

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 10 December 2018

Present at the Meeting: Clive Gresham (CG)(Chair), Tim Durdin (TD), Shelagh West (SW), Phil West (PW), Mary Rust (MR), Bryony Gates (BG), Barbara Zutshi (BZ), Richard Tyler (RT). Jayne Smith (JS), Barry Steptoe (BS)
Observers : Judith McQuaid (JM),

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1. 2018/166	Apologies: Eric Wells, Gaynor Ireland (GI) and (Under 5's representatives)			
2. 2018/167	Minutes of Meeting – 12 November 2018 Subject to 3 minor alterations, the minutes are approved and will be published			
3. 2018/168	Matters Arising Completed actions 2017/207 2018/117 2018/119 2018/129 2018/136 2018/140 2018/144 2018/152 2018/154 2018/155 2018/158 2018/162 2018/165 <ul style="list-style-type: none"> Quote from Kensigns for aluminium car park signs at £185.40 was approved. CG to place order 2018/119 CG has received a response from Dave Lane at KBC re No Dogs and No Golf on the Playing Fields. The response was circulated to members by email. The policy is set by KBC and has been in force for a number of years. 2018/162 TD Confirmed that £7000 had been transferred to the development fund held with Market Harborough Building Society as approved 2018/163 <p>All other outstanding items were updated and/or moved forward to next meeting. There were no other matters arising.</p>			
4. 2018/169	Treasurer's Report TD provided an updating report at the meeting. Finances continue to be robust with no issues. A copy of his report has been circulated subsequent to the meeting and is attached to the minutes.			
5. 2018/170	Projects - update Car Parking - CG has met with Dave Lane from KBC to assess options. On site options are limited given future development plans and costs are likely to be prohibitive as a black top finish would be required for KBC to take on maintenance. Possibility of slightly extending existing car park and marking out but benefit would be 5 cars maximum. It was agreed to investigate whether it was possible to fill the ditch between the road and hedge along the Gate Lane boundary with hardcore and level it off. This could provide up to 20 temporary car parking spaces. Discussions ongoing.		CG	

2018/171	Storage – LF Builders Ltd quote has been accepted following the email approval by the committee at a cost of £16,700 +VAT. Work is due to start prior to Christmas with estimated completion by the end of January weather permitting.			
2018/172	Kitchen – quote for altering the kitchen from Steve Wilkinson still awaited. Work to take place independent of the electrics works in April. Sink and dishwasher need to be ordered. CG to chase Steve Wilkinson.		CG/BG/ BZ	
6.	Bookings			
2018/173	Regular – Nothing specific to report			
2018/174	Occasional. Enquiries and bookings continue to be busy. <ul style="list-style-type: none"> The childrens drama class on Friday afternoons has not attracted as many numbers as hoped and may not continue. A small burn in the flooring from an indoor sparkler at a recent booking has been noticed. A £100 deposit is held. CG/BZ to investigate remedies. <p>A review of the bookings roles will take place by the end of January when BG is back from holiday.</p>		CG/BZ	14.01.2019
			BG/BZ/ CG	31.01.2019
7.	Premises			
2018/175	Health & Safety- Reviewed H&S policy signed by CG			
2018/176	Risk assessment has been updated with the Scouts gas canisters added			
2018/177	Legionella Survey – The H&S Committees recommendations for dealing with the outstanding actions as highlighted in the survey report were discussed. It was agreed that the Duty Holder is the Village Hall Committee, The Responsible Person is CG and the Deputy Responsible Person is BG. Andy Scarratt to be approached to see if he can provide advice and support for some of the identified actions. It is then proposed that the agreed operational checks are set out in a log book with Tony undertaking most of the checks. Reference to ACRE to be made as appropriate		CG/BG	31.01.2019
2018/178	JM agreed to approach the Fire Service regarding maximum numbers for the hall and enquire about the last fire inspection.		JM	14.01.2019
2018/179	Maintenance – work completed <ul style="list-style-type: none"> Jeff Cooke completed the window clean as per quote. Clearing of guttering still outstanding. Further broken clips replaced on guttering following damage by footballs 			
2018/180	Sinks in unisex toilets in the hall have come loose and need refixing		PW	14.01.2019
2018/181	Drages have carried out the identified works – heaters in the Hall, car park lights, security lights, light switch and power in Norman’s folly. The problem with CCTV power was identified as the faulty security light over the playground which has now been replaced.Total cost of £2593.01 inc VAT Switches for the shutters in Hall, bar and kitchen yet to be replaced Cost £240 inc vat. (2018/158)			
2018/182	In preparation for winter weather, Grit Bin and salt needs to be ordered/fitted for treatment of path by hirers if required as previously agreed.		PW	14.01.2019
2018/183	Meachem Room chairs need a bit of a clean as they are starting to look a bit tatty. SW/PW to report back on what needs to be done and what help needed.			
2018/184	The flooring at the entrance of the unisex toilets is starting to lift and needs re-gluing		PW	14.01.2019

2018/185	Tony to be asked to have a go at cleaning foot marks off the wall in the corridor		CG	7.01.2019
2018/186	The inside glass of the double glazed unit in the Meachem Room Cupboard has been cracked – to be replaced once the grills have been sorted.		CG	28.02.2019
2018/187	Cobwebs in the hall need some attention – CG to bring down extending pole so can be reached		CG	14.01.2019
2018/188	Toilet roll holder in the changing room toilet needs replacing		PW	14.01.2019
8.	Outstanding Actions List			
2018/189	CCTV – stronghold security contacted and annual call out arrangements renewed for 12 months wef 1/12/2018 for £75. Will visit during January to sort out mobile app.			
2017/186	Apple tree update on website – contact name to be put on website. SW agreed to look after it for the time being.			
2017/2017	No support for managing the sale of echristmas cards – action closed			
2018/190	CG provided options and costs for replacing tables in the village hall. After review it was decided that total replacement would need to wait until redevelopment as storage was an issue. In meantime PW/CG will try to replace the damaged green tops with the red ones from the lower tables.		PW/CG	31.01.2019
9.	Any other Business			
2018/191	The lock mechanism on the bin in the car park needs mending/replacing – request to be made to KBC		CG	14.01.2019
2018/192	It was agreed to purchase 4 x 1.2m trestle tables and scrap the metal tables in the hall. CG to action		CG	31.01.2019
2018/193	SWB Architects to be approached for confirmation of revised square meterage of the building to include the new storage units.		CG	31.01.2019
	Next Meeting: Monday 14 January at Red Lion Broughton			