

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

**MINUTES of meeting: 10/10/2022**

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

Observers: Nick Cox (NC)

**Apologies:** Simon Aston, Emma Smyth

**Quorate:** Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	<b>Welcome &amp; Apologies.</b>			
2022/206	Apologies from Simon and Emma Welcome to Nick Cox representing Broughton Scout Group			
2.	<b>Minutes of Meetings held – 12 Sep 2022</b>			
2022/207	Committee meeting minutes were approved. Committee meeting minutes signed by CG.			
3.	<b>Matters Arising</b>			
2022/208	Outdoor gym-note has been sent to the Council asking for them to confirm in writing that they will adopt the gym, no reply as yet.			
2022/209	Arrange photo of people using the gym equipment for Evening Telegraph article – Ravi to organise.		Ravi	31.10.22
4.	<b>Outstanding Actions List</b>			
	<p><b>2021/147</b> quote from Steve Wilkinson incl. labour, material and scaffolding £3310 incl vat Both end gables may be some additional cost a 2nd quote is required if poss.</p> <p><b>2021/175</b> CG purchased 6 aluminium signs £252.26 for car park</p> <p><b>2021/199</b> RG has not had a reply from Ruth, we should look elsewhere for website designer</p> <p><b>2022/109</b> - SE mentioned there are dog poo bags near bmx track sign has been removed from the gate near skate park – CG to replace CG and GI to come up with something to go on social media</p> <p><b>2022/126</b> Hirers not putting chairs back properly despite signs which is an ongoing problem. Replacing with same chair type will help. BZ to find info on different chairs</p> <p><b>2022/143</b> Completed</p> <p><b>2022/163</b> Deep clean booked for 26 Oct regular clean - Bryony provided quotes from Clean 4 shaw and Mawsley Domestic. BG to go back to Mawsley domestic and ask them to rejig the contents of the quote.</p> <p>2022/179 Replacing Fire exit signs by Christian Price put on hold pending review of whole system. Quote £1020.</p> <p>2022/182 Quote for Broughton Village Hall sign 1m x 2m on 3m poles 2 signs £803 – decided to see quality of car park signs first.</p>			

<b>5.</b>	<b>Committee recruitment</b>			
2022/210	Open day/evening? Big recruitment drive required to find new members – sub-committee to organise the event, write role descriptions SE to organise meeting for this – CG/AT/BG/BZ to be involved		SE	31.10.22
<b>6.</b>	<b>Treasurer's Report</b>			
2022/211	The Treasurer's report as at 30 <sup>th</sup> September was circulated prior to the meeting – nothing specific to report – the finances remain stable. . The report was approved.  AT circulated the Budget & Procurement Policy for review and approval prior to the meeting. No questions were raised, and the policy was unanimously approved. The policy to be reviewed in October 2024.			
<b>7.</b>	<b>Fundraising and events</b>			
2022/212	<b>Village Show feedback</b> Committee agreed for CG to send a note of thanks from VH Committee to Show Committee members who are not involved with the Village Hall. Outstanding success both as a community day and financially, with over £6,000 raised. <b>250 club</b> -still needs a person to run it – If not resolved soon then we will miss starting in 2023. <b>Children's Xmas Party</b> - not able to go ahead this year as with other commitments, no one on the Committee has time to organise it.		CG	31.10.22
<b>8.</b>	<b>Bookings</b>			
2022/213	<b>REGULAR BOOKINGS</b> <ul style="list-style-type: none"> <li>Sanctions - Committee discussed the issue of sanctions for users leaving the premises in a poor state after use. It was agreed that repeat offenders would result in a 3 month loss of preferential hire rates. BG to advise hirers.</li> <li>Recycling - It was acknowledged that we will need to educate hirers with recycling now we can split waste from the site. New recycling bins will be required around the premises. BG to liaise with BZ.</li> <li>BG had received a request to vary our policy on short cancellations prior to 14 days – no charge, between 14 and 7 days 50% with 7 days of hire date – full charge. Committee confirmed these arrangements are appropriate. The Booking Secretary has discretion to alter this in exceptional circumstances.</li> </ul>		BG BG/BZ	
2022/214	<b>OCCASIONAL BOOKINGS</b> <ul style="list-style-type: none"> <li>BZ reported that the Meacham room was being used without being booked although was unable to specifically identify by whom. It was agreed to access code should be changed.</li> <li>BZ mentioned that there had been requests for xmas and new year events. Committee agreed that subject to appropriate deposits being taken then the bookings could be taken. It may be necessary to organise a cleaning detail if Tony is not available</li> <li>BZ had received a request for use of the VH car park at a weekend – giving the pressure on car parking, hall hirers had to come first so declined.</li> <li>A craft club has been started by Kay Frayne using the Meachem room.</li> </ul>		RZ/CG	30.11.22
	<b>User updates/feedback</b>			
2022/215	<b>Bowls</b> All good.			

