

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

MINUTES of meeting: 14 Sep 2020

Present at the Meeting: Clive Gresham, Chair (CG), Tim Durdin (TD), Gaynor Ireland (GI), Barry Steptoe (BS), Bryony Gates (BG), Clare Tilley (CT), Barbara Zutshi (BZ), Andrew Tempest (AT)

Observers: Emma Smyth (ES), Judith McQuaid (JM)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies:			
2020/110	Welcome to Andrew Tempest (AT) Apologies were received from Eric Wells, Phil West, Shelagh West, Jayne Smith, Ravi Zutshi, Don Harper			
2.	Minutes of Meetings held – 10th August 2020			
2020/111	The minutes of the Committee Meeting held on the above date were approved and will be published on the website			
3.	Matters Arising			
2020/112	Completed actions removed from Action list			
4.	Treasurer's Report			
2020/113	TD relayed the report to the committee including grants received. The report will be distributed via email after the meeting. TD is planning to move from the village so will tender his resignation. However, he is happy to remain as treasurer until the end of financial year if an immediate replacement cannot be found. The Committee thanked Tim for his hard work and commitment and wished him well			
5.	AGM			
2020/114	Under the circumstances and current regulations, it is not possible to have an open meeting at the village Hall. AGM will be held via an open zoom meeting at 7pm on 12 th October.			
6.	Village Show Update			
2020/115	TD gave an update of a very positive financial result from the "Alternative Village Show" held on 12 Sep 2020 The event was well received by the village and everyone enjoyed it. CG passed on his thanks to the village show committee and particularly, GI, BG & BZ for all their hard work.			
7.	Bookings			
2020/116	Regular – 6 hirers plus KFC have returned. Hoping that more will return soon. Request received from Guides for a long-term booking.			
2020/117	Occasional- Some children's party dates are still pencilled in, pending covid regulations. Guitar class is booked in through to Christmas, which will become a regular booking.			

	Request from Zumba on a Saturday morning after Pilates. Agreed for BZ to allow with review at end of year. Request for a marquee wedding in June 2021. Awaiting further information from the potential hirer. Bootcamp have booked the hall Mon, Wed, Fri during October half term.			
	User updates/feedback			
2020/118	Under 5s- Fully booked with a waiting list. Have hired a new member of staff. AGM to be held in a few weeks. Good feedback for the new lobby area. Looking at the possibility to hire the Meacham room in conjunction with the main hall on weekdays so that 2-year olds may be accommodated			
2020/119	Scouts- Unfortunately, no face to face meetings are possible still.			
2020/120	Bowls- Thanks to everyone who has helped bowls club to get back to normal. The first 2 sessions have gone well Big thanks to Bryony and Tim for their assistance with the new rules			
2020/121	Community Fridge Project– Approached by Emily Hollis to start a community fridge. National Hubbub provide the fridge and pay for electricity. The old committee room has been proposed to house it so it can be accessed if need be from the back door. Tuesdays and Fridays are potentially the best days at defined times and manned by volunteers. Risk assessment has been done and council approval has been given. Could also lead to a coffee shop long term. ES to speak to Under 5 staff to see if they have any thoughts/issues.		ES	
8.	Projects Update			
2020/122	Drainage Project costs came to around £5000 KBC have paid for contractor and material costs. Leaving a balance of £1100. Maud Elkington Charitable Trust grant has covered £750 of that. Thank you to CG for organising the project and his hard work.			
2020/123	Skate Ramp – Dave Child has been to replace a couple of things. Getting a lot of use and positive feedback.			
2020/124	MUGA – some issues currently applying for funding, Question if we require planning permission. Spec – KBC will not agree to maintain anything other than a tarmac surface. Thank you to TD for all his time and effort on this project CG suggested that given the changes in emphasis by funders that a review of priorities needs to be considered. Project Team to come back with recommendations		Project Team	31.10.20
9.	Premises			
2020/125	Estate & Maintenance report- Ashvale booked in for 22 September weather permitting to repair valley over bar area. Middle door in the unisex toilets in the hall has been locked to prevent use. Lock has been changed on old committee room and keys passed to BG.			

2020/126	<p>Fire tests up to date</p> <p>PAT testing completed – all passed bar the urn. It did not seem to have any power to it. Not investigated properly yet. Paved path to Hall needs to be looked at and decision made to either redo it all or patch up. Quotes need to be obtained</p>			
2020/127	<p>BS has noticed a couple of areas around the walls/roof that need attention. Quotes required to repair</p>		CG/RZ	
2020/128	<p>Heating elements and light covers that need replacing, will be done once we can borrow the scaffolding tower and secure an electrician</p>		CG/RZ	
2020/129	<p>Health & Safety General risk assessment – Committee approved Covid risk assessment has been amended with new rules</p>			
2020/130	<p>Repaint of lobby area required – John the paint to quote.</p>			
2020/131	<p>Blinds – BS received quote from DRC of £800 inclusive of vat for 3 windows and 2 doors including fitting 2nd quote received from Terry Coles £785.71 Photos to be sent to Committee to decide.</p>			
10	<p>Outstanding Actions List Details reported on action log</p>			
11. 2020/132	<p>Any Other Business Tables in old committee room are not suitable. CG proposes to sell them along with some screens that are not in use. Then replace tables with something more suitable.</p>			
	<p>Next meeting – AGM Monday 12th October at 19.00 via Zoom followed by Committee meeting at 19.30</p>			
	<p>Meeting closed 21.19</p>			