

**Broughton Playing Field and Village Hall Association Committee Meeting**  
**MINUTES of meeting: 09/05/2022**

**Present:** Clive Gresham, Chair (CG), Andrew Tempest (AT), Gaynor Ireland (GI), Pat Scouse (PS), Barry Steptoe (BS), Don Harper (DH), Ros Gresham (RG), Bryony Gates (BG), Barbara Zutshi (BZ), Clark Tracey (CT), Ravi Zutshi (RZ),

Observers: Emma Smyth (ES) Ruth Stanway (RS)

**Apologies:** Simon Aston (SA), Ivana Krajcova (IK)

**Quorate:** Yes

Item No	Agenda Item	Agreed Action	Owner	Date
<b>1.</b>	<b>Welcome &amp; Apologies.</b>			
2022/093	Apologies from Ivana Krajcova and Simon Aston Welcome to Ruth Stanway, who is joining the meeting with the view of becoming a committee member.			
<b>2.</b>	<b>Minutes of Meetings held – 11 March 2022</b>			
2022/094	BZ pointed out that item 7 2022/080 needed to be amended. It should read invoice not payment. CG will amend and minutes will be signed.			
<b>3.</b>	<b>Matters Arising</b>			
2022/095				
<b>4.</b>	<b>Outstanding Actions List</b>			
2022/096	The following items on the actions list were completed 2022/025 2022/074 2022/081 2022/089 All other matters are being actioned or moved to the next meeting.			
<b>5.</b>	<b>Treasurer's Report</b>			
2022/097	Treasurer's report circulated at the meeting. Cleaning costs are higher as it includes deep clean and oven clean Grant for Village show has been applied for  AT asked if an accounting system would be useful for hirers invoicing. BG and BZ to liaise with AT			
2022/098	Parish Council Support CG attended the Parish Council's last meeting to ask if they could assist with funding for outdoor gym. They will look at the options but suggested waiting for the response from Northampton Council regarding the grant first CG is chasing the Council both for reply for grant application and the extension to the lease, which is still ongoing.			
<b>6.</b>	<b>AGM</b>			
2022/099	AGM is to be held on 13 <sup>th</sup> June. To be advertised on social media (GI)			
<b>7.</b>	<b>Fundraising and Events</b>			
2022/100	Village Show Committee would like to purchase recyclable glasses. VH Committee agreed to finance the purchase of 500 pint and 500 half pint glasses			
2022/101	Broughton Jazz 2 events have been hosted. The second had much better attendance			

	£230 was taken at the first event and £328 at the second CT would like to continue with other dates, perhaps a Sunday once a month. CG and CT to discuss how future events are managed			
<b>8.</b>	<b>Bookings</b>			
2022/102	<b>REGULAR BOOKINGS</b> New hire rates are in action and new hire agreements have been sent out. KFC using the hall often Have received a request from Broughton Old Boys for a charity football event			
2022/103	<b>OCCASIONAL BOOKINGS</b> Healthy and busy Lots of interesting bookings Enquiry from Caravan club about a weekend booking. BZ to email them back to see what their requirements are as could be tricky with football.			
	<b>User updates/feedback</b>			
2022/104	<b>Under 5's</b> New staff have been employed Ofsted inspection could be imminent may need some help and flexibility from other user groups if it happens.			
2022/105	<b>Bowls</b> A little quiet assume members on holiday			
<b>9.</b>	<b>Projects Update</b>			
2022/106	<b>Outdoor gym – see 2022/098</b>			
9.	<b>Premises</b>			
	<b>Estate &amp; Maintenance report</b>			
2022/107	RZ will do fire checks on Thursday and put lock on disabled toilet.  Vent screens need putting on walls outside			
	<b>Health &amp; Safety</b>			
2022/108	2 slabs outside moving slightly. CG/RZ to investigate Microwave and kettle have been replaced			
<b>10.</b>	<b>Any other business</b>			
2022/109	Dogs on the field. CG/GI to come up with something to go on social media			
2022/110	AT address still not correct on Charity Commission. GI to change			
2022/111	The wedding hirers have donated 66 wine glasses			
	<b>Meeting closed 9.08pm</b>			