

**Broughton Playing Field and Village Hall Association
Committee Meeting - Tuesday 10th May 2016**

MINUTES

Present: Tim Durdin (TD), Phil West (PW), Shelagh West (SW), Stella Gates (SG), Clive Gresham (CG), Mary Rust (MR), Kirsty Lewis (KL), Barbara Zutshi (BZ).

1. Apologies: Bryony Gates (BG), Pat Scouse (PS), Ed Phillips (EP), Richard Tyler (RT).
Broughton U5s.

2. Minutes of Meeting - 12th April 2016.
Minutes were approved and signed off by TD.

3. Matters Arising

5.10 Meeting to be held at Amazon in couple of weeks. KL will keep us informed.

5.11 Updated Environmental Policy and Conflict of Interest Policy to be sent out next few days. **ACTION TD**

6.2.4 Kettering WI informed KL they don't require TEN as not selling alcohol at race night. May still require TEN as gambling taking place. **ACTION KL**

7.1.3 PW contacted Blacksmiths regarding alternative padlock for car park, KL to chase, no response received. **ACTION KL**

4.2 Copy of March invoices spreadsheet sent to TD.

4.4 Invoice to be emailed to Gary Duthie, Broughton Parish Council, for their contribution towards cost of kitchen refurbishment, they have agreed to pay from unspent precept money 2015/16. **ACTION TD**

4.5 Copy of cooker invoice and quoted costs for kitchen refurbishment still to be sent to TD and PS. **ACTION BG**

4.7 TD left message for Tino LaTorre, asking when he can audit annual accounts. Waiting on reply.

8.2 MR to discuss with PS whether AGM flyers can be distributed with next issue of Broughton News. MR to inform TD. **ACTION MR**

9.2 Damaged hall tables been mended/replaced by PW. KL to check all tables when being used this Sunday. **ACTION KL**

4. Treasurer's Report

TD presented the report - see attached.

4.1 Draft 2016/17 Final Accounts were circulated. Revised draft 2016/17 budget was also circulated, any amendments should be forwarded to TD within a couple of days. **ACTION ALL**

4.2 Kettering Park Rovers = James Pope have paid up to date.

4.3 Kettering U13s still owe £41.00 from January. **ACTION EP**

4.4 Clive Gresham donated £40.00.

4.5 Total income from fund-raising activities has now reached £4,174.30. Of this, mural income is £620.00 which gives a net income figure of £24.05 after costs of £595.95.

The other fund-raising activities including the Ball generated £3,554.30.

4.6 Red Lion owe £50.00 for sponsor of animal, BZ stated that Broughton Players happy to pay for animal if Red Lion no longer want to sponsor. CG to check with Red Lion. **ACTION CG**

5. Projects

- 5.1 Asbestos survey carried out, asbestos found in 3 locations, floor tiles in old committee room (low risk), flash guard behind fuse board in kitchen (low risk) and external cement boards - roof line (very low risk).
No asbestos found in area of new toilet block.
- 5.2 Asbestos Risk Management Plan for short/medium/long terms to be drawn up. **ACTION TD**
- 5.3 Annual inspection, recommended by the report, including photos for reference will be placed in register and be kept in 'Operating Manual'. **ACTION SW**
- 5.4 TD to update Lucy Foster, BU5s on findings from asbestos report as requested by Lucy. **ACTION TD**
- 5.5 Lucy Foster's contact details to be forwarded to TD. **ACTION SG**
- 5.6 Maintenance contractors to be informed if working around asbestos areas. **ACTION ALL**

6. Bookings

- 6.1 **Regular**
- 6.1.1 No update due to EP's absence.
- 6.2 **Occasional**
- 6.2.1 Another busy month, 11 enquiries and 8 confirmed bookings.
- 6.2.2 BZ to cover occasional bookings with immediate effect until AGM on 14th June 2016. KL will deal with booking this Saturday as key collection already organised with hirer. BZ away on holiday next week (CG to cover keys, phone). **ACTION BZ,KL,CG**
- 6.2.3 Committee approved new rates for hiring Main Hall/Meachem Room at the same time, Meachem Room rates will be reduced from £4.60 to £2.50 per hour. New rates will be effective from 1st June 2016.

7. Premises

- 7.1 **Estate Manager's & Maintenance Report**
- 7.1.1 Broken toilet seat replaced.
- 7.1.2 Moved white fridge to corner of bar area after removing old shelving.
- 7.1.3 Moved fridge in kitchen area.
- 7.1.4 Cut worktop to allow new cooker to fit.
- 7.2 **Health & Safety**
- 7.2.1 Walkabout around premises and grounds organised at 4.00pm on 16th May 2016. Details to be emailed for anyone wishing to attend. **ACTION SW**
- 7.2.2 Asbestos Report to be placed in 'Operating Manual'. **ACTION SW**
- 7.2.3 SW to replenish stock in first aid box. **ACTION SW**

8. Any Other Business

- 8.1 TD to forward Committee Vacancy flyer to CG who in turn will update it before being placed on Facebook/Website, Parish Council notice boards. **ACTION TD/CG/KL/EP**
- 8.2 CG to contact Mark Bodicoat regarding placing AGM notice in next edition of 4 Spires. **ACTION CG**
- 8.3 Contact BG to find out whether AGM flyers have been distributed around Redrow Houses. **ACTION SG**
- 8.4 CG to laminate AGM notice, KL will deliver to Redrow Houses. **ACTION CG/KL**
- 8.5 Apple tree mural to be varnished. **ACTION PW**
- 8.6 BZ returned WI's old front door key and Meachem Room key to PW.
- 8.7 TD received letter from KBC regarding our possible application for Capital Grant money.

The meeting closed at 8.55pm.
Date of next meeting: Tuesday 14th June 2016 at 7.30pm.

Outstanding & Planned Actions:

Risk Management Policy Statement	TD	June 2016
Investment Policy Statement	TD	June 2016
Volunteer Policy Statement	BG	June 2016
Complaints Handling Policy Statement	BG	June 2016
Sustainability Policy Statement	Project Sub Committee	June 2016
Procurement Policy Statement	Project Sub Committee	June 2016
Contents Value and Cover - Regular Users	EP	June 2016
Number of Users by Age - Regular Users	EP	June 2016
Show Track Back on CCTV to Committee Members	EP	June 2016