

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 16.9.2024

Present: Clive Gresham (CG), Mark Coster (MC), Pat Scouse (PS), Charlotte Bodicoat (CB), Bryony Gates (BG), Andrew Tempest (AT), Barbara Zutshi (BZ), Ravi Zutshi (RZ),

Observers: None

Quorate: Yes

Item No	Agenda Item	Action Owner	Date
1.	Welcome & Apologies.		
2024/200	Apologies: Laura Groom (LG), Triv Fleckney (TF), Simon Aston (SA), Mark Malitskie (MM), Don Harper (DH), Ros Gresham (RG). Observer apologies: Emma Smyth (ES) (due to VH Tech issues) Judith McQuaid (JM)		
2.	Minutes of Committee Meeting 22nd July 2024		
2024/201	Minutes agreed and signed by CG.		
3.	Matters arising and Outstanding Actions		
	There were no matters arising.		
4.	Treasurer's report		
2024/202	AT provided a verbal update on village hall finances, the written report to be circulated after the meeting. <u>Financial Update</u> <ul style="list-style-type: none"> AT confirmed the Associations finances remain sound. The surplus for August was £1200 and the year to date surplus approx. £5000 which was in line with expectations. A grant of £10,000 had been approved by NNC towards the replacement of the Fire Alarm system. £5,000 of the grant had been received, the remainder would be paid on completion of the installation. With the CIO now registered AT will follow up the Xero accounting package. 		
2024/203	<u>Energy Contract</u> Prior to the meeting AT had circulated details ahead of the requirement to renew our energy contract which expires in November. The proposal for AT to enter into a new contract at a projected cost up to £9,000 in the name of the CIO was approved, with AT and CG being authorised to approve if the eventual contract price was more than £9,000. It is expected to be 5% less than the expiring contract.		
2024/204	<u>CIO Status</u> CG confirmed the new CIO has now been registered and trustees had been notified individually by email. VWV have been instructed to obtain Charity Commission approval to the transfer of assets and liabilities from Association to CIO given the Trustees conflict of interests.. CG reported that Paul Oriordan at North Northants Council asset management department is awaiting delegated authority to progress the deed of variation to the lease with legal department.		
2024/205	<u>AGM</u> Committee agreed a provisional time of week commencing 25 th November to have AGMs to finalise matters for the Association and the CIO	Comm	31.10.24

	establishing members of the new Management Committee. To be reviewed end of October based upon progress. Wednesday was perhaps the best day as the main Hall would be available.		
2024/206	<u>Future Meeting Dates</u> It was proposed that future meetings be moved to a Wednesday to better accommodate availability of Trustees – All agreed.		
5.	Action Log Update		
2024/207	<ul style="list-style-type: none"> - 2024/62 – Water pooling at entrance are – date extended to 31/10 - 2024/70 – AT to progress Xero – completed - 2024/71 – VAT registration only to be progressed if building project progressed. - 2024/153 – Rik control review date extended to 31/10 - 2024/188 – MUGA - Closed NFA All other items marked forward for review at next meeting		
6.	Fundraising & Social Events		
2024/208	<u>250 Club</u> <ul style="list-style-type: none"> • September draw 1st 14, 2nd 97, 3rd 96. RZ will advise the winners • An additional 10 numbers were sold at the Village Show. RZ to provide actual number of participants in the draw at next month's meeting as some people have not renewed. 	RZ	14.10.24
2024/209	<u>Village Show 2024</u> CG reported that the Show had gone very well and had been well supported by the village and further afield. The existing Village Show Committee would not be organising an event in 2025 but would support another group if one came forward either from the Village Hall Committee or members of the community. AT shared the approx financial outcome of the Village Show – this support for the Village Hall projects would fall away if the Show ceases.		
2024/210	<u>Film Night</u> MC had carried out various polls and it was decided to show One Life on Friday 18 th October. He would arrange posters and advertising. BG has agreed to provide a bar.		
7.	Projects		
2024/211	<u>Changing Room Project</u> Revised changing room project circulated by email to members to create new changing room, referee's room and café with access from the Hall. New planning and Building Regulation drawings required. Planning application would be a non-material alteration and would start the planning clock again on all other phases if approved. Estimate cost £90,000 + vat. Architect's costs £2100 inc vat. Planning fee £293. Revised project and architects and planning fee approved by members. CG & BG to liaise with Idea-ATLtd	CG/BG	14.10.24
2024/212	<u>106 Update</u> CG to write to Redrow to get their agreement for S106 funds to be used for the revised plan. If approved to follow up with NNC to get details of what is required to obtain release of the S106 funds.	CG	30.9.24
2024/213	<u>MUGA</u> PS confirmed NNC has changed policy and will no longer adopt and maintain equipment installed on council maintained sites. Given the unknown future maintenance costs and the public liability/insurance risks the MUGA project has been closed unless circumstances change.		

