

**Broughton Playing Field and Village Hall Association Committee Meeting**

**MINUTES of meeting: 14/11/2022**

**Present:** Clive Gresham, Chair (CG), Andrew Tempest (AT), Gaynor Ireland (GI), Bryony Gates (BG), Ros Gresham (RG), Barry Steptoe (BS), Ravi Zutshi (RZ), Barbara Zutshi (BZ), Sarah Elliott (SE), Charlotte Bodicoat (CB)

Observers: Emma Smyth, Judith McQuaid

**Apologies:** Simon Aston, Don Harper, Pat Scouse

**Quorate:** Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	<b>Welcome &amp; Apologies.</b>			
2022/223	Apologies from Simon, Don & Pat Welcome to Charlotte who was proposed by RZ and seconded by BG			
2.	<b>Minutes of Meetings held – 10 Oct 2022</b>			
2022/224	Committee meeting minutes were approved. Committee meeting minutes signed by CG.			
3.	<b>Matters Arising</b>			
4.	<b>Outstanding Actions List</b>			
	<p>2022/126 chairs BZ has done research into replacement chairs. 2 systems available <b>Option a.</b> Cheapest option between £1750 and £1900 for 2 trolleys and 80 non padded chairs. Chairs with vinyl padding are £43 per chair. <b>Option b.</b> Racking system 36 chairs x 2 £2800 for 2 low trolleys and 72 chairs £1900 for 1 high trolley and 72 chairs</p> <p>In principle it was agreed to invest in the vinyl padded chairs and trolleys as they would be more robust and more comfortable BZ to look further at total costs.</p> <p>2022/169 250 club Ravi has drafted a flyer to be delivered FB advert - Ravi to send to Gaynor to post Ravi to circulate pack to Committee members To commence in January</p> <p>2022/179 Clive had meetings with Ise fire estimate £10,000 to £20,000 to upgrade the system. £495 for a fire risk assessment Smiths fire waiting for info. It was agreed to go ahead with the Fire Risk Assessment before carrying out any additional work.</p> <p>2022/182 Quality of the signs we have received is fine. Need design and think of size etc for main roadside sign. Committee agreed only one sign is required to be located to the side of the pedestrian gate.</p> <p>2022/198 Bulbs replaced but still doesn't work, needs new starter; get electrician to check first before ordering.</p> <p>2022/214 Mark Thompson to be asked to change code on Meachem room door.</p> <p>2022/221 11 Mar 2023 has been booked for film night. Team needs setting to organise and advertise the event.</p>			

<b>5.</b>	<b>Committee recruitment</b>			
2022/225	<p>Clive has circulated comprehensive information from the recruitment meeting to committee members via email.</p> <p>2 dates have been set for initial open days and would need some committee members and user groups to attend to help give information of the background, roles, future plans. Further planned events in January and March if unsuccessful in finding new members.</p> <p>Advertise via Facebook, posters in shops, banners etc. GI to post on Facebook</p>			
<b>6.</b>	<b>Treasurer's Report</b>			
2022/226	<p>The report was circulated prior to meeting. Finances are stable Insurance policy has been renewed with Allied The rebuild cost of hall has been reassessed via the insurers Allied Westminster and the annual premium has increased by approx. £200. There is one year left of the current 3 year deal.</p>			
<b>7.</b>	<b>Fundraising and events</b>			
2022/227	<p><b>250 Club</b> RZ has drafted a flyer to be delivered to every house. FB advert - RZ to send to GI to post RZ to circulate pack to Committee members to send to friends and contacts To commence with the first draw at the January 2023 meeting</p>			
<b>8.</b>	<b>Bookings</b>			
2022/228	<p><b>REGULAR BOOKING</b> Bowls have changed finish time to 5.30 Mondays Dancers have moved back to 5.30 on Monday which has now freed up Friday afternoons. Pilates trialling a booking on Thurs eve for another class Under 5s have been running a coffee morning on a Friday morning in Meacham room which has proved to be very popular Hall loos being left in better condition</p>			
2022/229	<p><b>OCCASIONAL BOOKINGS</b> Craft group thriving have been using fire door for entrance and exit BZ to advise them to use main entrance door. The Under 5s can lock the hall and kitchen doors to maintain their safety and security.</p>			
	<b>User updates/feedback</b>			
2022/230	<p><b>Under 5's</b> coffee morning has been very successful and will run to Christmas. From Jan staffing will be more of an issue but would like to continue if possible. Occupational Therapy is coming to do a building assessment for a child with mobility issues Is there somewhere else a wheelchair can be stored other than under 5s cupboard? Need to know size etc. Emma to provide details when available.</p>			
2022/231	<p><b>Bowls</b> Going fine - numbers up slightly</p>			
2022/232	<p><b>Table tennis</b> is going strong <b>Badminton</b> going really well, although the lights are an issue.</p>			
2022/233	<p><b>Scouts</b> Thank you for changing the tables in hall and the floor is great. Numbers are increasing. Won an award as numbers have increased by more than 75% and would like to display the certificate in the entrance hall. Judith to liaise with Ravi.</p>			

2022/234	<b>Broughton Players</b> Rehearsing for panto twice weekly Would like to ask if they could hire the hall at an agreed rate of £200 plus 10% donation if a profit is made Broughton Player members excluded from vote The remaining Committee members agreed.			
<b>9.</b>	<b>Projects Update</b>			
2022/235	<b>Lease update.</b> No update.			
2022/236	<b>Planning update.</b> Plans submitted to council and £1800 planning fee paid. We have received acknowledgment of receipt and the outcome should be known by 19 <sup>th</sup> December 2022			
2022/237	<b>Website.</b> RG has contacted some web designers and is waiting for a quote from a local firm.			
<b>10.</b>	<b>Premises</b>			
	<b>Estate &amp; Maintenance report</b>			
2022/238	<ul style="list-style-type: none"> <li>A. Light to be replaced in disabled toilet in hall as permanently on. Awaiting quote from C Price Electrical.</li> <li>B. Graffiti in unisex toilet needs painting over</li> <li>C. Some chairs in hall don't have the plastic caps on legs need replacing asap. Working party needed – Clive to ask Don</li> <li>D. Floor edges in kitchen and toilet are dirty BG to ask Mawsley Domestic to do on Friday</li> <li>E. Meachem room cupboard - Facemasks surplus to requirements. GI to ring Cransley Hospice to see if they can use them.</li> <li>F. Football store shutter, waiting for quote to replace it</li> <li>G. One of the sockets in hall was knocked off has been replaced by C Price electrical – invoice awaited</li> <li>H. Fridge in bar area to be replaced, new hoover for Meachem Room purchased and recycling bins acquired.</li> <li>I. Heater in bar area, waiting for a price for a potential new one</li> <li>J. Signs in hall for chairs need sticking back up</li> </ul>	RZ  RZ  CG,DH  BG  GI  CG  BG/BZ  CG  ?		
<b>11.</b>	<b>Health &amp; Safety</b>			
2022/239	Nothing to report.			
<b>12.</b>	<b>Any other business</b>			
2022/240	Big clean has been done Mawsley Domestic will be doing monthly cleans – dates to be confirmed and advised to Tony Brooks			
2022/241	RZ distribution of 250 Club leaflets will cost £30			
2022/242	New action point to be added to check with Dave Lane regarding insurance of outdoor gym			
	Meeting closed 21.45hrs			
	<b>Date of next meeting:</b> 7.30pm Monday 12 Dec 2022			