

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 11 February 2019

Present at the Meeting: Clive Gresham (CG)(Chair), Tim Durdin (TD), Gaynor Ireland (GI), Phil West (PW), Mary Rust (MR), Richard Tyler (RT). Jayne Smith (JS), Barry Steptoe (BS), Shelagh West (SW), Bryony Gates (BG)
Observers: Rebecca Fox (RF) Under 5's representative. Judith McQuaid (JM) Scouts representative.

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1. 2019/019	Apologies: Barbara Zutshi (BZ),			
2. 2019/020	Minutes of Meeting – 14 January 2019 Subject to 5 minor alterations, the minutes are approved and will be published			
3. 2019/021	Matters Arising Completed actions 2017/186 2018/129 2018/152 2018/90 2018/91 2019/005 2019/012 2019/016 All other outstanding items were updated and/or moved forward to next meeting. There were no other matters arising.			
4. 2019/022	Treasurer's Report TD provided an updating report at the meeting. A copy of his report has been circulated after the meeting and is attached to the minutes. After investigation TD established that the new storage building is eligible for zero rate VAT. A certificate to that effect has been issued to the building contractor.			
5. 2019/023	Projects - update Storage building is almost complete. There are a couple of minor things to be finished and should be handed over by the end of the month.			
2019/024	Kettering Football Club Ladies team have enquired if there is any possibility of gaining access to WC other than through the main changing room. CG has drawn up plans of how the area could be changed to accommodate this which he presented to the committee. The plans were approved, and the committee is happy to progress the project to costing stage. Two contractors have been approached for indicative quotes BG has approached KFC to ask if they would be willing to help fundraise to contribute towards the costs who responded positively. MR suggested asking Parish Council for assistance with funding. GI proposed that one of the new toilets have disabled access and facilities and this is to be incorporated in the plans PW enquired about improving ventilation in the area. It was decided that would be investigated when the new showers are fitted in changing room 2.	Gain quotes and potential funding	CG	

	The plans would necessitate Scouts moving their storage area into the new storage building, which they would be happy to do.			
2019/025	Car Parking update – it appears the area is jointly owned by both KBC and Northants County Council. The area would need to be levelled off with hardcore for drainage. CG to approach Jim Hakewill to find a sponsor at the Council to help progress the idea.	Contact Jim Hakewill	CG	
2019/026	Kitchen update – worktops, sink and dishwasher fitted. New bottle chiller fitted in bar area			
2019/027	TD proposed that the kitchen area in Meachem Room be rearranged so that the fridge can be fitted under worktop. There is a length of worktop remaining from kitchen which could be used		PW/CG	
2019/028	Fill in holes above small window near kitchen area in Meachem Room		PW	
6.	Bookings			
2019/029	Regular – there have been some under and over payments from various groups. KFC have asked if they can hold an all-day event using all football pitches and the main hall. BG asked the committee to consider a reduced rental rate. Rates agreed were £150 for Saturday event and £120 for Sunday event. JM proposed that scouts should take a bigger role in supporting VH with joint fundraising.	Offer proposed rates to football club	BG	
2019/030	Occasional – very busy with new bookings. Request from booking in April who would like to contribute something to VH. BG proposed to offer a bar service for them and the profits to be donated to VH. CG and BZ have offered to help. Broughton Players are performing a Panto at the end of March. Rental rate of £100 for the weekend plus a contribution from profits was approved by committee.	Discuss with the Hirer	BG	
7.	Premises			
2019/031	Health & Safety BG Mentioned that the shelving in the Bar area is proving to be a food safety hazard as it is being used to prep food but the shelves are not left clear and clean. The area needs to be thoroughly cleaned and maintained. Hirers will be put on notice that anything left on the shelves will be disposed of immediately.	Notify hirers and revise T&Cs	BG/BZ	14.03.2019
2019/032	Maintenance – Kitchen/bar sinks have all been chemically cleaned Wheellie bin has been chained to concrete post			
2019/033	Grills on unused fans need replacing – mesh grills to be fitted to blank them off	Source & Fit grills	CG	
2019/034	Car park signs to be fitted	Fit signs	CG	
2019/035	Check tables in main hall and buy replacements for broken ones	Purchase new tables	CG/GI	
8.	Outstanding Actions List – see action list			
9.	Any other Business			
2019/036	Tree house in oak tree has been reported to KBC			
2019/037	It was agreed to purchase another set of animals for the apple tree.	Order animals	BG	
2019/038	Charities Commission information to be updated. GI asked for permission from trustees to update. Permission given.		GI	
	Next Meeting: 11 March 2019 venue TBC			