

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 11/7/2022

Present: Clive Gresham, Chair (CG), Andrew Tempest (AT), Gaynor Ireland (GI), Bryony Gates (BG), Don Harper (DH), Ros Gresham (RG), Barbara Zutshi (BZ), Ravi Zutshi (RZ), Pat Scouse (PS), Simon Aston (SA)

Observers: Emma Smyth (ES)

Apologies: Gill Nottingham, Sarah Elliott,

No Apologies received - Barry Steptoe, Clark Tracey, Judith Mcquaid

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies.			
2022/135	Apologies from Gill Nottingham and Sarah Elliott			
2.	Minutes of Meetings held – 13 June 2022			
2022/136	Both the AGM minutes and the subsequent Committee meeting minutes were approved. Committee meeting minutes signed by CG. AGM minutes to be signed at 2023 AGM.			
3.	Matters Arising			
2022/137	The Committee feel it is important to find a Vice Chair or Chair Designate to ease the load from the Chair and to take over when Chair resigns. It was discussed that perhaps the available roles could be advertised at the Village Show. It's vitally important to find new members as without a Committee the management of the Village Hall goes back to the Council.	Find new Committee members	All	
4.	Outstanding Actions List			
2022/138	The following items on the actions list were completed 2022/090 Completed 2022/124 Completed 2022/134 Completed All other matters are being actioned or moved to the next meeting.			
5.	Treasurer's Report			
2022/139	Treasurer's report was circulated via email prior to the meeting. The grant money for the outdoor gym equipment has been received. Also very gratefully received was £200 donation from Kettering Football Club from their presentation day and £45 donation from Broughton Players as an additional contribution from the 2022 Panto.			
2022/140	AT asked for approval in principal from the Committee to move the contingency fund from Market Harborough Building Society, where it is making next to no interest into a Business account in Nationwide. This was approved and AT to investigate further. AT is currently reading the electricity meter monthly to ascertain usage. Action point required for someone to read the meter next month when he is away. Perhaps RG as Estate Manager?	AT to investigate Read meter in AT's absence	AT RG	

6.	Governance-policy reviews			
2022/141	Risk Management Policy was circulated via email prior to the meeting. It was approved by the Committee and will be published on the website. An annual review before the AGM is required			
2022/142	Investment and Reserves Policy is still in progress	Complete	AT /CG	Aug 22 meet
2022/143	Procurement Policy is still in progress	Complete	AT/ CG	Sep 22 meet
2022/144	Conflict of interest Policy was circulated via email prior to the meeting. It was approved by the Committee.			
7.	Fundraising and events			
2022/145	Committee agreed in principal that the 250 club would be a great idea to raise funds for the enhancement of the Village Hall. CG to talk with BS to confirm if he would like to manage the club. If not perhaps we can advertise the role		CG/ BS	Aug 22
8.	Bookings			
2022/146	REGULAR BOOKINGS Some last minute cancellations currently because of covid and holidays. Housekeeping email needs to be resent to users as toilets not being flushed, car park padlock left on code, Meacham room left unlocked. BG to send with proviso that preferential rates will be withdrawn from perpetual offenders. Another football club have approached to hire pitches. Problems would be overuse of the pitches and policing of parking. The Committee felt on this occasion the booking should be declined	Regular hirers circulated	BG	Aug 22
2022/147	OCCASIONAL BOOKINGS Steady Northamptonshire 50+Adventure Club have booked hall for their BBQ event and for AGM in October Ramblers enquired if they could use car park, unfortunately, this wouldn't be possible as the car park is used regularly by hirers and user groups			
	User updates/feedback			
2022/148	Under 5's Fire door of main hall was left open overnight. Action point to check fire door.		RZ	ASAP
2022/149	ES enquired if we could provide any generic risk assessment for accessibility for wheelchair users. BG to liaise with ES		BG/ ES	
2022/150	Bowls All good			
2022/151	KFC All good The design of 8ft x 3ft sign near car park entrance was distributed to the committee before the meeting. The sign was approved by the Committee. SA to install.			
9.	Projects Update			
2022/152	Outdoor Gym £5000 grant received from NNC, £4000 funding approved by the Parish Council, £1600 to be funded by Village Hall The gym will be set out in an area 11m x 7m and will be situated behind the children's play equipment. Fresh Air fitness will conduct a site visit tomorrow and then a 50% deposit will be payable. CG to speak to NNC regarding insurance once the site visit has gone ahead	Contact NNC	CG	Aug 22

	CG also to send details of the equipment to AT to check with VH insurance company			
2022/153	Lease CG had a teams meeting with Edwina Cowley, Interim Head of Property Services. NNC behind with property matters. Not sure what instrument will be needed – Lease or Licence and she is consulting NNC solicitors. Application for the proposed changes has gone to Fields in Trust. NNC are still committed to implementing the extended control over the football pitches. CG resent all original forms again. Update promised within 2 weeks. CG has thanked Councillor John Currall for his help on the Committees behalf.			
2022/154	Planning update CG has sent the revised changing rooms plans incorporating the FA requirements to Northants FA to obtain approval from the Football Foundation. Once obtained we will be in a position to submit the overall plans for outline planning permission. The planning application will be submitted in the Parish Council's name as they hold the lease and benefit from reduced fees.			
10.	Premises			
	Estate & Maintenance report			
2022/155	Maintenance report is attached with these minutes		RG	
2022/156	CG to check available dates with John the Painter Main Hall doors, door surrounds, corridors, storage doors		CG	Aug 22
2022/157	A small number of tables in the main hall are damaged. These should be replaced with wood effect ones. Check how many are damaged and order new ones		RG/ CG	Sep 22
2022/158	Hall chairs. Agreement in principal that the chairs should be changed. It would be a good opportunity to look at a rack system with folding chairs instead of replacing like for like. BZ to investigate costings		BZ	Sep 22
2022/159	Notice board to be purchased		CG	Sep 22
11.	Health & Safety			
2022/160	Nothing to report			
12	Any other business			
2022/161	RG suggested perhaps we should have a sign for VH at walk in entrance – Costs to be investigated.			
2022/162	Kettering Town Football Club program BG has previously kindly paid for a ¼ page advert for the whole season at a cost of £125. CG proposed it should be paid for by VH. Committee Approved		BG/ CG	Jul 22
2022/163	Deep clean needs to be carried out over Summer. BG&BZ to contact Mawsley Domestic Services to discuss needs		BG& BZ	Aug 22
	Meeting closed 21.40			