

Broughton Playing Field and Village Hall Association Committee Meeting
MINUTES of meeting: 14th February 2022

Present: Clive Gresham, Chair (CG), Barbara Zutshi (BZ), Andrew Tempest (AT), Don Harper (DH), Ros Gresham (RG), Pat Scouse (PS)
 Observers: Emma Smyth (ES)

Apologies: Bryony Gates (BG), Gaynor Ireland (GI), Simon Aston (SA), Ravi Zutshi (RZ), Ivana Krajcova (IK), Judith McQuaid (JM), Kerri-Ann Stolarski (K-AS)

Quorate: No

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies.			
2022/026	Apologies received from Gaynor Ireland, Ravi Zutshi, Bryony Gates, Ivana Krajcova, Simon Aston, Judith McQuaid and Kerry Ann.			
2.	Minutes of Meetings held – 10th January 2022			
2022/027	Minutes were approved after amendment to show Ravi Zutshi being present. Minutes were signed by the Chairman and will be published on Village Hall website.			
3.	Matters Arising			
	None.			
4.	Treasurer's Report			
2022/027	<p>Treasurer's report circulated prior to meeting.</p> <p>A further Covid Omicron grant from North Northants Council £2667. Within occasional hire there is £100 withheld from a party. Expenditure: Nothing unusual to report. Paid Christian Price £500 to finish off heating. Surplus for the month £3,600</p> <p>Grant update Kettering Borough Council 2020 capital grant for Visitor Project. Got all information required for grant report and will be submitted 15.2.21. Only major thing missing was the signage.</p> <p>Capital Grant Application to NN council for outdoor gym has been completed, sent off and acknowledged. Considered during February and we should hear during March.</p> <p>Most information is completed re report to Northants Charitable foundation. AT to finalise.</p> <p>Electricity Costs Andrew got quotes. It is a rapidly moving market Most competitive/cheapest quote was (86%) more than we are currently paying This is for a 3 year fixed 2 year fixed more expensive 6 quotes - 5 for 3 years 1 for 2 years and spread is £600</p> <p>To recover the whole of that we would need to increase hire rates by 25/30%</p> <p>We could spread the rise over a number of years. We could choose to run smaller surplus.</p> <p>It would not be appropriate to run at a loss use the development fund</p>			

	<p>use the contingency fund.</p> <p>We do not have a figure of how much power we use per month. We do not have up to date accurate usage information because of Covid</p> <p>Our hire rates are competitive following a survey last year. We increased rates at that time as we were at the lower end.</p> <p>We do not want to price too high and lose users</p> <p>Increased hire fees could be phased.</p> <p>Users were asked to take the information back to their groups and provide feedback</p> <p>Prior to considering increased hire rates it would be useful to carry out a further benchmarking exercise.</p> <p>Is there an opportunity for the village hall to benefit from a precept grant from PC with the village contributing towards the upkeep of the Village Hall facilities through the rates. Outdoor facilities are free for all.</p> <p>After discussion it was agreed that we should go away and AT to produce a draft budget for March meeting with proposals for hire rates for 2022/2023 after feedback from regular users and input from BG and BZ on hire income.</p> <p>Energy is more than 30% of the cost of running VH.</p> <p>Andrew to be given authority to accept a 3 year deal with electricity suppliers as appropriate. Clive to send email to members for approval as the meeting was not quorate.</p>			
5.	Fundraising events			
2022/027	<p>250 Club update</p> <p>Barry not present so held over to next meeting.</p>			
6.	Bookings			
	Regular Bookings			
2022/028	<p>BG reported there was a mole problem</p> <p>– PS mentioned Nigel Bull may know someone to get rid of them. CG to contact.</p> <p>Leaflet suggestion from Pat Heed forwarded to other user groups.</p> <p>The Griss's and the Drummer Group are taking a break from using the VH but may return later in the year.</p>			
	Occasional Bookings			
2022/029	<p>Bookings are steady.</p> <p>Hall hired out for a birthday party, he has hired previously. On snapchat on Sunday after the party there was a video of someone doing a line of what looked like cocaine on the bar top.</p> <p>On checking after use – the hall was clean and tidy and good condition generally apart from black marks on floor.</p> <p>BZ tried to contact. Phone number unavailable. Did not reply to emails.</p> <p>CG picked up from there. It was reported to police and details of contact info has been passed on</p> <p>£100 deposit has not been given back and not requested by hirer.</p>			

