

## Broughton Playing Field and Village Hall Association Committee Meeting

### MINUTES of meeting:12.2.2024

**Present:** Clive Gresham - Chair, (CG), Pat Scouse (PS) Don Harper (DH), Ravi Zutshi (RZ), Ros Gresham (RG), Charlotte Bodicoat (CB), Laura Groom (LG), Bryony Gates (BG), Andrew Tempest (AT), Mark Malitskie (MM), Mark Coster (MC)

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

**Quorate:** Yes

| Item No | Agenda Item  | Action Owner           | Date |
|---------|--|------------------------|------|
| 1.      | <b>Welcome &amp; Apologies.</b>  |                        |      |
| 2024/86 | Apologies:<br>Barbara Zutshi (BZ), Trivena Fleckney (TM), Helen Cattanach (HC), Alex Cattanach (AC), Simon Aston (SA),   |                        |      |
| 2.      | <b>Minutes of Committee Meeting 11<sup>th</sup> December 2023</b>  |                        |      |
| 2024/87 | The minutes of the committee meeting of 11 <sup>th</sup> December 2023 were agreed   |                        |      |
| 3.      | <b>Matters arising and Outstanding Actions</b>   |                        |      |
| 2024/88 | There were no matters arising  |                        |      |
| 2024/89 | The list of outstanding actions was discussed and updated  |                        |      |
| 4.      | <b>Committee Matters</b>   |                        |      |
| 2024/90 | <p>CG explained the background to his decision to stand down as chairman at the AGM in June 2024. CG reminded the meeting that efforts had been made during 2023 to recruit a new chairperson but that these had come to nothing.</p> <p>It was noted that the committee comprised 16 members (with capacity for 17) and that it was up to the members to elect one of their number to be chairperson either for a specific meeting or for a longer period of time should that person agree.</p> <p>CG explained that he would check the current situation with Helen Cattanach as she had expressed a possible interest in the post. CG asked each member present to consider if they know anyone who might be interested.</p> <p>PS asked if it would be helpful to define what the chairperson's role is and CG explained that this definition already existed and was available.</p> | CG                     |      |
| 2024/91 | <p>CG explained that following recent conversations between himself and AT, that AT intends resigning as Treasurer in June and that whilst he won't 'leave us in the lurch', he does not intend standing for re-election.</p> <p>The committee therefore needs to look for and find a new Treasurer.</p>   |                        |      |
| 2024/92 | <p>CG proposed that, before AT departs, we put an accounting package in place and that we register for VAT once we become a CIO or before we incur any significant project related costs. The potential impact on hire charges was briefly discussed.</p> <p>MC identified some potential accounting packages – Zero, Sage and Quickbooks – all of which are cloud based - and offered to make introductions to accountants he knows use Zero. LG commented that, as an accountant herself, she uses all of these packages with a personal leaning towards Sage although she felt that Zero provides very good value for money. PS offered to introduce us to someone she knows can help with the set up and training.</p>   | AT<br><br>MC<br><br>PS |      |

