

**Broughton Playing Field and Village Hall Association
Committee Meeting - Tuesday 9th February 2016**

MINUTES

Present: Bryony Gates (BG), Tim Durdin (TD), Phil West (PW), Shelagh West (SW), Ed Phillips (EP), Stella Gates (SG), Mary Rust (MR), Kirsty Lewis (KL), Barbara Zutshi (BZ), Richard Tyler (RT), Anna Aldersley (AA)(BU5s).

1. Apologies: Clive Gresham (CG), Pat Scouse (PS).

2. Minutes of Meeting - 12th January 2016.

Minutes were approved and signed off by BG.

3. Matters Arising

6.1.2 Re-worded notices placed on website and notice boards. Notice still to be placed in "Operating Manual". **ACTION SW**

7.1.5 Front door lock been changed. New keys distributed to Regular Users.

4.2 Application made for Discretionary Relief Rates 2016/17.

5.4 PS to discuss funding from Parish Council 2016/17 budget for development plan at next PC meeting.

6.1.1 Regular Users reminded to tidy up before they leave premises.

6.1.4 Amended Terms and Conditions Form placed on notice board and website.

6.2.2 Cub leader been advised by KL that section of hall may not be available for their sleepover in April 2016. KL received Cub's Safeguarding Policy.

7.1.1 Smith's have rectified fault found on emergency light in foyer.

7.1.4 Overriding switch installed for hall heaters.

7.1.5 PS kept keys from old front door (Pat's and Parish Council Clerk), will give to PW at next month's meeting. **ACTION PS**

8.2 EP contacted MN regarding administration of Facebook.

4. Treasurer's Report

TD presented the report - see attached report.

4.1 TD circulated 9 monthly budget to committee members.

4.2 TD requested forecast invoice income from Playing Fields for next 3 months.

ACTION EP

4.3 Broughton Players have contents insurance cover for damage/theft. Contents value and cover still required from Table Tennis, Badminton Scout Groups.

ACTION EP

4.4 Charity Commission Report Annual Return form been submitted by TD.

5. Projects

5.1 Committee agreed to go ahead with purchase of all electric Smeg Cooker, cost £1,099.00, £50 cashback online. 2 week delivery, electrician would have to install. Contact Drage.

ACTION PW

5.2 PW/BG/BZ to meet with carpenter to discuss kitchen refurbishment.

ACTION PW/BG/BZ

5.3 Funding received for Phase 2, Maud Elkington, £2,500, Bernard Sunley, £2,000 (pledged for 1 year). Chris Groome contacted but Councillor discretionary fund for 2015/16 is closed. Can re-apply in April 2016 but no certainty of grant being made as fund likely to be much reduced.

Leaves shortfall of £7,500.00.

- 5.4 Project Development Plan to be posted on website. **ACTION EP**
 'Sponsor a Tree' details already on website, good sales initially but no recent interest.
- 5.5 Possible funders require numbers of various age groups that use the village hall.
 BG to send her calculations to KL/EP. **ACTION BG/EP/KL**
- 5.6 Meeting held with Sandra BU5s to finalise designs. AA, BU5s, raised issue of having rounded handle on outer toilet doors. BG will mention to Les Manning, Project Team, at tomorrow's meeting. **ACTION BG**
- 5.7 Tenders to go out next week, bids to be returned with 3 weeks, (7th March).
- 5.8 Tickets available shortly from Rebecca Hawkes or Red Lion for Ball on 19th March 2016.
- 5.9 Raffle prize donations requested from Committee members, can be handed in to RH or KL.
 Broughton Players to be asked if they would donate tickets for a future production, as they did last time. **ACTION BZ**
- 5.10 Kirsty to send email to Amazon with Development Plan and Phase 2 Project Documents regarding possible funding. **ACTION KL**
- 5.11 TD circulated draft copies of Conflict of Interest Policy and Environmental Policy, subject to any amendments, committee hoping to adopt these policies at next month's meeting. **ACTION ALL**

6. Bookings

- 6.1 **Regular**
- 6.1.1 Enquiry from Nene Valley Caravanners' for possible booking, May 2017.
 Details from their previous booking to be given to EP. **ACTION BG**
- 6.1.2 Lot of interest from Kettering football teams to use hall pitches.
 Issue raised by RT regarding pitch management because of rain.
 Home teams, Broughton Old Boys (BOB) and Rising Sun use far pitch.
 Agreed that Kettering teams only use far pitch on vacant weekends.
- 6.1.3 Gmail account being used. KL to keep eye on email a/c when EP on holiday.
- 6.2 **Occasional**
- 6.2.1 Another busy month, 14 enquiries, 8 confirmed bookings.
- 6.2.2 Enquiry for scooter party, unable to hold party in hall due to possible damage from tyre marks.
- 6.2.3 Enquiry from WI group about holding race night in hall. No problem so long as they have appropriate Licence (TEN) if required.
- 6.2.4 Stall holder's from KL's craft fair asking whether they are able to have stalls at Broughton Village Show. Demonstrate crafts/promote craft fair may be an option rather than selling. BG to talk to Village Show Committee. **ACTION BG**

7. Premises

- 7.1 **Estate Manager's & Maintenance Report**
- 7.1.1 Warkton Roofing attended to broken roof tile which had blown switch and controls of Expelair heater and tripped main box.
- 7.1.2 Drage Electrics replaced heater controls and switch.
- 7.1.3 Drage Electrics replace floodlight bulb in car park.
- 7.1.4 Village hall's CCTV camera's to be tracked back to check for evidence of someone shooting at floodlights. **ACTION EP**
- 7.1.5 Painted damaged wall and ceiling caused by water leak and broken tile.
- 7.1.6 Ladies' toilet door adjusted - door sticking.
- 7.1.7 Attended damaged old committee room door lock.
- 7.1.8 Notice boards in foyer sorted and tidied by SW.

7.1.9 New notice displayed in foyer that all items will be removed after 3 months from 1st displayed.

7.2 Health & Safety

7.2.1 PW continues to test fire alarms on a monthly basis.

8. Hall Rates

8.1 No increase in income from hall rates for 2016/17.

8.2 Structure of hall rates to be discussed/decided at next month's meeting.

9. Cleaner Recruitment

9.1 Seb has given up cleaning job due to family commitments. New cleaner, Sam O'Brien, has already started.

9.2 Cleaner's invoice rate has been increased with immediate effect, to £8 per hour in line with increase in minimum wage & to allow for some self-employment oncosts.

10. Any Other Business

10.1 AA requested that committee members ring doorbell at front door when BU5s are using the hall so staff are aware that someone has entered the building.

10.2 Signs for the village hall to be looked at, direction of some of them may have been moved.

10.3 Committee agreed to renew ACRE membership at a cost of £40 per annum.

ACTION TD

10.4 Brochure promoting refurbished village hall handed out by TD. Similar brochure could be used to promote Broughton Village Hall in the future.

The meeting closed at 9.40pm.

Date of next meeting: Tuesday 8th March 2016 at 7.30pm.