

## Broughton Playing Field and Village Hall Association Committee Meeting

**MINUTES of meeting:** 11 September 2018

**Present at the Meeting:** Clive Gresham (CG)(Chair), Tim Durden (TD), Gaynor Ireland (GI), Shelagh West (SW), Phil West (PW), Mary Rust (MR), Bryony Gates (BG), Barbara Zuthi (BZ), Jane Smith (JS), Richard Tyler (RT), Karen Londers (KL) under 5's, Barry Steptoe (BS), Judith McQuaid (JM) Scouts, Eric Wells (EW)

**Quorate:** Yes

| Item No        | Agenda Item   | Agreed Action | Owner | Date |
|----------------|---|---------------|-------|------|
| 1.<br>2018/112 | <b>Apologies:</b> none.<br><b>Warm welcome:</b> Karen   |               |       |      |
| 2.<br>2018/113 | <b>Minutes of Meeting – 13 Aug 2018</b><br>Shelagh and Phil West to be added as present at meeting.<br>2 other points amended and minutes approved subject to changes.  |               |       |      |
| 3.<br>2018/114 | <b>Matters Arising</b><br>Completed actions<br>2018/018<br>2018/084<br>2018/094<br>2018/105<br><br>2018/068 Petanque – materials/equipment list to be given to Phil to approach Travis Perkins. Then enlist help from the village to build.<br><br>2018/078 Window grills – as village blacksmith is very busy, it has been decided to approach others for quotes/timescale of work. JM to pass on details of another blacksmith.<br><br>2018/079 Website Member details - agreed that Committee members names and telephone numbers should be updated and published on website. Also, representatives of Under 5's and Scouts telephone numbers.<br>For the minutes it should be noted that the Charities Commission stipulate that the Trustee/Committee members details are to be documented.<br>Any other persons are entitled to attend meetings as non- voting Observers.<br><br>2018/084 – once minutes have been approved they should be published on Village Hall website. However, it will be necessary to withhold confidential information.<br><br>2018/088 – obtain quote to alter the electric cupboard also refers to ref:2018/103 & 104<br><br>2018/091 - RT to check if nets are included in the costing of football posts<br><br>2018/102 - TD to obtain quotes from other companies re MUGA<br><br>All other items moved forward to next meeting |               |       |      |
| 4.<br>2018/115 | <b>Treasurer's Report</b><br>TD circulated a copy of the report prior to the meeting. Finances continue to be robust with no issues.  |               |       |      |
| 5.             | <b>Projects - update</b>  |               |       |      |

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|------------|---|--|--------------|------------|
| 2018/116   | Quote for electric cupboard to be obtained. Quote for replacement of electricity boards already received.<br>The hall will need to be unused for 5 working days for the work to be carried out. Look at dates.  |  | CG           | 11/10/18   |
| 2018/117   | Storage Unit plans have been finalised, now to be sent to builders. Architects producing a letter to be sent to local companies. If anyone has any suggestions of companies, please advise CG   |  | Project team |            |
| 2018/118   | Skate ramp removed as deemed unsafe   |  |              |            |
| <b>6.</b>  | <b>Bookings</b>   |  |              |            |
| 2018/119   | <b>Regular</b> – Increase in football teams from 2 to 6 presents challenges in the use of changing rooms as time is tight.<br><br>There have been some issues with parking. In the long term parking needs to be increased. RT asked if increasing parking onto the field using matting is financially our responsibility or that of the council? CG to look at costs for parking mesh.<br><br>Yellow hatched area is being parked on, so the no parking needs to be highlighted.<br>BZ/BG to look at producing signs<br><br>Under 5's has reduced hours slightly resulting in a £18 per month difference to rental revenue.<br><br>Due to health and safety Under 5's can no longer store their painting cage in the kitchen |  | CG/BZ/<br>BG | 11/10/2018 |
| 2018/120   | <b>Occasional.</b> – very busy. Have received enquiries for NYE2018 and 2019.<br>Meacham room is being used regularly by first aid course.<br>Chair yoga should become a regular booking.<br>ACRE also using the room at the end of month for Health & Safety course.   |  |              |            |
| <b>8.</b>  | <b>Premises</b>   |  |              |            |
| 2018/121   | <b>Health &amp; Safety-</b><br>Bottle chiller to replace chiller tray that failed test<br>Review bar area tables next meeting   |  |              | 11/10/18   |
| 2018/122   | <b>Maintenance</b><br>Rebuilt, painted and refitted external notice board<br>Reattached disabled toilet door (main hall)<br>Refitted door closure on main hall door<br>Replaced cage on outside light by main entrance  |  |              |            |
| <b>10.</b> | <b>Any other Business</b>   |  |              |            |
| 2018/123   | SW proposes clear up of weeds. To advise dates. Scouts are willing to assist.<br>BS advised new bowling mats to be delivered soon<br>JM advised the popular Scout post will be operating again this year  |  |              |            |
|            |   |  |              |            |
|            | <b>Next Meeting:<br/>Tuesday 09 October 2018 at Village Hall</b>  |  |              |            |
|            |   |  |              |            |