

**Broughton Playing Field and Village Hall Association  
Committee Meeting - Tuesday 12th January 2016**

**MINUTES**

**Present:** Bryony Gates (BG), Tim Durdin (TD), Phil West (PW), Shelagh West (SW), Ed Phillips (EP), Stella Gates (SG), Mary Rust (MR), Pat Scouse (PS), Kirsty Lewis (KL), Barbara Zutshi (BZ), Richard Tyler (RT), Michelle Coe (MC)(BU5s).

**1. Apologies:** Clive Gresham (CG).

Due to work/family commitments Mark Normansell has stood down from the committee with immediate effect.

**2. Minutes of Meeting - 8th December 2015**

Minutes were approved and signed off by BG.

**3. Matters Arising**

6.2.2 RT talked to Mel who was unaware of any bad language used by his football team and it seems unlikely that Rising Sun FC were involved. Situation to be monitored.

7.1.2 Completed form sent back to Kettering Borough Council regarding bin collection.

5.2 Signed form returned to MC, BU5s, by TD at tonight's meeting.

6.1.1 New hall booking calendar up and running. Booking enquiries being received.

6.1.2 Notice for hiring tables and chairs been re-worded and placed on Website and notice boards. Copies to be given to PS for Parish Council notice board and SW for "Operating Manual".

**ACTION BG/PS**

7.1.5 PW to change front door lock this Friday (15th). EP to distribute new keys to Regular Users.

**ACTION PW/EP**

**4. Treasurer's Report**

TD presented the report - see attached report.

4.1 TD circulated 8 monthly budget to committee members.

4.2 Form received, can now apply for Discretionary Relief Rates 2016/17. **ACTION TD**

4.3 Regular water reading to be given to TD because of high water bills even though Anglian Water have supplied credit notes totalling £316.77 for 2015, giving a credit balance of £187.07.

**ACTION PW**

**5. Projects**

5.1 Additional information required before final decision can be made at next month's meeting as to which cooker is most suitable for kitchen refurbishment but in principle agreement to purchase a good quality more expensive model than a less durable, cheaper one of unknown make.

**ACTION BZ**

5.2 Re-fit of kitchen and electrical works too big a job for PW to take on, external company to carry out works.

5.3 Awaiting outcome from Bernard Sunley Charitable Foundation and Maud Elkington regarding funding application for toilet block development.

Chris Groome, County Councillor still to be contacted.

**ACTION BG**

5.4 Request for £2,500 precept to go towards toilet block project from Parish Council 2016/17 budget.

**ACTION TD**

5.5 'Sponsor a Tree' fundraiser to be given extra push on social media sites to raise awareness.

**ACTION EP/KL**

5.6 PS to put 'Sponsor a Tree' poster on Parish Council notice board.

**ACTION PS**

- 5.7 EP to forward details of 'Sponsor a Tree' to MC, who can then forward it to BU5s committee and Broughton School. **ACTION EP/MC**
- 5.8 BG requested suggestions of local businesses to be contacted regarding sponsorship of rabbit/squirrel. **ACTION ALL**
- 5.9 Rebecca Hawkes placed advert for 'Sponsor a Tree' in next edition of 4 spires.
- 5.10 Committee happy for the 'Roaring 20's' to be theme for fundraiser ball on 19th March 2016. Raffle and auction prizes required which Rebecca will collect. **ACTION ALL**
- 5.11 Kirsty will continue to raise funds through her craft fairs, all profits will be donated to the toilet block development.
- 5.12 Architects drawings received. BG/TD and Les Manning held meeting to discuss. BG/LM talked to Sandra, BU5s, to discuss designs for toilet block. Les meeting with architect tomorrow. BG hoping to attend. **ACTION BG**
- 5.13 Tender documents hopefully to go out at end of January 2016. Once tender accepted any change in design would be very costly.
- 5.14 TD gave timeline for toilet block to MC at tonight's meeting. Works hopefully to start March/April.
- 5.15 Next project meeting to be held on 18th January 2016. Date may be put back.
- 5.16 MUGA development not to be considered until summer/autumn.

## 6. Bookings

### 6.1 Regular

- 6.1.1 Few complaints received regarding cleanliness of premises, especially hall floor over christmas period. Misunderstanding with Seb, cleaner, regarding bookings during holidays. Regular hall users to be reminded to tidy up before they leave premises in line with the terms & conditions and because there are very few opportunities to clean between bookings during the week. **ACTION EP**
- 6.1.2 EP/KL keen to move over to 'gmail' as booking calendar in 1 account and emails in another. People being encouraged to check booking calendar for availability.
- 6.1.3 Football pitches being checked by Mel before taking on additional football matches.
- 6.1.4 Terms and Conditions of Hire Form been amended to incorporate new Vulnerable Persons Policy Statement, amended T&C form to go on BVH Website. Copies of Form and Policy to be sent to regular users. Copy of Policy to be placed on hall notice board. Users to be asked to provide a copy of their organisation's safeguarding policy, where appropriate. **ACTION EP/BG**
- 6.1.5 Contents cover and value still required from some user groups who use hall storage facilities. **ACTION EP**

### 6.2 Occasional

- 6.2.1 11 enquiries, 5 confirmed bookings.
- 6.2.2 Cubs sleepover on Friday 22nd April 2016, 9pm - 9am given go ahead providing premises left in tidy state before Saturday morning booking begins at 9.30am.  
KL to advise cub leader that section of hall may not be available due to possible building work **ACTION KL**

## 7. Premises

### 7.1 Estate Manager's & Maintenance Report

- 7.1.1 Smiths carried out service on emergency lighting system. Fault found on emergency light in foyer. BG to check letter received from Smiths. **ACTION BG**
- 7.1.2 Cubical toilet door inside ladies toilet needs adjusting. **ACTION PW**

7.1.3 Drage, electricians, called out to check over problem with some lighting circuits. No problem found.

7.1.4 Hall users are not always switching off heaters when leaving premises. Reminder notice to be placed near exit.

**ACTION PW**

**7.2 Health & Safety**

Nothing to report.

**8. Website & Facebook**

8.1 KL/EP to manage Facebook page between them since MN has stood down from committee.

8.2 EP to contact MN regarding administration of Facebook.

**ACTION EP**

**9. Any Other Business**

9.1 SW concerned not enough room on village Hall notice board in foyer to display hall material.

9.2 Previous hall user left cake tin on premises, areas checked, tin not found.

The meeting closed at 9.15pm.

Date of next meeting: Tuesday 9th February 2016 at 7.30pm.

**Outstanding actions:**

Completion of Environmental Policy	TD	Feb. 2016
------------------------------------	----	-----------