

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 23.7.24

Present: Clive Gresham (CG), Simon Aston (SA), Mark Coster (MC), Pat Scouse (PS), Don Harper (DH), Ros Gresham (RG) Charlotte Bodicoat (CB), Bryony Gates (BG), Mark Malitskie (MM),

Observers: Tarasini Ramachandran (TR), Seyon Rengan (SR), Judith McQuaid (JM),

Quorate: Yes

Item No	Agenda Item	Action Owner	Date
1.	Welcome & Apologies.		
2024/177	<p>Apologies: Andrew Tempest (AT), Barbara Zutshi (BZ), Laura Groom (LG), Ravi Zutshi (RZ), Triv Fleckney (TF) Observer apologies: Emma Smyth (EH)</p> <p>CG welcomed TR and SR as observers and each committee member introduced themselves.</p> <p>CG explained that TR had expressed an interest in the position of treasurer and that he had sent her an initial information pack.</p>		
2.	Minutes of Committee Meeting 10th June 2024		
2024/178	Minutes agreed and signed by CG.		
3.	Matters arising and Outstanding Actions		
2024/179	There were no matters arising.		
4.	Treasurer's report		
2024/180	<p>In AT's absence, CG presented the Finance report which AT had circulated at the end of June.</p> <p><u>Financial Update</u></p> <ul style="list-style-type: none"> CG reported that the Association's finances remain sound. It was noted that in accordance with minute 2024/158 the Contingency Fund had been reduced to £10,000 and that once the CIO is established, a dedicated contingency bank account will be opened with that £10,000. The decrease in occasional hire was noted. BG thought this was partly due to a decrease in children's parties and commented that one of the other occasional hirers had moved over to the 'regular hire' category. <p>CG explained that we have a £10k grant application submitted to the council for support for a fire alarm installation. CG felt that the application was not a great fit with the grant criteria but we await their response. It was noted that the original aim had been to upgrade the fire alarm system at the same time as the building works but that those plans were changing so we need to upgrade the system.</p>		
2024/181	<p><u>CIO Status</u></p> <p>CG outlined the reasons for changing to a CIO. Personal liability for transactions falls away; a new charity becomes established; all assets are transferred to the new charity. CG explained that the application is with the Charity Commission (CC) at the present time and rather than change trustees now, we intend waiting for the CC decision before making any substantive changes. It was noted that most existing trustees had received notification of the application except that PS had not received a notification.</p>		

	<p>The transfer of the benefit of the lease is to be arranged as part of the change to a CIO. CG explained that the North Northants Council are responsible for producing the documentation and that the Parish Council will be asked to co-operate in the change of the benefit of the lease via a deed of variation.</p> <p>CG reported that as part of the council looking to produce the deed of variation, they have agreed to review the service level agreement with the village hall.</p>		
5.	Bookings (agenda item 8)		
2024/182	<p><u>Regular</u> BG gave an update on regular bookings with the football club asking for an additional half day. BG commented that there is an ongoing issue with the state the hall is being left in on occasions. To be addressed with all users at the beginning of next term.</p> <p>BG reported a residual cooking smell on Mondays after some events. It was noted that the extractor fan is in working order. Hirer's to be encouraged to use the fan and reminders to be mindful of excessively pungent foodstuffs to be issued.</p> <p>There was discussion concerning use of the basketball court and the use of the court of an overflow car park – particularly on Mondays. It was noted that the court can only be guaranteed to be car free if properly booked.</p> <p>SA reported some potential interest in a regular booking for the Meacham room.</p>	BG	
2024/183	There were no updates for Occasional bookings		
2024/184	<p><u>User Groups</u> SA reported very good football tournaments; good feedback; Boys and Girls events. SA commented that a new robotic line marking machine is due to be delivered next week. CG raised the issue of grass cutting and the failure of the council to cut according to any known or agreed schedule. CG explained that if the grass became too long, football could not proceed. It was noted that complaints to the council about this have come to nothing. The football club are considering buying their own mower</p> <p>DH reported that bowls numbers were good and that the club was considering organising a CPR course including use of the defibrillator.</p> <p>CB reported that Badminton is thriving but that Table Tennis is not doing so well with only 2 or 3 regulars. CB explained that Table Tennis Club had won the 250 draw last month and that this boost in income had been very useful and would be put to good purpose. CB is hoping for the usual uplift in numbers next term but doesn't know how to reduce the fall off that usually follows.</p> <p>JM reported that scouts and beavers were doing well and numbers are high. JM raised the question of repeating the sleepover in the village hall. CG responded that it had been assumed that it would go ahead the same as last year but emphasised 'no tents' – just marquees in the hall.</p>		
6.	Action Log (agenda item 5)		
2024/185	<p>2024/44 Nest swing marked forward. Responsible council team are not responding but they have £2k of our money. This will happen but it's not easy to get the council to engage.</p> <p>2024/136 It was agreed that we do want to replace the tables at the entrance door. CG to circulate details of replacement tables.</p>	CG	

