

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

MINUTES of meeting: 13 July 2020

Present at the Meeting: Clive Gresham, Chair (CG), Tim Durdin (TD), Gaynor Ireland (GI), Barry Steptoe (BS), Bryony Gates (BG), Clare Tilley (CT), Jayne Smith (JS), Andrew Tempest (AT)

Observers: Emma Smyth (ES), Simon Aldersley (SA), Don Harper (DH)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies:			
2020/075	Welcome to Andrew Tempest Apologies were received from Eric Wells, Phil West, Shelagh West, Richard Tyler, Barbara Zutshi, Ravi Zutshi, Simon Aston			
2.	Minutes of Meetings held – 8th June 2020			
2020/076	The minutes of the Committee Meeting held on the above date were approved and will be published on the website			
3.	Matters Arising			
2020/077	Completed actions removed from Action list All other outstanding items were updated and/or moved forward to next meeting.			
4.	Treasurer's Report			
2020/078	Distributed via email prior to meeting. No questions or comments from Committee			
5.	Bookings			
2020/079	Re-opening plans and actions- Risk assessment has been carried out. Special Covid-19 hire conditions have been sent to all user groups Specialist cleaning equipment on order Social distance markers and signs are being put into place Reopening 20 July 2020 Note of thanks to Bryony, Barbara and Health & Safety Committee for their hard work on this matter			
	Booking updates			
2020/080	Regular – Guitar club have enquired about booking on Sat mornings. Hopefully, they will use Meacham Room 2 groups have enquired about hiring outdoor space – Committee agreed charge £5 per hour			
2020/081	Occasional- Little Kickers football sessions enquired for outdoor space on Sunday mornings over Summer. Require access to toilets. Committee agreed charge of £23 per session. Enquiry for booking for outdoor film night with access to power and toilets. Committee agreed charge £5 per hour. JK Fitness looking to run bootcamp over summer on Basketball court. CG to call organiser to secure bookings.			

2020/082	User updates/feedback			
2020/083	Under 5s- No covid cases. Last week of term Notice boards look great Painting in Meacham room good Internet working much better Drain smell needs someone to look at it RZ & CG to investigate			
2020/084	Scouts- Not able to reopen yet as governed by Scouts nationally. Will keep committee updated			
2020/085	Bowls- A couple of potential pinch areas identified near storage room and kitchen. Looking to start back in Sep. Would like to run a trial session in Aug with reduced numbers			
6.	Projects			
2020/086	Development team meeting – feedback Projects team met on 2/7/20. Looking at possibility of adding another changing room, discussing with architects. Need to get quote from builder before funding from National Lottery can be applied for. Heating despite having several elements replaced last year, more have failed. Necessary to find alternative options before the winter – CG investigating			
2020/087	MUGA- TD advised costs as follows 1 court with tarmac surface £65k + £30k for floodlighting 2 courts £102k + £40k for floodlighting Sport England funding is currently frozen but will approach again at end of July			
2020/088	Entrance Lobby- Start date 26/7 new doors will be fitted 31/7 & 01/8 old floor removed and levelled 3/8 & 4/8 new floor being laid Need 30 keys cut for new door			
2020/089	Drainage Project – Not commenced			
2020/090	Skatepark Publicity- As lockdown restrictions have been lifted, we can now promote. CG and GI to liaise			
7.	Premises			
2020/091	Estate & Maintenance report- Guttering at rear fixed Ashvale to come and do further work to prevent more leaks Fire extinguishers checked Pat testing needs doing end Aug			
2020/092	Health & Safety A quick review was carried out, full review will be undertaken in Aug. Legionella report is an outstanding action as cannot currently get anyone on sight. Will be actioned by Sep CT to take over responsibility of first aid kits from SW			
8.	Outstanding Actions List Details reported on action log			
9.	Any Other Business			

2020/093	<p>Website-File development plan Update grants section CT to review website quarterly to advise what requires updating</p> <p>Village show is going ahead subject to Government guidelines and dry weather</p>			
2020/094	<p>Someone required to manage mural (maintain and sales) BS to look and see what is required for printing and adhesive – will liase with DH for access</p>			
	<p>Next meeting – Monday 10 Aug 2020 @ 20.00 Broughton Village Hall – Main Hall</p>			
	<p>Meeting closed 21.12</p>			