

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 08/8/2022

Present: Clive Gresham, Chair (CG), Bryony Gates (BG), Don Harper (DH), Ros Gresham (RG), Barbara Zutshi (BZ), Ravi Zutshi (RZ), Pat Scouse (PS) Gill Nottingham (GN), Sarah Elliott (SE)

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

Apologies:

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies.			
2022/164	Andrew Tempest (AT), Simon Aston (SA), Gaynor Ireland (GI) Barry Steptoe (BS), Clark Tracey (CT)			
2.	Minutes of Meetings held – 11th July			
2022/165	Committee meeting minutes were approved. Committee meeting minutes signed by CG.			
3.	Matters Arising			
2022/166	There were no matters arising.		All	
4.	Outstanding Actions List			
	2021/147 – Clive awaiting new quote. 2021/175 – Clive to order one and see what the quality is like before ordering further signs. 2022/006 –250 Club - Clive communicated with Barry and said due to lack of progress we will get somebody else to take this on as we wish to promote it at the village show. 2022/107 – Vent screens are up. 2022/109 – If informed, the dog wardens will write to people where there is reasonable evidence that their dogs are responsible for leaving 'waste' on the field. 2022/124 – Keys to disabled toilet – completed 2022/125 – Completed 2022/129 – Completed - Tree roots responsible 2022/131 – BG has information from ACRE confirming that we do need an accident book – single sheet entry. Discussion re how this would work. Suggestion was that regular hirers should forward any accident report to VHall. Email to be sent to regular hirers to highlight the accident book. 2022/132 – Ravi to complete in next 4 weeks. 2022/133 – Moved to next meeting. 2022/145 – Electricity meter read. 2022/142 – Investment and Reserve policy approved. 2022/146 – Deferred until September. 2022/148 – To be done tonight 2022/152 – Contacted Dave Lane re outside gym. Siting has been arranged and will be installed 6 th /7 th September. 2022/156 – JTP needs three days to paint the corridor and we do not have 3 days available. Clive to explore alternative dates. 23 rd /24 th October to be blocked out. 2022/157 – Replace damaged tables – defer to next meeting. 2022/163 – Deep Clean to be arranged during summer. Workplace Solutions have been contacted by BG.	Email sent to reg hirers	BG	Sept 2022

5.	Treasurer's Report			
2022/167	Nothing to report from the treasurer.			
6.	Governance-policy reviews			
2022/168	Investment and Reserves Policy - completed and approved	Complete		
2022/169	Procurement Policy is still in progress		AT/ CG	Sep 22 meet
7.	Fundraising and events			
2022/169	Committee agreed in principal that the 250 club would be a great idea to raise funds for the enhancement of the Village Hall. CG has spoken to BS who has not initiated this so we will try to find someone else to do this and Barry can help sell numbers at a later date. Try to find somebody via FB to run the 250 Club.		CG/ RG	Sept 22
8.	Bookings			
2022/170	REGULAR BOOKINGS Now got two hirers cancelled for the foreseeable future. Drummers and Meditation group. More or less currently on target because Football income was more than anticipated. Jenny Keach looking for additional facilities for group pilates. Invoices not yet send out as BG has been on holiday.			
2022/171	OCCASIONAL BOOKINGS Healthy Monthly spreadsheet not completed due to holidays. Invoices to go out tomorrow. Wedding booked for 2023. Enquiry from fitness organisation but not able to accommodate. They will keep asking should a space become available.			
	User updates/feedback			
2022/172	Under 5's Holidays at the moment. Open day morning of 9 th August.			
2022/173	Bowls Numbers holding up over summer. New people started. Created posters to hand out at the Show. Away day booked at Rothwell with fish and chip evening at Broughton to be arranged.			
2022/174	Scouts Not using the hall at the moment. Planning to sleep over the night before the village show 9 th September. Scouts will not use the hall on the morning of 10 th (show day) 3 rd September – take tents out of outdoor store and put up and check from 3pm.			
2022/175	Broughton Players Boules evening 10 th August. Pantomime -February half term 17 th 18 th . Murder Mystery 15 th October			
9.	Projects Update			
2022/176	Outdoor Gym being installed 6/7 th September. Communicating with Council to ask if they will take responsibility for this once installed. Some question of whether this has been manufactured outside the UK which may affect their decision.			
2022/177	Lease update – Edwina Cowley promised to update fortnightly. CG chased after 3 weeks and reminded her but not heard further. They have sent an application to FIT. Good thing is that the Council are committed to getting there but it is just the process now that the councils have changed.	Contact NNC	CG	Aug 22

2022/178	<p>Planning update – FA have confirmed that the plans contain all their requirements and we can now move forward with the planning application. We now need to meet with Joby to get the process sorted. Liaise with the PC as the application will be in the PC's name. We also need to get advice from Joby about what we do re quantity surveyors.</p> <p>Discussion – NNC are dragging their heels about promoting sport, particularly women's football. PS will highlight this in a forthcoming meeting with Philip Hollobone</p>	Meet with Architects	CG/ BG	Aug 22
		Mention to MP	PS	Sep 22
10.	Premises			
	Estate & Maintenance report			
2022/179	<p>Smiths Fire visited the hall and carried out checks last week.</p> <p>Identified that the box in corridor was old – batteries not holding charge. We can replace batteries but it would be advisable to purchase a new box. Christian Price has been asked to replace all the Fire Exit illuminated signs.</p> <p>Discussion – the whole system may need replacement. CG to investigate what will be adequate for our needs.</p> <p>CG – Broken glass has been found around the park and field. Summer holidays are notorious for rubbish being left on the field.</p> <p>CG to write to the council to ask if they are able to supply an additional bin for recycling.</p>		CG	Oct 22
			CG	Aug 22
2022/180	Notice board to be purchased		CG	Sep 22
11.	Health & Safety			
2022/181	Assessment of building in respect of wheelchair access to be done via Under 5's in September.			
12	Any other business			
2022/182	RG suggested perhaps we should have a sign for VH at walk in entrance – Costs to be investigated.		?	Oct 22
2022/183	Golf. Still playing golf. CG approached the gentleman who has refused to stop playing. Council to be advised.	Contact Dave Lane	CG	Sep 22
2022/184	Bins. Discussion about bins. Do we require two bins as the current bin has been full recently			
	Meeting closed 21.13pm			