

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 9 December 2019

Present at the Meeting: Clive Gresham (CG) (Chair), Tim Durdin (TD), Mary Rust (MR), Bryony Gates (BG), Shelagh West (SW), Phil West (PW), Gaynor Ireland (GI), Jayne Smith (JS), Eric Wells (EW), Richard Tyler (RT)
Observers: Judith McQuaid (JM), Jonathon Percival (JP), Emma Smyth (ES)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1. 2019/220	Welcome & Apologies: Apologies were received from Katie Hodgson, Claire Tilley, Ravi Zutshi, Barbara Zutshi and Simon Aston.			
2. 2019/221	Minutes of Meetings held – 11 November 2019 The minutes of the Committee Meeting held on the above date were approved and will be published on the website			
3. 2019/222	Matters Arising Completed actions from Action list 2019/017 2019/205 2019/206 2019/209 2019/214 All other outstanding items were updated and/or moved forward to next meeting. CG to advise cleaner of proposed increase in hourly rate from January.			
4. 2019/223	Treasurer's Report TD provided a brief report at the meeting and a copy is attached with the minutes. It was agreed that TD request weekly refuse collections from KBC for renewal wef 1 st January 2020.		TD	
5. 2019/224	Projects - update Skatepark – CG spoke to Dave Lane at KBC. Section 106 money will be given to VH for us to procure Rampchild. The council will provide the license to do the work and will undertake the maintenance and liability but it will remain our asset.		Develop ment Team Ongoing	
2019/225	Entrance Hall – due to cost and height issues, changing the main door to an automated disabled entrance will not be feasible. This will be resolved when new entrance built. TD has submitted a request to Parish council for assistance with funding but no reply has been received yet. Quotes received to replace entrance hall floor are £1032 and £1308. Committee agreed to grant the work to the cheaper company.		Develop ment Team Ongoing	
2019/226	Meachem Room – Electrician booked for tomorrow to fit new electric sockets and hot water heater. Then new worktop will be fitted, fridge moved and old water heater moved. New tiling to be fitted. Tables have been ordered and current delivery date is 7 Jan. Trolley for tables has also been ordered. Total cost £1074. Heater guards ordered and will be delivered before Christmas.		Develop ment Team Ongoing	
6.	Bookings			

2019/227	<p>User Updates/Feedback – Broughton Under 5s advised that they are now fully staffed and ready to start their new extended hours from 6th January 2020. They are holding an open morning on 21st Dec to show parents how the Meachem room will be set out. It was agreed that they can store their equipment on Mondays and Thursdays in the old committee room ES requested a copy of most recent Legionnaires report. BG to provide. Broughton Under 5s committee thanked the VH committee for being flexible and cooperative with the new arrangements.</p>		BG	
2019/228	<p>Regular – Due to the weather and illness, some recent football matches have been cancelled. Nothing else to report</p>			
2019/229	<p>Occasional – Very busy</p> <p>Child yoga start has been postponed WI starting in January Enquiry for Zumba class but struggling to find an evening slot to accommodate.</p> <p>From January when Under 5s use the Meachem room we should assume that we cannot hire out old committee room at the same time due to safeguarding issues. Bolt to be fitted to door from entrance hall to corridor leading to Meachem room.</p> <p>We are receiving an increase in Friday evening bookings that require a late finish. As the pilates class is on Saturday morning the main hall floor needs to be cleaned after the Friday night bookings. Tony is able to cover some of these dates but the rest will require volunteers from the committee to go and ensure the hall is clean. It was agreed that we moderate the number of late booking for Friday nights and see how it goes.</p> <p>It was also agreed to look at mop options that decrease the time it takes to mop the large floor.</p> <p>A large booking of caravanners has been turned down as it was for football season and they would require use of both the car park and field as well as having dogs.</p> <p>6th Sep 2020 a booking has been taken for a cycling rally</p> <p>A complaint was received from a hirer that the microwave and some china was dirty. It was suggested that a volunteer should check the microwave, oven and fridge on a weekly basis and report if dirty so that Tony can be asked to clean it. JM volunteered to do this on a trial basis. The china can be checked on an occasional basis.</p> <p>Key handover required on 21st and 24th Dec, CG volunteered.</p>			
7.	<p>Premises</p>			
2019/230	<p>Maintenance – Pat tested Christmas tree Scrapped non-functioning kettle Checked urn</p>			

	Heaters in main hall – CG contacted Dimplex. They readily agreed to send 14 new elements free of charge. 22 units now working. Total cost £600 Leak in corridor, roofers returned and replaced another cracked tile free of charge			
2019/231	Health and Safety – Review of all policies and procedures to take place by March 2020.		H&S sub Comm BG/BZ/ TD	March 2020
8.	Outstanding Actions List –			
2019/232	2019/017 – after reviewing alternative quotes from fire companies it was agreed to stay with Smiths JM to contact fire inspectors to discuss content of fire risk assessment. 2019/207 – 10 Chairs to be replaced. Quote of £300 accepted and agreed. CG to contact Knight & Hyde.		JM CG	Jan 2020
9.	Any other Business-			
	No other business and meeting closed at 21.12			
	Next Meeting: 13 January 2020 at Village Hall			