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| 2024/93   | MC commented that since we are only meeting every two months, the June AGM might only be one meeting away. CG acknowledged and suggested we consider meeting on 11 <sup>th</sup> March as well. It was agreed that a March meeting – even with a truncated agenda - was desirable.   |                         |  |
| 2024/94   | PS asked if there was sufficient in the budget to pay a handyman. AT responded that no specific amount was included in the current budget but that if we include an amount in the 2024/25 budget, we will need to build in a corresponding increase to our fees in order to balance the books. AT commented that in his view, we ought to consider paying someone to do this job.<br>CG recommended that whoever takes on this responsibility would need to be reasonably 'on-call'.<br><br>AT asked if we could do some scouting around to see what other village halls are charging on an hourly basis. BG offered to look into this.  | BG                      |  |
| <b>5.</b> | <b>Treasurer's Report</b>  |                         |  |
| 2024/95   | The Treasurer's report has been circulated. The Association's finances are in good shape.<br><br>AT reported that a second NatWest deposit account has been opened. This is a 35day notice account and has been started with £20,000. The existing instant access account contains £11,000.<br><br>AT reported a 'Prime Surplus' of £2k but drew attention to the fact that one of our regular hirers has double paid us (£1.5k) and that due to timing, the electricity costs are lower than usual.<br><br>PS asked whether we are making a cash surplus or whether we are draining resource? AT explained our budgeting principles and commented that the intention is to make a small surplus at the 'Prime Surplus' level but that the other income had been quite buoyant in recent years e.g. Village Show which explains why the funds are reasonably high at the present time. BG asked a question regarding storage income which AT answered.<br><br>No other questions were raised regarding the accounts. |                         |  |
| 2024/96   | AT summarised our CIO position. We have seen the first draft of our new constitution. CG and AT are keen to retain the current legal structure relating to the lease where the Parish Council are the 'Custodian Trustee' and have requested the solicitors (VWV) confirm that the associations' beneficial interest in the lease can be transferred to the new CIO without amendment. A draft application to the Charity Commission has also been prepared by VWV.<br>We have received VWV first invoice for the work to date of £2,122.20<br><br>Following discussion, it was understood that CG is in possession of the details of all potential trustees and that he has already completed these details in the draft CC application. No further action is required by AT.   |                         |  |
| <b>6.</b> | <b>Premises</b>  |                         |  |
| 2024/97   | BG drew attention to the Risk Assessment distributed earlier commenting that many of the outstanding points have a common denominator – being the lack of a maintenance officer. The committee considered the red highlighted points identified by BG.<br><br>Following discussion about the actions needed, DH agreed to take responsibility for the Fire Alarm tests; PS agreed to take responsibility for the Car Park walkaround ; CB agreed to take responsibility for 1 <sup>st</sup> Aid boxes and DH/RG agreed to take joint responsibility for chairs and tables inspections. It was noted that these people would work from checklists (to be drawn up) and would report back to the main committee meeting.   | DH<br>PS<br>CB<br>DH/RG |  |

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|          | CG suggested that any missing 1 <sup>st</sup> aid items should be reported to Alex Cattanach in the first instance as he has a supply of first aid kits.   |                               |  |
| 2024/98  | <p>BG drew attention to the Fire Risk Assessment Action Plan.</p> <p>Signage was discussed and it was agreed that missing or wrongly oriented directional signs should be replaced at the earliest opportunity but that signs referring to call points (which required wiring/linking) should be replaced or updated when we do the development work.</p> <p>RZ agreed to take responsibility for PAT testing our own equipment but that hirers need to take responsibility for their own equipment (already referred to in hire agreements).</p> <p>The requirement to test emergency lighting and check fire doors in good order was discussed. DH agreed to take responsibility for these two checks and asked RZ to show him the requirements. DH also agreed to make entries in the Fire Safety book</p>  | <p>CG</p> <p>RZ</p> <p>DH</p> |  |
| 2024/99  | <p>CG explained that Nicola Greenwood (Sew Special) had reviewed our curtain requirements. Her quote to renew the top windows is between £4k and £5k depending on fabric quality plus £1,500 for tracks plus fitting. Her quote to renew curtains for 4 doors and 2 windows on the ground floor is £4 – 5k. Total cost is therefore in the region of £12k.</p> <p>It was noted that ground floor replacement was a necessity and that replacement at the top windows was desirable but not vital. It was also noted that effort should be made to match fabric for both upper and lower levels and to avoid a hotch-potch solution. AT recommended that we replace all the curtains at the same time. RZ pointed out that it would be worth considering 'in-unit' blinds for the doors and LG agreed that this would be a good solution for the doors.</p> <p>PS offered to gather an alternative quote but needs dimensions. AT pointed out that another quote was actually necessary given the size of the potential spend. CG to arrange for measurements.</p> <p>Discussion continued as to whether we should replace all curtains at the same time or to split the spend. It was noted that the existing curtains have been in place for over ten years.</p> <p>CG summarised discussions; it was noted that we do have the funds; we are in for £6k regardless; we want to maintain consistency; 10years plus seems a reasonable usage; get another indicative cost; look at blinds within the glass options. AT proposed that he would put it into the budget and we would finalise at that point.</p> <p>CG drew a line under discussions and asked that if anyone has any other items around the building which we should contemplate putting into the budget, that they contact him or AT.</p> | PS/CG                         |  |
| 2024/100 | <ol style="list-style-type: none"> <li>1. Rat problem reported in Broughton Under 5s store cupboards – Pest controllers engaged, traps and bait, set in store cupboards and in the roof space above kitchen and bar. Store units, hall and ground floor rooms sterilised. Access to roof space identified as lack of cement where new roof tiles fitted. Further visits over 4 weeks required to check for progress and re bait as required. Holes in Under5s store cupboard ceilings blocked. Cost of first visit £534 – further visits £96.</li> <li>2. Water heater in Meachem Room is leaking, cupboards under sink have black mould and have rotted. Heater is 4 years old and outside guarantee. New water heater will need fitting and base units replaced. Base units are non-standard size and will need modifying to fir sink unit. Andy Scarratt has agreed to remove the pipe work and then refit new heater. New base units purchased.</li> <li>3. Toilet seats in the hall toilets have come loose and have been refitted.</li> </ol>  | CG                            |  |

