

Broughton Playing Field and Village Hall Association Committee Meeting
(VIA ZOOM)

MINUTES of meeting: 11 January 2020

Present at the Meeting: Clive Gresham, Chair (CG), Bryony Gates (BG), Barbara Zutshi (BZ), Ravi Zutshi (RZ), Andrew Tempest (AT), Barry Steptoe (BS), Don Harper (DH), Pat Scouse (PS), Tim Durdin (TD), Simon Aston (SA)

Observers: Emma Smyth (ES) Broughton Under 5's,

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies.			
2020/185	Apologies were received from Gaynor Ireland (GI), Emily Hollis (EH) & Judith McQuaid (JM)			
2.	Minutes of Meetings held – 14th December 2020.			
2020/186	The minutes of the Committee Meeting held on the above date were approved and will be published on the website.			
3.	Matters Arising			
2020/187	Completed actions removed from Action list.			
4.	Treasurer's Report			
2020/188	TD has circulated the report via email prior to the meeting. No specific questions were raised. TD advised the members that in his opinion, the Associations finances remained on a sound footing. TD advised the £5000 received from Kettering Borough Council before Christmas was a duplicate of the capital grant and an error. The money has been returned. We have received a donation of £299.98 from Santa Sleigh 2020. A big thank you to Gaynor and Derek for organising everything.			
2020/189	RZ asked if there are further Covid lockdown related grants the Association could qualify for. TD had briefly looked into the matter and it is unclear. He will investigate further and apply if appropriate. Maximum amount would be £3000.		TD	31.01.21
2020/190	To complete the Northants Charitable Foundation grant return TD needs an estimate of how many people are expected to benefit from the Community Fridge project and also an anecdotal story regarding someone who has benefitted. BZ to liaise with EH and pass on information to TD		BZ/EH	20.01.21
2020/191	TD mentioned he is still awaiting Self-declaration forms from AT and LG.		AT/LG	20.01.21
5.	Finding New Committee members			
2020/192	CG circulated a draft advert for approval. SA commented stating 5 resignations, which were due to Covid restriction and health issues, would give out the wrong message. All agreed – CG to revise.			

2020/193	CG to liaise with EH for Community Fridge project leaflet and arrange for printing. Once leaflets available for door drop, posters and Facebook campaign to start.		CG	31.01.21
2020/194	CG circulated a member's contact list and asked for members to check details and provide updated or missing information		All	31.01.21
6.	Bookings			
2020/195	Regular – BG reported that only the Under 5s and the Community Fridge were using the premises.			
2020/196	Occasional- BZ reported all bookings suspended pending further instructions regarding lifting of Covid restrictions. She had received confirmation prior to Christmas that the M&S Food van had stopped.			
2020/197	BZ to liaise with Tony regarding cleaning needs to include checking corridor and changing room toilets and checking all unused areas of the building for any issues whilst not in use.		BZ	23.01.21
	User updates/feedback			
2020/198	Under 5s ES advised following lockdown, take up of places down by up to 50% with children being kept at home. OK for now but slight concern if nurseries close.			
2020/199	Bowls Not permitted currently			
2020/200	Scouts Not permitted currently			
2020/201	Kettering FC SA advised that all activity had stopped and the only group that could potentially do anything was the special needs team but finding a suitable venue was a problem. Finances are being strained as income from subs etc have stopped and fundraising activity couldn't take place. CG mentioned that the Village Hall would look at running something with the club once Restrictions allowed. There had been use of the 9 aside goal posts during the Christmas break and the goal mouth was turned to mud. SA has re-seeded. Goalposts are being abused even when chained up – SA to investigate installing a 40ft container for storage. Committee agreed it could be sited on the field but it might need to wait for better weather for access.			
7.	Projects Update			
2020/202	Lease extension – CG has involved Jim Hakewill and an email has been sent to the Chief Exec of Kettering Borough Council to see if we can move things forward. In the meantime, we have still not received a formal response.			
2020/203	CG has received a quote from Steve Wilkinson to relay the path from the pedestrian gate, install a drainage channel and create a new soakaway – cost £3495. This cost could be reduced if the new drain can be directed to the existing rainwater soakaway. Committee agreed in principle to proceed in the spring/early summer.			
8.	Premises			
2020/204	Electrical Certificate for building -			

	Quote received from C Price electrical £840 inc VAT which committee approved. The work will be carried out weekend 16 th /17 th January.			
2020/205	Outdoor secure play area Elite Surfacing cannot undertake the work until March so Committee agreed via previous email circulation to instruct JR Murray Construction at an increased to the cost of approx. £200 shared between Village Hall and Under 5s. The work will commence Monday 18 th January. CG to liaise.			
2020/206	John the Paint advised that the quotes for the various works were approved. Dates for doing the jobs to be sorted but will need to be either weekends or holidays. CG/RZ to liaise.			
2020/207	RZ has investigated sourcing a handrail for the front door – cost likely to be in the region of £300 in stainless steel. RZ/BG to agree details.		RZ/BG	31.03.21
2020/208	Choosing bar worktops has been deferred due to lockdown. PS asked if anyone knew somebody with an account at Howdens as it could be cheaper than DIY places. BS believes his next door neighbour may have and will enquire and if so , obtain a brochure and give to BZ		BS	31.01.21
2020/209	Estate & Maintenance report- Nothing to report.			
2020/210	Health & Safety – Legionnaire work could not be done over Christmas and will hopefully be completed at February half term.			
9.	Outstanding Actions List			
2020/211	Completed actions: 2020/013 – Signs purchased – RZ to fix. 2020/126 – Quote obtained and reported to meeting. 2020/172 -CG confirmed Refuse Collection renewal at fortnightly had been submitted to the Council. 2020/173 - Advert circulated and approved. 2020/184 – C Price contacted. 2020/185 – Elite Surfacing contacted. 2020/187 – John Heath contacted, dates to be arranged.			
10.	Any Other Business			
2020/212	PS advised there was a Q&S session with the new Unitary CEO and asked whether anyone had any questions they would like to put forward and to email her before 19 th January. CG asked PS to seek clarification regarding future capital grants for community venues/village halls.			
2020/213	In GI's absence TD asked whether the Charity Commission return was on course for completion as the final date for submission is 31 st January.		GI	28.01.21
	Next meeting – Monday 8 February at 19.30 via Zoom			
	Meeting closed 20.40			