

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 9 March 2020

Present at the Meeting: Tim Durdin (TD), Gaynor Ireland (GI), Barry Steptoe (BS), Shelagh West (SW), Eric Wells (EW), Bryony Gates (BG), Clare Tilley, Simon Aston (SA), Richard Tyler (RT), Laura Groom (LG)

Observers: Emma Smyth (ES)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies:			
2020/045	Apologies were received from Clive Gresham (CG) Barbara Zutshi (BZ), Ravi Zutshi (RZ), Phil West (PW), Jayne Smith (JS) Judith McQuaid (JM) A warm welcome to Laura Groom TD advised the meeting that Mary Rust has resigned from the Committee.			
2.	Minutes of Meetings held – February 2020			
2020/046	The minutes of the Committee Meeting held on the above date were approved and will be published on the website			
3.	Matters Arising			
2020/047	Completed actions from Action list All other outstanding items were updated and/or moved forward to next meeting.			
2020/048	The committee accepted Mary's resignation and proposed a formal letter of thanks to be sent.		GI	
4.	Treasurer's Report			
2020/049	TD reported that he had been contacted by the bank to advise that a cheque from an occasional hirer has been represented for payment even though it had previously been cashed. The cheque was refused by the bank, so no further action required TD shared the proposed budget for next year			
5.	Projects - update			
2020/050	Skatepark – Pino Plant provided a quote for the groundwork of £1200 It was agreed that Rampchild should be contacted for a lead time on materials. Amendment to contract is required as it is currently in CG's name and not VH Confirmed date from Pino Plant to be established		Develop ment team	
2020/051	Entrance Lobby – 1 st week of Easter holidays the lobby will be levelled, external slope made, and new doors fitted 2 nd week the floor will need to be laid and the entrance cannot be used. BG to write to all affected hirers		Develop ment Team	

2020/052	MUGA- BG proposed to push on with MUGA before the new unitary authority is in place. TD to obtain new quotes		Development team	
6.	Kettering Football Club			
2020/053	SA explained to the committee that in order to obtain funding, it's necessary to have a long-term agreement with a proposed 25-year span. SA was asked by the committee to submit a formal request with specifications for a long-term lease. The committee agreed in principle to a 25-year agreement and once the formal request is received will have further discussions with Kettering Borough council.		SA	
7.	Bookings			
	User updates/feedback			
2020/054	Under 5s – ES reported things are going well and they now have a waiting list. They are looking at the possibility of increasing their staff. Sink in bathroom is loose and needs to be fixed. There have been some issues with bathrooms not being clean. Staff to document this and to send to BG so it can be improved. Door to outdoor play area needs looking at		ES	
2020/055	Regular- BG reminded Under 5's that bowls have a previous booking on 24 April.			
2020/056	Occasional – Still busy			
2020/057	Premises			
8.	Maintenance – Ashvale Roofing coming to fix leaks this month Chase John Heath for dates			
2020/058	BG proposed the purchase of large pedal bins for 5 bathrooms. SW to get costs		SW	
	Health and Safety – Nothing to report			
9.	Outstanding Actions List – Details reported on action log			
10.	Any other Business- Proposed date of next meeting to be moved from 13 April (Easter Monday) to 20 April - agreed			
	No other business meeting closed at 21.25			
	Next Meeting: 20 April 2020 at Village Hall			