

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting:20.5.24

Present: Clive Gresham (CG), Bryony Gates (BG), Andrew Tempest (AT), Ravi Zutshi (RZ), Barbara Zutshi (BZ), Laura Groom (LG), Simon Aston (SA), Don Harper (DH), Pat Scouse (PS), Ros Gresham

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

Quorate: Yes

| Item No | Agenda Item | Action Owner | Date |
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| 1. | Welcome & Apologies. | | |
| 2024/140 | Apologies: Mark Malitskie (MM), Triv Fleckney (TF), Alex and Helen Cattanach (HC). Mark Coster (MC). | | |
| 2. | Minutes of Committee Meeting 8th April 2024 | | |
| 2024/141 | Minutes 8 th April: The minutes were agreed and signed by CG | | |
| 3. | Matters arising and Outstanding Actions | | |
| | There were no matters arising. | | |
| 4. | Committee Matters | | |
| 2024/142 | AGM The AGM would normally be held in June when Trustees stand down and new elections take place. CG proposed the AGM be deferred pending the new CIO being established with AGMs for the Association and the new CIO to take place at the same time with the trustees stepping down from the Association and new trustees appointed to the CIO. This will avoid changes in trustees whilst the application is being processed. The implication of the proposal being that existing trustees would stay in place for longer than 12 months. All agreed but with the matter to be kept under review if the CIO application drifts. | | |
| 2024/143 | Treasurer & General Maintenance replacement <ul style="list-style-type: none"> - Need to advertise for a new treasurer. CG to produce a poster for Social Media and key spots in the village. - General Maintenance: PS to ask possible candidate who will ring CG to discuss nature of role and costs. | CG PS | 10.06.24 10.06.24 |
| 5. | Treasurer's Report | | |
| 2024/144 | Financial update <ul style="list-style-type: none"> - AT circulated monthly report – the Association's finance remain sound. - National Savings account has now been closed and the money is in business reserve. Options for interest return and access to be considered when CIO established. - General fund just under £30,000 – because of all the maintenance and identified projects planned for this year, deficit budget of £18,000 is anticipated. | | |
| 2024/145 | Update on accounting software. AT has found someone who will help based in Nottingham. Cost of subscription to Zero £450 per year inc VAT. Set up: £400 including VAT. Ongoing: 1. Transactions into software ourselves. Does require treasurer with bookkeeping knowledge. In this case no further charge. 2. If they do it for us it will cost about £1,300 per year. Effectively if we just went and bought it £450 per year. Worth paying someone to help us to set it up. AGREED Try and align with CIO but if this takes too long we will have to do it twice. | | |

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| 2024/146 | <p>CIO – Update</p> <ul style="list-style-type: none"> - AT/CG have now reviewed the proposed Draft Constitution and Charity Commission application, and both are ready to be submitted by the solicitors. All 16 trustees need to sign a declaration to go with the application. CG will collect signatures. - The Constitution removes the requirement to have specific User Group trustees appointed to the Committee although User Group trustees will still be encouraged. - Property issues – The Solicitors have advised the existing terms and conditions of the Association’s Trust Deed and Lease over the Village Hall create problems in the lease being vested in the new CIO. There is a risk NNC could forfeit the lease on transfer. They have recommended we discuss the concerns with NNC and seek a deed of variation to allow the transfer of the lease to go through. AT/CG feel that NNC ought to be co-operative and would have no interest in the Village Hall failing. To avoid unnecessary legal costs, we think the right way to go forward is to approach NNC ourselves to request deed of Variation. If Solicitors are required to deal with it we will use a local firm. CG/AT to write to NNC accordingly. - Given the time taken to get to this point, there are implications for the normal timing of AGM as set out above. All agreed to approve the proposed delay. | CG/AT | 31.05.24 |
| 7. | Fundraising & Events | | |
| 2024/147 | <p>250 Club Draw:</p> <ul style="list-style-type: none"> - The draw took place – the winning numbers were – 1st - 31, 2nd – 132 and 3rd – 34. Draw to be published on the Website and Social Media. | | |
| 2024/148 | <p><u>Film Night May 24</u></p> <ul style="list-style-type: none"> - LG advised 5 people booked tickets so far. CG to contact MC to discuss publicity for the event to help with ticket sales. | | |
| 2024/149 | <p><u>Village Show 2024 - Update</u></p> <ul style="list-style-type: none"> - Show Committee are pressing ahead with the organising. Costs are likely to be higher this year and the surplus somewhat less than recent years as the members of the Committee try to ease back on some of the work involved. | | |
| 7. | Projects Update | | |
| 2024/150 | <p>Changing room:</p> <ul style="list-style-type: none"> - CG reported we have eventually received quotes, albeit later than intended. 2 quotes for the Changing Rooms and extension of the Hall for £435,000 and £466,000 plus VAT. considerably higher than expected. - Changing Rooms and Hall slab £370k and £387k plus VAT - Hall £87k and £103k plus VAT - There were some additional costs to be added such as fire alarm systems. - Build program of 40 weeks <p>The costs are far higher than envisaged and The Football Foundation (FF) funding will be well short of what would be required. A change of specification to reduce costs would not make sufficient difference to the cost and would require a different grant provider as the project would no longer meet FF requirements.</p> <p>DECISION:The Committee agreed the changing room project could not be justified and will go no further as it is not viable.</p> | | |

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| | <p>been checked and are safe. JM will check them and report back to the committee.</p> <p>Fire exit signs for corridor in Normans folly and door release still need completing. Item is on action plan.</p> <p>Emergency lights – non-compliance. CG to contact Smiths to find out what action is required in this respect</p> | JM | 10.06.24 |
| | | CG | 10.06.24 |
| 9. 2024/154 | <p>AOB:</p> <ul style="list-style-type: none"> - Gate code changed on Sunday 12th May to: 2714. - SA reported problems getting football pitches cut. Games have had to be cancelled as council didn't cut when planned. SA and CG in direct contact with NNC but still difficult to tie them down due to lack of equipment and finances. This is putting the VH hire income at risk. - RZ Whenever we do anything to upgrade the building or complete a project we should contact Triv to put on FB. It was agreed to add Publicity as a standing item on agenda advise Triv of anything that has been done. - Football Club to provide a freezer which is needed for a tournament but have offered to leave it in the kitchen. This will be trialled to see if it works without getting in the way. - BZ will communicate with SA regarding Alcohol licence for the Football Clubs Tournament. - CG to chase the blinds company for a second quote. - JM Thanks to CG for sorting keys for their broken cupboard lock. - JM has BBQ and AGM for scouts on a Tuesday 16th July evening. Football training will be taking place also. Committee members invited to attend. - BZ: Bernie will purchase a new large broom which will be put away at weekends. - BG will talk to Bernie about untidy outside area. - Under 5s – Bernie request. They have a partially sighted child who cannot distinguish between hard floor and mats. Currently they put bright tape around mats. Requested that we put high visibility tape around mats or on floor. AGREED that they can put tape around the mats. BG will let her know. | BG CG | |
| | Date of next meeting: 10th June 2024 | | |