

**Broughton Playing Field and Village Hall Association Committee Meeting**  
**(VIA ZOOM)**

**MINUTES of meeting: 14 December 2020**

**Present at the Meeting:** Clive Gresham, Chair (CG), Gaynor Ireland (GI), Bryony Gates (BG), Barbara Zutshi (BZ), Ravi Zutshi (RZ) Andrew Tempest (AT), Barry Steptoe (BS), Don Harper (DH), Pat Scouse (PS)

Observers: Emma Smyth (ES) Broughton Under 5's, Judith McQuaid (JM)

**Quorate:** Yes

Item No	Agenda Item	Agreed Action	Owner	Date
<b>1.</b>	<b>Welcome &amp; Apologies:</b>			
2020/166	Apologies were received from Simon Aston & Emily Hollis, Laura Groom			
<b>2.</b>	<b>Minutes of Meetings held – 9<sup>th</sup> November 2020</b>			
2020/167	The minutes of the Committee Meeting held on the above date were approved and will be published on the website			
<b>3.</b>	<b>Matters Arising</b>			
2020/168	Completed actions removed from Action list			
<b>4.</b>	<b>Treasurer's Report</b>			
2020/169	TD has circulated the report via email prior to the meeting.			
2020/170	Self-declaration forms for new members need to be signed and returned.		AT/LG/ RZ	11.01.21
2020/171	For AT to be a signatory on bank account It was resolved that: • the signing rules in the current mandate, for the accounts detailed in section 2, be replaced in accordance with section 4; and/or • the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.”			
2020/172	CG to renew KBC refuse collection agreement on a fortnightly basis for now with the option to go to weekly collections as we hopefully reopen.		CG	23.12.20
<b>5.</b>	<b>Finding New Committee members</b>			
2020/173	How do we find new members? Advertising- Flyers or leaflet drop? Facebook, shops? Do any members know of anyone interested? BS to put notices on Facebook and to put up leaflets around the village after Christmas. GI to put same on VH Facebook page. CG to produce notice. PS suggested advertising the upcoming projects to encourage new members.		BS/GI/ CG	09.01.21
<b>6.</b>	<b>Bookings</b>			
2020/174	<b>Regular</b> – 3 more hirers are back, some not permitted due to COVID-19, some not wanting to start back until after Christmas.			

	Football still going ahead although less matches due to players isolating. Pitches in good condition despite al the rain but area between Basketball court and skate ramps are very boggy and need attention at some point.			
2020/175	<b>Occasional-</b> Zumba back and a dancing couple. Some provisional bookings for family parties for 2021 Community fridge opens tomorrow – some more signs required for directions. Suggested more information required to advertise it. CG suggested a door drop with Community Fridge details on one side and request for new members on the other side with VH covering costs. BZ to liaise with EH		EH/BZ	11.01.21
	<b>User updates/feedback</b>			
2020/176	<b>Under 5s-</b> No updates, finish on Friday for Christmas.			
2020/177	<b>Bowls –</b> Not permitted currently			
2020/178	<b>Scouts –</b> Hoping to restart in New Year			
<b>7.</b>	<b>Projects Update</b>			
2020/179	Verbal response from KBC will not be processing request to extend the lease to cover the fields as they have a total log jam at borough council and cannot process any new instructions. Waiting for a formal answer			
2020/180	Thanks to RZ or his work in the old committee room for the Community Fridge			
2020/181	Pedestrian Pathway Quote ifrom Pino Plant s £11000 +vat for the work. CG to meet Steve Wilkinson to obtain quote to relay existing slabs Work to be carried out in April/May			
2020/182	Access to Skatepark Quote from Pino Plant 5m x 1m path £3000 +vat Galvanised gate quote from blacksmith is around £1400-£1700 Cheaper options online of readymade gates. Work would not start until Spring No decision made and alternatives to be considered			
<b>8.</b>	<b>Premises</b>			
2020/183	Heating All but one of the heating elements are now working in main hall All fans fixed – Thanks to Christian Price Electrical for completing the works over weekends to avoid disruption.			
2020/184	Electrical Certificate for building  Still waiting for a reply from Drages for electrical certificate, but as certificate has still not been received for previous work CG has approached 2 other contractors. Committee moved that Cristian Price should go ahead and do the certification. CG to contact him			
2020/185	Outdoor secure play area  Quotes for work were sent to committee prior to meeting  Committee agreed to cover 50% of the cost with Under 5's covering the other 50%.			

	Elite Surfacing would be the preferred contractor at a total cost of less than £5000 – CG to contact to agree getting the work done as soon as possible in January and liaise with Under 5s			
2020/186	CG has resolved problems with guttering by replacing downpipes and clearing the gutters – cost £16			
2020/187	Quotes for redecoration of entrance, toilets, Changing rooms corridor and Anti Climb paint CG circulated the quote prior to the meeting, as follows Front entrance £195 (make sure its easy clean) Toilets £390 Changing room corridor £250 Old committee room plastic strip around walls £60 Anti-climb paint £300 Committee agreed to proceed with all work			
2020/183	<b>Estate &amp; Maintenance report-</b> Heater to be boxed in Other items such as handrail at front door and replacing bar worktops that are listed on action log to be completed as soon as possible in the spring			
2020/164	<b>Health &amp; Safety –</b> No new items other than ongoing Covid-19 safety arrangements Legionnaire work hopefully to be done over Christmas			
<b>9.</b>	<b>Outstanding Actions List</b>			
	2020/019 BS is to be responsible for mural sales 2020/143 RZ is to be responsible to check first aid kits monthly Other details reported on action log			
<b>10.</b>	<b>Any Other Business</b>			
	CG recorded his thanks to the Committee members for their assistance in 2020			
	<b>Next meeting – Monday 11 January at 19.30 via Zoom</b>			
	<b>Meeting closed 21.25</b>			