2024/214	<p><u>Fire Alarm System</u> Grant of £10,000 from NNC has allowed Smiths Fire to be instructed to start the work Phase 1- Meachem room, Changing Rooms, corridor, toilets and stores 17.09.24 for 2 weeks, Phase 2 Hall, storerooms, Bar, Kitchen, Hall toilets at February half term 2025 for 1 week. Costs £12,118.42 + VAT to be split 50% each completed phase. All approved. CG to liaise with Smiths Fire. BG to advise regular hirers of disruption.</p>		
2024/215	<p><u>Nest Swing</u> NNC have finally agreed to install the nest swing – work has started and it will be installed by 20.9.24. After PS intervention, NNC have also issued a credit note for £2000 in respect of our previous contribution. It is not clear whether this will be refunded. AT to follow up in due course.</p>		
8.	Bookings		
	<p><u>Regular</u> Nothing to report.</p> <p><u>Occasional</u> Enquiries have picked up in the last two weeks, but overall activity is lower than last year. Birthday party bookings particularly.</p> <p><u>User Groups</u></p> <p>Bowls – Group still thriving – nothing to report Broughton Under 5s – nothing to report Scouts – Nothing to report KFC – SA apologised for the parking issues with basketball users. Games are going ahead and all good. If changing rooms go ahead they wish to discuss how they might contribute. Badminton & Table Tennis – CB reported badminton still going well but TT still down on numbers – new recruitment drive to be done.</p>		
9.	Publicity		
2024/216	<ul style="list-style-type: none"> • Nest Swing pictures to be posted on Facebook • An update regarding the Village Show needs to be put on Facebook and elsewhere after the feedback meeting in October. • Refurbishment of Hall Windows/blinds and curtains once new tracks installed. • Advertising for new Committee members needs to start after October meeting 	Comm	14.10.24
10.	Premises		
2024/217	<p><u>Health and Safety</u> Nothing to report (per BG)</p>		
2024/218	<p><u>Maintenance Update</u></p> <ul style="list-style-type: none"> • Alan Parker (AP), has completed hedge trimming and tidy up around the building, Painted car park road humps, Fixed mixer tap in Kitchen. • Outstanding items – fill holes in mortar on west facing end of hall, dig out car park drain, Install push handle in Old Committee Room, <p>Outstanding items:</p> <ul style="list-style-type: none"> • Fix Fire Exit Signs to Old Comm Room and Normans Folly door and hall exit – awaiting door replacement. • Replace lights in bar area – Michael Poyner will investigate 11th October • Replace faulty light in Meachem room – Michael Poyner will convert existing lighting to soft whit LED to resolve future problems 11th October. 		
2024/219	<p><u>Waste Collection</u> – (2024/193)CG advised that the cost of moving to 2 general waste bins will be £500.76 per quarter and wanted committee</p>	CG	14.10.24

2024/220	<p>approval before going ahead. Various alternatives were considered but it was decided that trying to manage and monitor hirers would be impossible. The increased costs would be reflected in the hire charges in 2025. CG to enquire whether there was a smaller metal bin as a cheaper option.</p> <p><u>Cleaning</u> - CG advised that Tony Brooks had given notice on continuing as cleaner at the Village Hall. Discussion to be held with Sarah Conniff to see if she is interested in taking it on before advertising generally. CG/BG/BZ to progress. All agreed.</p>	CG/BG/BZ	ASAP
11.	Any Other Business		
	There being no other business, the meeting closed 9.40pm		
	Date of next meeting: 14 th October 2024		