	<p>BZ reported there is another booking in April who BZ suspects knows the previous hirer and a similar booking to test equipment. The meeting felt there was no reason to cancel or decline the bookings.</p> <p>Terms and Conditions of Hire has been updated and will be approved at the next meeting and states that a member of the committee may enter the building during hire.</p> <p>Dance school has asked for a week in summer 1st – 5th August and every Wednesday after that. She will not use the hall on Monday and Thursday afternoon.</p> <p>Vaccine clinic: The pharmacy company who organised this didn't turn up as it was cancelled by NHS.</p> <p>Because of new premises license separate paperwork will be required. BZ and BG to action.</p>		BZ/BG	March 22
	User updates/feedback			
2022/030	<p>Under 5's Key to disabled toilet. Bernie requested. We cannot find the key at the moment. They want to lock it so that the children cannot go in during Under 5's sessions. If we cannot find a key we will change the lock. CG to investigate.</p> <p>Double doors lock has been fixed.</p>		CG	28.02.22
2022/031	<p>Bowls Phil and Sheila West have stood down from Bowls Committee. AGM January. 17 members signed up and averaging 12 per sessions. Fees were increased to users.</p>			
7.	Projects Update			
2022/032	<p>CG spoken to Jonathan Mallender's boss. There have been a few issues with the NNC finance department but now able to send off application to FIT. We have not heard anything to see if it has been sent. CG to send email to FIT to ask if they have received it.</p>		CG	March
2022/033	<p>Outdoor gym. Cost of 6 units ins talled£6500+VAT Project put into council included £1,400 to include tarmac and signage. Total budgeted cost £9000.</p>			
2022/034	<p>Petanque One half is still good and dealt with last year. £300 to make the other side good. AGREED BY ALL PRESENT that this should go ahead in spring.</p>			

022/035	<p>Planning Proposal Project Team revisited planning and requirements. Felt it does make sense to go ahead with a slightly revised plan. Architects instructed to amend plans for Changing rooms to comply with Football foundation feedback so we can seek FA funding agreement in principle.</p> <p>Under 5's amendments including canopy over walkway. Also requested the office is locked and secure. Storage for U5's is being reconsidered in line with what is being currently used although ES stated that outdoor play equipment could go in a shed in the secure area which would reduce the indoor storage requirement.</p> <p>Protecting existing planning Stage, changing rooms etc. We have had no interest from WMC in the proposal to accommodate living space and sportsman's bar in the plans. So these elements have been removed.</p> <p>It would be sensible to still have a bar although not the same size. Joby asked to take out the first floor and reduce size of bar area although bigger than existing planning. It has been requested that the interior is not quite so palatial. We will then have other options which will not cut across our original planning. If we find we are restricted with funding etc and wish to shrink back within the existing or future outline planning. Joby is pretty sure that provided we take steps within those plans it will only be a variation costing £38 rather than a new planning application</p> <p>Changes appear more realistic.</p> <p>Have not yet discussed the 106 monies to change the conditionality. The majority of the funds still available is for indoor sports facilities.</p>			
2022/036	CG has written to SWB with the Committee's offer of £500 +VAT and we await their invoice.			
8.	Premises			
2022/037	John the Painter has been in to provide quote for the painting of the hall doors and architrave. Architrave to be white possibly olive/light for the doors. BZ asked to see colour to check. The painting of the corridor and doors and install plastic edging strips on corners.			
	Estate & Maintenance report			
2022/038	RZ Reported: All fire alarms have been checked and are working All emergency lighting has been checked and is working The socket in the hall has been replaced with a plastic one, will change to a metal fitting in due course. The kitchen sinks checked and could not see / feel any leak. BZ to discuss further.			

	Health & Safety			
2022/039	<p>Asbestos Management Plan has been updated. No asbestos inside the building anymore. Data Protection Policy Draft obtained from Acre to address GDPR requirements. Do we need one specific Data Protection person designated. Rather than one person it was decided that the Committee as a body will be responsible. We also need to have a data register which BG will draft. Updated Vulnerable Persons Policy, Equalities Policy and H&S risk assessment have all been updated and will be uploaded on the website. Action BG</p> <p>Procurement, Risk Management, Conflict of Interest, Reserves, Environmental policies need to be reviewed – last done in 2016/17/18 – new owners also required as previously looked after by Tim Durdin. Decision at March Meeting</p>		BG Comm	March 22 March 22
2022/040	<p>H&S Outstanding matters: Council contactors had another go at the footpath which has now been fixed. Barry has looked at the trolley in the community fridge room and will fit buffers. OVERDUE H&S SUB COMMITTEE MEETING THIS can be done April.</p>		H&S Comm	April 22
9.	Outstanding Actions List			
2022/041	<p>Completed actions removed. Other items updated on action log.</p>			
10.	Any Other Business			
2022/042	<p>Under 5's. Post not being received by Under 5's. Village Hall is not a postal address. Emma will pursue use of a PO box in the light of Post Office returning to the village.</p>			
2022/043	During school term time Emma will join meetings via Zoom			
2022/044	PLEASE NOTE: If anyone wishes to contact Andrew send it to bvhtreasurer@outlook.com			
	Next meeting will be held on Monday 14th March 2022 19.30pm Venue Broughton Village Hall and Zoom			
	Meeting closed 22.05			