

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

MINUTES of meeting: 8 March 2021

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) Laura Groom (LG), Ivana Krajcova (IK).

Observers: Emma Smyth (ES) Broughton Under 5's, Judith McQuaid (JM) Scouts, Emily Hollis (EH) Community Fridge

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies.			
2021/027	Apologies were received from Gaynor Ireland (GI) CG welcomed Ivana Krajcova to the Committee – Ivana responded to a recent Facebook post and has agreed to becoming a member and trustee. We are delighted she has volunteered to support the Association.			
2.	Minutes of Meetings held – 08/02/21.			
2021/028	The minutes of the Committee Meeting held on the above date were unavoidably delayed and will be circulated for approval at April's meeting.			
3.	Matters Arising			
2021/029	Completed actions removed from Action list. 2021/005 - CG has not had any further response from Bernie Nash and Peter May. Posters and leaflets have been distributed and posters put up as planned. No further responses to date. We still have 4 available spaces on the Committee.			
4.	Treasurer's Report			
2021/030	TD distributed the report to the committee and went through the highlights. The report was accepted and will be published with the minutes. TD Reported under the Covid Local restrictions grant scheme the village hall has received an additional £1572.21 in February and a further £2096 for the period to end March. Covid related grants now total £19,669.			
2021/31	Budget - TD/AT will liaise to formulate a draft budget for 2021/22. BG and BZ to provide income guesstimates for hall hire/utilisation as we emerge from lockdown to assist the process	Draft Budget for 2021/22	TD/AT	12.04.21
2021/032	Hire Charges Review – BG had undertaken a review of local village hall hire charges and a note summarising was circulated to Committee. A separate meeting with TD/AT/BG/BZ/BS to consider any changes and report back in April with recommendations. Meachem Room/ Hall rates differential to be addressed.	Arrange Zoom Meeting	CG	31.03.21

	TD raised the question regarding Community Fridge paying rent in the future. It was pointed out Committee previously agreed to support this community initiative rent free.			
2021/033	Cleaning Hourly Rate - A review of the hourly cleaning cost was undertaken. After much discussion it was agreed to an increase in the hourly rate to £12.00 based upon the nature of the cleaning, the flexibility required to optimise the hire of the hall and the antisocial hours often needed. The change to be effective 01.04.2021. CG to advise Tony Brooks.	Write to Tony Brooks	CG	
5.	Bookings			
2021/034	Regular – BG reported that only the Under 5's and the Community Fridge were using the premises. Dancers likely to return in April. Bowls planning to return in May as restrictions lift. BG has written to regular hirers re their intentions. Scouts/Cubs/Beavers expect to restart when allowed. KFC expect to start training 29 th March with games 12 April.			
2021/035	Occasional- 3 parties provisionally booked after 21 June. BZ expects demand for the hall at weekends to be strong in the 2 nd half of the year providing opening up remains on track. Bookings/interest being followed up for Boot Camp on Basketball court, Children's Yoga 4-6pm Tuesdays, Zumba, Pilates, African Drums, Guitar Class (M.R. only)			
	User updates/feedback			
2021/036	Under 5s ES advised numbers are good now but big fall in numbers for September with school starts. Keen to investigate medium term options to solve clash with bowls on Mondays and Thursdays which create logistical issues clearing away for 1.30pm.			
2021/037	Kettering FC KFC expect to start training 29 th March with games 12 April. The club have requested they only pay for a 9v9 pitch when they use the 9v9 pitch marked inside a 11v11 pitch. Committee agreed. BG will update for future bookings.			
7.	Projects Update			
2021/038	New worktops and cupboards in bar area fitted. Old taps replaced with lever taps. New tiles fitted. A huge thanks to Ravi Zutshi for undertaking a mammoth task. Lights in bar area need replacing. CG has purchased and will organise to replace existing – cost £63.			
2021/039	RZ obtained a quote from JR Murray Construction for the path to the skate ramp at a cost of £1130 +vat. Committee approved and asked RZ to proceed.			
2021/040	Variation to the lease to incorporate the field is still being documented by Kettering Borough Council. Delay caused by uncertainty of ownership of an unregistered parcel of land forming part of the field. Parish Council have arranged for solicitors to complete the transaction once documents are available at a cost of £600 + vat. Thanks to PS for organising.			
2021/041	CG met with Adrian Ringrose of SWB architects regarding amending the plans to incorporate a fourth changing room. Likely that planning will be required. He has suggested a flat			

	roof should be considered to reduce costs. Plans to be available in 2 weeks.			
2021/042	<p>Minutes for the Development Team meeting were circulated prior to the meeting and are to be attached and form part of these minutes.</p> <p>Committee reviewed the minutes and proposed actions and agreed to pursue the following projects and include them on a village consultation document:</p> <ul style="list-style-type: none"> • Trim Trail • Outdoor Gym • Arial Runway • MUGA – planning required • Outdoor Table tennis • Additional Play Equipment <p>The projects being subject to identifying funding options and necessary approvals.</p> <p>Committee approved expenditure for the following:</p> <ul style="list-style-type: none"> • Petanque court surface budget £1000 • Football storage - in principle and subject to further discussions with KFC – quotes to be obtained. • Picnic table – in principle options/costs to be established. <p>Committee agreed to timescale of September 2022 to replace the hall heating acknowledging there may be additional cost to replace heater elements for winter 2021/22.</p> <p>Proposed approach to the phased development of the building as detailed approved.</p>			
8.	Premises			
	Estate & Maintenance report-			
2021/043	RZ has boxed in the water heater in the changing room toilets, replaced a light in Under 5s storage room and removed the old curtain battens above the hall windows.			
2021/044	Car park lights nearest the gate have been replaced and are working.			
2021/045	Health & Safety – Outstanding issues regarding legionella report completed. BG to liaise with CG regarding tasks for Tony Brooks.	Water system checks	BG/CG	30/04/21
2021/046	BG and RZ have reviewed the need for a handrail at the front entrance and decided that due to the shallow incline it is not required. Committee agreed.			
9.	Outstanding Actions List			
2021/047	Completed actions: 2020/043 2020/156 2020/157 2020/163 Other items updated on action log.			
10.	Any Other Business			
2021/048	Copy of Bye Law obtained but no specific details relating to Golf and Dogs – It seems appropriate notices need to be displayed but KBC were not able to suggest were to obtain them. PS suggested contacting the Dog Warden. CG to circulate.	Circulate Bye-law	CG	

2021/049	It was suggested we have a voluntary "Spring Clean" as the better weather arrives and groups re allowed to meet. Date to be decided at April meeting	Spring Clean	Comm	
2021/050	IK asked what availability there was at the hall – both inside and outside to put on events for the village and possibly raise funds for the village hall. BG and BZ to meet with IK to look at possible options.	Availability for outside events	BG/BZ/IK	
2021/051	KFC are looking to have an end of season event/fundraiser over a weekend in July. SA to liaise with BG regarding availability.			
2021/052	Amendment to Bank Mandate – To add Andrew Tempest to the bank mandate at Nat West the Committee passed the following resolution: "It was resolved that: the authorized signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended."			
	Next meeting – Monday 12 April at 19.30 via Zoom			
	Meeting closed 21.55			