2022/216	<b>Broughton Players</b> Rehearsals for a panto in February 2023 had started and the Youth Group were putting on a "Show Case" on 25 <sup>th</sup> November.			
<b>9.</b>	<b>Projects Update</b>			
2022/217	<b>Lease update.</b> Email from Edwina Crowley saying they have heard from fields in trust who wish to include a condition that it remains a public green space – agreed. Sign a new Deed of Dedication regarding the new lease – agreed. CG has responded accordingly. We have still not heard from council legal department regarding documentation.			
2022/218	<b>Planning update</b> – Plans for submission now completed, Planning report draft has been reviewed by CG & BG and comments sent back. Once agreed, the plans will be submitted to the N Northants Council.			
<b>10.</b>	<b>Premises</b>			
	<b>Estate &amp; Maintenance report</b>			
2022/219	<ul style="list-style-type: none"> <li>Beech topped tables now in Hall and green tables in Meachem and Old Committee Rooms. 3 damaged tables replaced.</li> <li>BZ reported hand dryers not working. RZ thought it was a Covid related issue and will switch them back on.</li> <li>Blue chairs to be put back in the Meachem Room and black chairs to go back to Old Committee Room.</li> <li>Old curtains in Meachem Room cupboard to be disposed of – BG to see if could be good for charity shop.</li> <li>Old blue screens in Meachem room cupboard to be disposed of – Old blue chairs in changing rooms to be disposed CG to investigate.</li> <li>An alternative solution to the blinds in the hall needs to be found as they are not sufficiently robust for hirer use. Task needs allocating at next meeting.</li> <li>The problem with the flushing of the Hall unisex toilets has reoccurred. The soil pipes need to be re-aligned. Could well be costly but needs resolving. Quotes necessary asap.</li> <li>Basins in hall toilets – RZ has been unable to find replacement tap tops so it was agreed that new taps are required. RZ to organise.</li> <li>The bottom catch to the outside door near the hall toilets is hot catching and needs attention</li> <li>The Bar top opening edge has been damaged – RZ to investigate to see what can be done.</li> </ul>		BZ  BG  TBD  RZ  RZ  RZ  RZ	
<b>11.</b>	<b>Health &amp; Safety</b>			
2022/220	<ul style="list-style-type: none"> <li>John Page was seen practicing golf again on the field despite many times being asked to stop as it was against the bye-law. The matter has been reported to Dave Lane at NNC by CG once again requesting that a legal letter is sent.</li> <li>RG confirmed fire alarm test completed.</li> </ul>			
<b>12.</b>	<b>Any other business</b>			
2022/221	PS to contact film company regarding article in Village Connect for film nights		PS	14.11.22
2022/222	It was brought to the Committee's attention that there was no play equipment suitable for disabled children at the site. It was agreed the matter should be raised with NNC by VH, Parish Council and the Parents.		BG	14.11.22
	Meeting closed 21.38hrs			
	<b>Date of next meeting:</b> 7.30pm Monday 14 <sup>th</sup> Nov 2022			