

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 09 September 2019

Present at the Meeting: Clive Gresham (CG) (Chair), Ravi Zutshi (RZ), Barbara Zutshi (BZ), Claire Tilley (CT), Katie Hodgson (KH), Mary Rust (MR), Jayne Smith (JS), Eric Wells (EW), Barry Steptoe (BS), Bryony Gates (BG), Gaynor Ireland (GI)
Observers: Judith McQuaid (JM), Becky Fox (RF)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1. 2019/166	Welcome & Apologies: Apologies were received from Phil West, Shelagh West, Tim Durdin, Richard Tyler			
2. 2019/167	Minutes of Meetings held – 12 Aug 2019 The minutes of the Committee Meeting held on 12 Aug 2019 were approved and will be published			
3. 2019/168	Matters Arising Completed actions 2018/187 2019/013 2019/090 2019/103 2019/155 2019/162 All other outstanding items were updated and/or moved forward to next meeting.			
4. 2019/169	Treasurer's Report TD circulated a brief report prior to the meeting and a copy will be attached with the minutes			
5. 2019/170	Projects - update Skatepark – Mick George application has been sent. Reply expected by 1 st week of November. CG has approached CTA to see if they would be willing to dig out the base free of charge. Hardcore will cost approx. £1000		Development Team Ongoing	
2019/171	There are 4 areas of flooring that need attention. Main hall – Gaps in white lines need filling Kitchen – gap in flooring Changing room – gap in flooring Old Committee room – if floor was replaced, the room could be rented out as an additional meeting room Two quotes have been received from Concept Flooring and Kennedy Flooring. For the smaller jobs in main hall, kitchen and changing room it was agreed that the work be carried out by Kennedy Flooring as their quote was cheaper. For the old committee room, it was agreed that Concept Flooring carry out the work at a cost of £1180 + vat. once the room has been redecorated. John Heath to be approached for a quote for redecoration. KH mentioned she may be able to access her staff community scheme funding of £280 from HSBC.		Development Team Ongoing	
2019/172	BZ proposed updating the entrance hall with new flooring now as the development of the village hall will not affect this area. JS has noticed a damp smell in the entrance foyer.			

	A couple of hirers have had trouble locking and unlocking the front door It was unanimously agreed that quotes to be obtained for the following: New flooring Levelling of floor New lighting in foyer and toilets in the corridor New front doors	Obtain quotes for entrance hall	Development Team Ongoing	
2019/173	CT presented an update on obtaining a defibrillator. Cost for the device and cabinet is £1895 It may be possible to obtain full funding form National Lottery Funding. CT to apply for funding	Application to be submitted	CT	
6.	Bookings			
2019/174	Regular – Table tennis is restarting next week Football teams has now increased to 7 with an enquiry for a Sunday morning pitch. If the fixtures can work, then happy to potentially take the booking. BS is not attending bowls any longer so will be stepping down as bowls representative on the committee.			
2019/175	Occasional – Very busy with new bookings. Key rota not yet completed. BZ to do next for 1 November start Mawley surgery are holding walk-in flu clinic on 12 October			
7.	Premises			
2019/176	Maintenance – Shelving from old committee room has been removed Check front door lock Leak in roof over Normans folly – need to obtain quote to fix Return valve on dishwasher fixed and confirmation sent to Anglian Water		CG PW/RZ	
2019/177	Health & Safety- nothing new to report			
8.	Outstanding Actions List –			
9.	Any other Business-			
2019/178	JM praised their new storage area saying it is so much better. Scouts and VH to host joint race evening in November BZ to let JM know available dates			
2019/179	BG appealed for more helpers and tombola prizes for Village show			
2019/180	Broughton Players are performing two shows on the weekend of 11 and 12 Oct. BZ asked the committee to consider if they could rent village hall for £100 plus a donation from any profit made. Committee agreed			
	No other business raised, and the meeting closed 21.35hrs			
	Next Meeting: 14 October at Village Hall			