	2024/153 JM reported that the gas bottles are indeed safe. Mark as completed.		
7.	Projects		
2024/186	<p><u>Planning preservation</u> CG reported that so much time had passed that the rules have changed; previously one just had to make a start e.g. dig foundations but now 15% of the project needs to be completed within the time scales. The project cost itself has dramatically increased to between £360 – 450k +VAT and we would not be able to afford a project of that size. So we have to face the fact that we cannot reasonably preserve our planning application. We also have to recognise that any fresh application will need to consider new planning regulations. CG commented that all the money we had spent on drawing fees and gaining planning consent is unfortunately lost. We can refresh in due course but CG recommends that we wait and see what happens with the CIO and further discussions about funding. It was noted that likely build costs would be twice what they were when we started the project. Other options were briefly outlined by CG but it seems that alternative ways of spending the development fund will need to be considered. CG proposed that we park the project for the time being. All agreed.</p>		
2024/187	<p><u>106 Update</u> No real change reported by PS who explained the mechanism of the S106 grant. PS and CG drew attention to the fact that up to £70k has been allocated for 'indoor sports' and that we are trying to get the allocation widened so that it remains within 'community services' but covers other categories of sport. CG noted that the money runs out in June 2025 and regretted that we are not getting sufficient cooperation from the council.</p>		
2024/188	<p><u>MUGA</u> CG explained that the council are interested in granting a licence to install a MUGA but are baulking at the prospect of future maintenance (surface replacement). One idea would be to use the S106 monies to build a MUGA but the council's refusal to cover future maintenance is likely to be a show stopper. Discussion followed concerning the type of surfaces and the likely longevity of various kinds of surface material. SA proposed we find someone that has a MUGA and ask how much it costs to maintain and CG agreed that maintenance is the current big issue. Suggestions such as 'enhanced BMX track', 'Padel court' and 'high specification playground equipment/climbing frames' were made. CG stated that anything built needs to follow the council specification. JM suggested we ask the villagers what they want. CG asked that committee members make suggestions within the next week about what could be done bearing in mind that councils don't want to take on ongoing commitments and then present the village with a choice of (say) four things we could do.</p>		
2024/189	<p><u>Fire Alarm System</u> Revised quote received from Smiths £14,500. Bring it up to current standards. We've put in a grant application for £10,000.</p>		
8.	Publicity (agenda item 9)		
2024/190	CG reminded everyone to feed back any publicity items to Triv. The aim is to keep the village hall in people's minds		

9.	Premises (agenda item 10)		
2024/191	<u>Health and Safety</u> Nothing to report (per BG)		
2024/192	<u>Maintenance Update</u> <ul style="list-style-type: none"> CG met with Alan Parker (AP) who confirms his interest in the maintenance activities. He charges £25/hr with a minimum charge of £25. AP suggests we keep a maintenance book so that he can see what needs doing every time he turns up. CG proposed that we get him on a 2hr per month retainer with a review after 6 months. All agreed CG outlined the current list of items outstanding: <ul style="list-style-type: none"> Fill holes in mortar on west facing end of hall Hedge Trimming Weeding and tidy up Dig out car park drain Paint car park road humps Fix Fire Exit Signs to Old Comm Room and Normans Folly door Install push handle in Old Committee Room Replace lights in bar area Replace faulty light in Meachem room Fix mixer tap in Kitchen CG reported on the items that had been completed CG explained the cleaning arrangements for the holiday period (3/9 – 10/9) noting that we struggle to find someone to replace our regular cleaner for holiday period. Sarah Coniff is happy to cover that period.		
2024/193	CG highlighted an issue with the rubbish bins. General bins overflow and despite all our best efforts, very few people sort general/recycling when we have events. We end up having to tell the council to collect as general waste. It's too messy to re-sort and whilst we have to pay more to pick up as general rubbish, the only practical solution is to tell the council to pick up as two general rubbish bins. CG asked for committee approval. All agreed.	CG	
10.	Fundraising (agenda item 6)		
2024/194	The committee thanked SA for the football club's generous donation of £400 to the village hall.		
2024/195	BG explained that village show plans were proceeding well. They are looking for helpers on the day and any tombola donations would be gratefully received. CG commented that all proceeds from the show come back to the village hall and these help with improvements to the facilities.		
2024/196	PS explained a potential new system for the distribution of physical publicity items with neighbours passing items to their adjacent neighbour and so on.		
2024/197	MC said that he was planning a new film night and needed to agree selected dates in October.		
2024/198	250 Club July draw. CG drew the numbers – 1 st – 79; 2 nd – 14; 3 rd - 109		
11.	Any Other Business		
2024/175	BG explained that Barbara is away on certain dates and needs to agree key holder handovers. The dates were outlined and CG agreed to pick these up. There being no other business, the meeting closed.	CG	
	Date of next meeting: 16th September 2024		