

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 9 October 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), Eric Wells (EW)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1. 2018/124	Apologies: Judith McQuaid, Richard Tyler, Barry Steptoe Warm welcome: Becky Fox and Michelle Hounslow-Collins (Under 5's representatives) as Observers			
2. 2018/125	Minutes of Meeting – 11 September 2018 2 name errors to be amended, then minutes to be approved and published on VH website			
3. 2018/126	Matters Arising Completed actions 2018/050 2018/091 2018/103 2018/123 MR raised the questions: 1. Are observers included in quorum? To be clarified 2. Are observers attending meetings allowed to vote on actions? CG to look at trust deed to clarify if representatives from user groups can vote. All other items moved forward to next meeting	Check Trust Deed	CG	12.11.2018
4. 2018/127	Treasurer's Report TD circulated a copy of the report prior to the meeting. Finances continue to be robust with no issues. Village show would like to donate to a group each year. This year it has been proposed that a donation of £250 be made to Scouts and a donation of £50 to the costume fund of Attitude Dance Academy in recognition of their contribution to this year's show. Both proposals were approved. Insurance review was discussed. TD to discuss with insurance company increasing cover to include more volunteers.		TD	
5. 2018/128	Projects - update BG/BZ to look at sink replacements, worktop and cupboard		BG/BZ	12/11/18
2018/129	Car parking. It is going to be very costly to increase car parking approx.£6000 to provide the same area as the basketball court.. KBC to be approached for solution/ funding as the only space is outside the leased area? It was decided that we try to manage the parking space that we have by using cones and signage. A permanent sign should be on display to stop cars parking on the yellow hatched area. 2 signs to be made for football parking and VH bookings parking. Football parking should be directed to use the basketball court. BG/BZ to design and send to CG to obtain quotes.		CG BG/BZ	12/11/18 12.11.18
2018/130	Tables for main hall. Price up new tables and stacking system		CG	12/11/18
2018/131	Bottle chiller required for bar. GI to price and contact drinks companies for possible donation of second hand chiller		GI	12/11/18
6.	Bookings			

2018/132	Regular - Rewind band are resuming practise Football bookings are going well, and we are receiving more enquiries Wed afternoon dance class reducing from 4 hours to 1 hour resulting in a loss per year of £600/£700 revenue.			
2018/133	Occasional. – Drama academy starting after half term will become a regular booking. It was agreed that the deposit from a booking who did not clear up should be retained			
2018/134	Tony to be approached to see if he can arrange cover for cleaning when he is not available		CG	12/11/18
8.	Premises			
2018/135	Health & Safety- H&S committee meeting tomorrow to review risk assessment			
2018/136	Maintenance – PW spoke to Drage regarding electrics. Needs to chase. Have looked for wasps nest but no sign Located water meter and reading taken. Need to mark where water meter is for future		PW	12/11/18
2018/137	PW to check shutters are working. New keys to be cut or change to a switch to operate		PW/CG	12/11/18
2018/138	New lock to be fitted on cleaning cupboard (6 keys required)		PW	12/11/18
2018/139	Window cleaner- quote received and accepted from JC windows £40per quarter and one off clean of the Gutters - £120			
2018/140	Dogs and Golf –council to be contacted to discuss how we can reinforce that neither is permitted		CG	12/11/18
10.	Any other Business			
2018/141	We have received a donation of crockery			
	Next Meeting: Monday 12th November at Red Lion			