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|           | <ol style="list-style-type: none"> <li>4. The entrance, kitchen and bar floors need a deep clean and not just mopping.</li> <li>5. 3 of the cones used in the car park have been lost/damaged and need replacing.</li> <li>6. The play area gate hinges are working loose and require attention</li> <li>7. The Apple tree needs attention with animals/ apples etc needing re-glueing</li> <li>8. The site around the play area and car park could do with a "Spring- Clean" – date to be set for March which someone needs to organise</li> <li>9. The cark par sign needs to be re-concreted.</li> <li>10. The PAT testing of equipment needs to be checked and redone where necessary.</li> <li>11. The tables in the entrance need replacing – we were not successful in obtaining a grant from HSBC.</li> <li>12. If we are unable to find a volunteer for general maintenance then we should try an find an odd job man in the village who can be called upon at short notice and paid accordingly</li> </ol> |  |  |
| <b>7.</b> | <b>Fundraising &amp; Events</b>  |  |  |
| 2024/101  | <p><b>Film Night</b><br/>MC explained the marketing efforts in hand and some discussion was held about how to contact other potentially interested people. The Great Escaper has attracted 19 ticket sales (possibly 23). A further email will go out tomorrow. The kids show has 4 bookings at the present time.</p> <p>There are hopes that numbers will increase in the coming days. MC also spoke about the booking payment mechanisms which need streamlining.</p>  |  |  |
| 2024/102  | <p><b>250 Club</b> draw<br/>The draw took place for the 250 Club.<br/>1<sup>st</sup> <b>83</b> ,2<sup>nd</sup> <b>63</b>, 3<sup>rd</sup> <b>97</b></p>   |  |  |
| 2024/103  | <p><b>Village Show 2024</b><br/>CG explained that the village show committee had held a meeting in which the general view was that we do not have enough capacity to put on a show at the scale of previous shows; that we put up flyers asking for help in specified areas and gauge the response. The show is likely to have a different shape to that of the past. CG commented that anyone willing to join the village show committee would be most welcome but he noted that unless some younger people can be found who are willing to take this on, it just won't continue.</p> <p>CG will report back after the response to the flyers is known.</p>   |  |  |
| <b>8.</b> | <b>Bookings</b>  |  |  |
| 2024/104  | <p><b>Regular Bookings</b><br/>BG reported no significant changes except for one occasional hirer moving over to regular</p>   |  |  |
| 2024/105  | <p><b>Occasional Bookings</b><br/>LG reported activity during which CG clarified that there is no reason why the front door cannot be left open for an occasional hirer.</p>   |  |  |
| 2024/106  | <p><b>Under 5s</b><br/>ES gave an update. Maternity cover was explained. ES commented that after 12 months, no-one has expressed an interest in the leadership role and said</p>   |  |  |

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|            | that while she was willing to stay in post until her youngest child moves on – 12 further months, she will not stay beyond that. ES warned that if no-one steps up, Under 5's will close.                |    |  |
| 2024/107   | <b>Scouts</b> - JM reported numbers OK   |    |  |
| 2024/108   | <b>Bowls</b> -DH reported all going well – active and flourishing  |    |  |
| 2024/109   | <b>Table Tennis and Badminton</b><br>CB reported that badminton is thriving. Table Tennis is viable but struggling and CB would like more members.   |    |  |
| <b>8.</b>  | <b>Projects Update</b>   |    |  |
| 2024/110   | CG reported that the changing room drawings are complete. Awaiting return of quotes. CG and BG have looked at what we need to do re applications for grant funding. Google questionnaire to be drawn up. | CG |  |
| 2024/111   | Football pitch SLA. CG explained the current situation. If we move forward with the changing rooms, we will need a licence from NNC. Becoming a CIO should pave the way for an agreement with NNC.       | CG |  |
| <b>10.</b> | <b>AOB</b>   |    |  |
| 2024/112   | CB reported that the middle storeroom light is on all of the time. DH to check<br><br>The meeting closed at 21:52  | DH |  |
|            | <b>Date of next meeting:</b> Monday 11 <sup>th</sup> March 2024  |    |  |