workload needs to be found. BG/BZ/CG to report back with options	Review role of Occasional Bookings Secretary	BG/BZ CG	30/10/2018
8.	Premises			
2018/108	Health & Safety- PW has carried out PAT testing and has reported that the chiller does not meet the required standards. Committee agreed to remove the chiller and investigate an alternative.			
2018/109	Health and Safety Committee meeting to be moved to October		H&S	
2018/110	Maintenance PW has purchased and replaced fluorescent tubes in the entrance lobby, refitted hatch doors in bar area and undertaken PAT Testing.			
10.	Any other Business			
2018/111	Meeting Dates – it was generally considered that alternate Monday/Tuesdays provided flexibility. This would be reintroduced subject to availability at the Village Hall. Red Lion to be reconsidered once reopened.			
	Next Meeting: Tuesday 11 September 2018 at Village Hall			