

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 13 January 2020

Present at the Meeting: Clive Gresham (CG) (Chair), Mary Rust (MR), Bryony Gates (BG), Shelagh West (SW), Phil West (PW), Gaynor Ireland (GI), Eric Wells (EW), Barry Steptoe (BS), Ravi Zutshi (RZ), Barbara Zutshi (BZ)
Observers: Judith McQuaid (JM), Emma Smyth (ES)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies:			
2020/001	Apologies were received from Jayne Smith, Clare Tilley, Tim Durdin, Richard Tyler, Simon Aston			
2.	Minutes of Meetings held – 9 December 2019			
2020/002	The minutes of the Committee Meeting held on the above date were approved and will be published on the website			
3.	Matters Arising			
2020/003	Completed actions from Action list 2019/207 2019/208 2019/222 2019/223 2019/227 All other outstanding items were updated and/or moved forward to next meeting.			
4.	Treasurer's Report			
2020/004	TD circulated a brief report prior to the meeting and a copy is attached with the minutes. Parish Council funding request has been declined. After further discussion our Chair has been invited to attend a future Parish Council meeting.		TD CG	
5.	Projects - update			
2020/005	Skatepark –All proceeding with section 106 funding. Looking for a contractor to undertake the groundwork in April/May		Development Team Ongoing	
2020/006	Entrance Hall – the work on the floor has been booked to take place during Easter holidays.		Development Team Ongoing	
2020/007	Defibrillator training has been booked for 31 Jan at 7pm Refreshments will be provided. BZ will organise. JM and scouts to serve complimentary tea and coffee and will sell cakes to fundraise for a forthcoming trip to Austria.		GI/CT	
6.	Roles & Responsibilities			
2020/008	Roles that need to be discussed soon are: Fundraising Entertainment Vice Chairperson CG will continue to bring this back to committee until resolved It was suggested that a recruitment drive on social media may be a good idea to encourage potential new committee members. GI to do this.		CG GI	Ongoing

7.	Bookings			
	User updates/feedback			
2020/009	Under 5s would like to register their thanks to the committee for all the work that has been undertaken in the Meachem room.			
2020/010	Lock needs to be fitted to the door in corridor to stop users of the main hall accessing the toilets being used by under 5s. RZ to fit lock. See action log 2019/229		RZ	
2020/011	A few cleaning issues have arisen after parties. Staff have had to remove bottles, cigarette ends etc that have been left outside. Cleaning arrangements to be clarified		BG	
2020/012	Check list to be sent to Under 5s for the new staff to use when closing the building. Signs to be put up in Meachem room as to where chairs should be stacked		PW/RZ	
2020/013	The gated children's play area is to be no smoking. Metal bins and signs to be purchased.		CG	
2020/014	Hire agreement to be updated with this information		BG	
2020/015	ES asked the committee to consider a joint venture to replace the small lawn (within the gated area) with Astroturf. This is to be looked at in the future			
2020/016	To keep the exterior of the hall looking tidy, CG suggested that a chalkboard would be a better solution than the children chalking on the brickwork. ES to ask Under 5s staff for feedback.		ES	
2019/017	Scouts have moved into the old committee room for their Tuesday evening activities Date for race night to be decided in Apr/May/June see action log 2019/178		JM/BZ	
2020/018	Regular – Income from football is down due to the weather and water on the pitch Hire charge for old committee room decided upon £5 for occasional hirers and £3 for regular			
2020/019	Occasional – Lots of new bookings Some deposits have unfortunately had to be held back after parties A request for NYE booking has come in. They have offered to pay £450. It was agreed they would also need to pay a large security deposit and book time the following morning to clean. Cleaning of the hall is required on Sunday 19 Jan at 10am EW, JM, GI, CG, BZ will undertake this Cleaning of hall is required on Wed 22 Jan at 8.30pm BS, CG, BZ to undertake this			
8.	Premises			
2020/020	Maintenance – 24 new chairs for old committee room were purchased costing £100 Sold 40 old chairs for £184.50 New tables for Meachem room should be arriving on Friday Roof has been leaking in the bar area as well as Norman's folly. Ashvale to be asked to quote to check flashing, replace broken tiles and resolve leak in the folly		RZ	31.01.20

	<p>EW has undertaken to remove the moss at ground level from around the exterior of building</p> <p>Electrics on circuit board and plug sockets have been labelled</p> <p>CG suggested that it is necessary to have someone look around the building periodically to list things that need work, check lights, heaters etc.</p> <p>BS agreed to undertake this on a bimonthly basis and report back to committee</p>		BS	
	Health and Safety –			
2020/021	No new items reported			
9.	Outstanding Actions List			
	Details reported on action log			
10.	Any other Business-			
2020/022	BZ has been emailed by a young resident to ask if during periods of bad weather, it was possible to hire the hall for basketball practise. Sadly, the committee decided it would not be possible due to potential damage to ceiling heaters.			
	No other business meeting closed at 21.30			
	Next Meeting: 10 February 2020 at Village Hall			