

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 14 January 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)
 Observers: Nick Page (NP) Under 5's representative.

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1. 2019/001	Apologies: Shelagh West (SW), Bryony Gates (BG), Barbara Zutshi (BZ), Judith McQuaid (JM), Jayne Smith (JS),			
2. 2019/002	Minutes of Meeting – 10 December 2018 Subject to 2 minor alterations, the minutes are approved and will be published			
3. 2019/003	Matters Arising Completed actions 2018/128 2018/150 2018/174 2018/178 2018/180 2018/182 2018/184 2018/185 2018/188 2018/93 All other outstanding items were updated and/or moved forward to next meeting. There were no other matters arising.			
4. 2019/004	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. Cashflow & Proposals To fund the Storage units and cover the costs of the planned electrical work in April, TD proposed withdrawing £ 25,000 from the MHBS. There is a 2 month notice period, which has been given. Motion approved by committee			
2019/005	Invoice received from LF Builders for £12,000, which is more than the money in the Nat West bank account pending receipt of the funds from MHBS shortly after 6 th March 2019. The Broughton Playing Fields and Village Hall Association will have to rely on a loan to bridge this timing gap. CG has kindly offered to fund the difference with a personal loan until early March when the building society monies become available. TD proposed that we pay a fee equivalent to the building society interest rate (1.25% pa) to compensate him for the trustee loan for the period. TD to write a letter to CG to acknowledge the loan and to guarantee that it will be repaid with the fee by 11th March. Motion approved by committee	Letter to CG re Trustee Loan	TD	20.01.2019
2019/006	Discretionary expenditure to be curtailed Given the current cash-flow situation and the higher-than-forecast expenditure on maintenance, projects and other items, TD requested that all discretionary purchases & expenditure be curtailed or postponed until next financial year. Motion approved by committee			

5.	Projects - update			
2019/007	LF builders discovered issue with large oak tree within 15m boundary for the footings of building. Additional foundations required. Additional cost just under £3000 which architects deemed not unreasonable. LF to speak to SWB regarding cedar finish versus Tonge & groove. Work to be completed by end Jan			
2019/008	Kitchen – Quote received from Steve Wilkinson for £995 to renew sink area and replace electric cupboard. Sink unit purchased at a cost of £154. Dishwasher with 30 min speed wash purchased			
2019/009	No progress yet with council regarding additional parking		CG	
2019/010	CG received call from skate board company to arrange a meeting to discuss costings etc	Pursue to fund costs	CG	
2019/011	Petanque – possible start date of 11 May proposed CG to discuss with Phil Allen	Cg to confirm with P. Allen	CG	15.02.2019
6.	Bookings			
2019/012	Regular – Football changing rooms are being heavily used and we have received feedback on the state the rooms are left in after games. It has been agreed provide a mop and bucket to allow the teams to improve the ability to clean up after themselves.	Changing room mop & bucket	BG	30.01.2019
2019/013	Occasional - Drama academy closed Clubercise popular on Weds BZ asked for criteria to be set for how the hall should be left after hire to make sure we are consistent with return of deposits. BZ/BG to discuss	Hall criteria for Deposit Return	BZ/BG	11.02.2019
7.	Premises			
2019/014	Health & Safety - Nothing to report			
2019/015	Maintenance – work completed <ul style="list-style-type: none"> • reattached sink in unisex toilet • cleared guttering of moss and bottles (rear end of kitchen) • replaced 2 x toilet roll holders in female toilet in corridor and 1 in changing room • repaired door handle on disabled toilet in main hall • Stuck down threshold in unisex toilets • Obtained and fitted salt/grit bin beside walkway (yellow gate) • Stored 10 x 25kg bags of salt in Norman’s Folly • tested fire alarms • attended Smiths testing of emergency exit lighting 			
2019/016	Wheellie bin has been moved several times by children. Solution needed		CG	30.01.2019
2019/017	CG to call alternative fire company for quotes MR to provide contact details.		CG/MR	15.02.2019
8.	Outstanding Actions List – see action list			
9.	Any other Business			
2019/018	RT has contacted council regarding moles, awaiting reply		RT	
	Next Meeting: Monday 11 February at Red Lion Broughton			