

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 12 November 2018

Present at the Meeting: Clive Gresham (CG)(Chair), Tim Durdin (TD), Gaynor Ireland (GI), Shelagh West (SW), Phil West (PW), Mary Rust (MR), Bryony Gates (BG), Barbara Zutshi (BZ), Richard Tyler (RT).
Observers : Judith McQuaid (JM), Chris Pettis (CP)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1. 2018/142	Apologies: Eric Wells Warm welcome: Chris Pettis (Under 5's representatives)			
2. 2018/143	Minutes of Meeting – 9 October 2018 Subject to 4 minor alterations, the minutes are approved and will be published			
3. 2018/144	Matters Arising Completed actions 2018/079 2018/088 2018/104 2018/116 2018/121 2018/126 2018/127 2018/131 2018/134 2018/137 2018/138 All other items moved forward to next meeting <ul style="list-style-type: none"> JM wished to inform the committee that there are 4 butane gas canisters being stored in the scout cupboard. The keys for the cupboard are held by the scout leaders and there is nothing in there that could cause ignition. JM has asked fire service for an assessment and they advised this would pass a fire inspection. TD to check with insurance company. Scouts thanked the committee for the £250 donation given in recognition of their services to the village show 		TD	13.12.2018
4. 2018/146	Treasurer's Report TD provided an updating report at the meeting. Finances continue to be robust with no issues. TD has amended contents insurance in line with inflation and will proceed with the insurance renewal			
5. 2018/147	Projects - update CG has written to Dave Lane at KBC to explain the growing problem of insufficient parking and to ask if KBC can assist with funding. Awaiting his response		CG	
2018/148	CG has received the plans for the new storage area. 4 builders are to be contacted for quotes with a start to be made in early spring 2019		CG	
2018/149	Kitchen – by removing a unit, changing the sink and installing a new work top, there will be room for the electric cupboard and a dishwasher. BG and BZ to decide on type of sink and to price up worktop, sink, dishwasher. 1 st available date for electrics to be changed is 8 April 2019. The renovation of the kitchen will occur during that same period. Approximate cost of the electric work is £6000, and CG		CG/BG/ BZ	

	<p>has requested a quote from Steve Wilkinson to undertake the kitchen renovation also. If any committee member can recommend a plumber / builder, then to let CG know. The weekend after the work will be blocked off for VH bookings in case of any overrun.</p>			
2018/150	<p>It was agreed in the October meeting that a bottle chiller will be obtained for the bar area. GI contacted various drinks manufactures to see if they donate second hand equipment to charities but had no offers. Cheapest bottle chiller to fit the space is a hinged 2 door chiller costing £346.80. It was decided that a sliding door version be priced and purchased.</p>		CG/GI	10.12.2018
6.	Bookings			
2018/151	<p>Regular – Scouts have revamped pattern of bookings with a slight increase in costs. All October invoices have been sent out to regular hirers apart from Under 5s and Parish council, which will be sent asap</p>			
2018/152	<p>Occasional. – Very busy. BZ has received an enquiry for a regular booking on a Saturday afternoon. The committee decided to not accept this as it would impact the available time for other bookings Drama academy went well and will hopefully become a regular booking. New clubercise class will be starting on Wednesday evenings wef 9 January 2019 Booking taken for NYE party 31 Dec 2018. It has been agreed that they can hire the hall until 2am. They will be having a firework display, BZ to discuss the details with them so that we can advise horse owners in the village. Basic cleaning equipment is to be made available to hirers to enable them to clean after use. It is important that a new occasional bookings person needs to be in place for when BZ leaves the role</p>		BZ/BG	13.12.2018
8.	Premises			
2018/153	<p>Health & Safety- H&S committee have reviewed H&S policy – no changes need to be made.</p>		BG	
2018/154	<p>Risk assessment to be updated with the Scouts gas canisters added</p>		BG	13.01.2019
2018/155	<p>Legionella Survey – BG to circulate the document with suggestions on how we can deal with issues arising. It is necessary to employ a plumber to deal with initial actions BG to contact ACRE with regards to how many of the recommendations are relevant and proportionate for a village hall.</p>		BG	
2018/156	<p>Maintenance – work completed Replaced toilet seat in changing room Fitted new chain to electric cupboard Reattached baby changing unit to wall Obtained keys for outside refurbished notice board Guttering clips replaced SW thanked those who assisted with the site clearing</p>			
2018/157	<p>Security issues – all acts of vandalism or nuisance should be reported directly to the police. Hirers to be made aware that they should lock the main door during their hire period to avoid unwanted entry into the building. BG & BZ will action.</p>			
2018/158	<p>Issue with hall heating elements - 11 out of 24 of the elements are not working and need to be replaced. CG investigated possible claim against suppliers as only 18 months old but no guarantees for elements and only 12 months for units. It was voted to replace them with new units.</p>			

	Drage electrics will bring a tower and do the work along with an extra plug socket and light switches for Norman's folly and the rear light on building and replace bulb in car park. Work to be carried out as soon as possible. Cg/PW to liaise.		CG/PW	
2018/159	CCTV moved to another plug socket as circuit shorting in original socket. Drages to check.		CG/PW	
2018/160	Window cleaner- 3 dates have been given to JC windows for the work to be carried out. Awaiting confirmation from him.			
2018/161	Cleaning- whilst Tony is on leave, GI will cover Sun 25 th Nov, PW&SW will cover Wed 28 th . Volunteers required for Sat 24th			
2018/162	Dogs and Golf –CG to contact Dave Lane at KBC		CG	
10.	Any other Business			
2018/163	It was agreed that £7000 should be transferred from the current account to building society		TD	
2018/164	GI has offered the services of a candy cart and chair covers to VH for any future weddings/parties with 50% of the hire fee to be donated to the VH development fund.			
2018/165	Thank you letter from the VH Committee to be sent to Village Show Committee		CG	
	Next Meeting: Monday 10 December at Village Hall			