

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

**MINUTES of meeting: 8 June 2020**

**Present at the Meeting:** Clive Gresham, Chair (CG), Tim Durdin (TD), Gaynor Ireland (GI), Barry Steptoe (BS), Bryony Gates (BG), Clare Tilley (CT), Barbara Zutshi (BZ), Ravi Zutshi (RZ), Jayne Smith (JS)

Observers: Emma Smyth (ES), Judith McQuaid (JM)

**Quorate:** Yes

Item No	Agenda Item	Agreed Action	Owner	Date
<b>1.</b>	<b>Welcome &amp; Apologies:</b>			
2020/059	Apologies were received from Eric Wells, Phil West, Shelagh West, Richard Tyler			
<b>2.</b>	<b>Minutes of Meetings held – 9 March 2020</b>			
2020/060	The minutes of the Committee Meeting held on the above date and minutes of email updates and decisions for April and May were approved and signed by CG and will be published on the website.			
<b>3.</b>	<b>Matters Arising</b>			
2020/061	Completed actions removed from Action list  All other outstanding items were updated and/or moved forward to next meeting.			
2020/062	AGM moved to October meeting. Publicise on social media. CG/GI to liaise		GI	
<b>4.</b>	<b>Treasurer's Report</b>			
2020/063	Year end has been changed to 31 March Charities Commission report to be completed in Jan annually instead of Feb. CG to produce Chairmans AGM report early to help with filing return. Note of thanks from the committee to TD for his hard work moving the year end. TD reported that despite having to close the Village hall to hirers, with the receipt of the Covid grant the finances are stable as evidenced in the revised budgeting scenarios circulated to the members.		CG	
<b>5.</b>	<b>Projects - update</b>			
2020/064	Skatepark- completed and ownership has been transferred to Kettering Borough Council. More litter bins are to be installed When lockdown is over, the facility should have an official opening			
2020/065	Drainage project for football pitches – several grants have been applied for, awaiting responses. The impact of waterlogged pitches means there will be no income from them. Provisionally end of summer to commence work		Development Team	
2020/066	MUGA- Charles Lawrence All Courts are quoting		Development team	
2020/067	TD has updated and circulated the Village Hall Development Plan. TD thanked for work in doing this. CG to update		Development team	

	development page on website and arrange for plan and revised page to be updated on website		CG	
<b>7.</b>	<b>Bookings</b>			
	<b>User updates/feedback</b>			
2020/068	<p><b>Under 5s</b> – ES advised that they are open for more children aged 3 &amp;4</p> <p>Guidelines including more thorough cleaning and social distancing at drop off and pick up times are in place.</p> <p>Under 5s would like to thank the committee for help and support financially during these very uncertain times.</p> <p>The hedge around the gate lock area is overgrown- RZ to cut it back</p> <p>Ant problem is being kept at bay by Tony the cleaner.</p>		RZ	
2020/069	There have been people playing golf again on the field, dangerous as the children use the fields for walks and outdoor activities. GI will put a reminder on social media again		GI	
2020/070	<p><b>Kettering Football Club</b> – training for girls’ teams will restart from next week in accordance with Government special measures.</p> <p>Committee discussed request for Kettering Football Club to put up a banner. Given the long term commitment between the Club and Village Hall it was agreed. Other requests of a similar nature from not for profit organisations would be considered on the same basis.</p>			
2020/071	General advertising of user groups was discussed. The committee agreed to investigate an external notice board in the car park area detailing the user groups using the hall. To be pursued if grant funding received.		Dev Team	30/09/20
2020/072	<p><b>Regular-Reopening</b> –</p> <p>BG Proposed to not reopen to outside users until Under 5@s have finished the term on 17<sup>th</sup> July.</p> <p>Risk assessment will need to be carried out and more comprehensive cleaning will need to take place in-between bookings</p> <p>ES offered to send under 5’s risk assessment for us to look through</p> <p>Need to investigate what a deep clean involves and who would do it, if it was necessary</p> <p>ACRE have sent information and guidelines, but health and safety committee should discuss ways in which we could re-open safely</p> <p>BS is to join the Health and Safety Committee</p> <p>JM has a zoom meeting on Wed to discuss the potential reopening of Scouts in Sept</p>		H&S Comm ES	
<b>7.</b> 2020/073	<p><b>Premises</b></p> <p>Ashvale Roofing have fixed roof and all guttering by kitchen has been fixed</p>			
<b>8.</b> 2020/074	<p><b>Maintenance</b> –</p> <ul style="list-style-type: none"> <li>• Meacham room has been decorated and plastic put around where chairs are stored</li> <li>• Covers on shutters need some attention</li> </ul>		RZ	
<b>2020/075</b>	<ul style="list-style-type: none"> <li>• BS to do a critical eye check of outside</li> </ul>		BS	
2020/076	2 CCTV camera are malfunctioning. CG to contact Scott at Stronghold Security to arrange visit		CG	

	<b>Health and Safety –</b> Nothing to report			
<b>9.</b>	<b>Outstanding Actions List –</b> Details reported on action log			
<b>10.</b> 2020/077	<b>Any other Business-</b> Doves for the tree – BG to chase artist		BG	
	<b>Next Meeting via Zoom : 13 July 2020</b>			