

**Broughton Playing Field and Village Hall Association Committee Meeting (via Zoom)**  
**MINUTES of meeting: 10 Jan 2022**

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

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

**Quorate:** Yes

Item No	Agenda Item	Agreed Action	Owner	Date
<b>1.</b>	<b>Welcome &amp; Apologies.</b>			
2022/001	Apologies were received from Kerri-Ann Stella Stolarski & Simon Aston			
<b>2.</b>	<b>Minutes of Meetings held – 08 Nov 2021</b>			
2022/002	Minutes were approved via email. They will be signed and published on Village Hall website			
<b>3.</b>	<b>Matters Arising</b>			
	None.			
<b>4.</b>	<b>Treasurer's Report</b>			
2022/003	Treasurer's report was circulated to Committee members via email before the meeting. Payment on account to architects was approved by committee via email Electricity contract is to be renewed at end of April. There is a fair expectation that the costs may be double those currently. AT suggested that increasing hire costs may be necessary. BG to drop key to AT to access meter. PS suggested looking at renewable energy. GI to investigate		GI	15.02.22
	A reminder to be sent to hirers to be mindful of heating use		BG	31.01.22
<b>5.</b>	<b>Fundraising events</b>			
2022/004	<b>Children's Christmas Party</b> very successful. RG on behalf of Committee has formally thanked Mick Smith and Mark Bodicoat			
2022/005	<b>Race Night</b> cancellation only incurred a cost of £21 for TENS licence			
2022/006	<b>250 Club</b> is anyone prepared to administer it? BS would perhaps look at running it. CG to provide details to BS and discuss further		CG	14.02.22
2022/007	<b>Film Night</b> hopefully to go ahead, perhaps October			
2022/008	PS enquired if VH would be looking to host an event for the Queen's Jubilee. CG advised that nothing planned. Parish Council will discuss at their next meeting and perhaps a joint event with the Red Lion could be discussed. Scouts have a few ideas also. Revisit at February meeting			
<b>6.</b>	<b>Bookings</b>			
	<b>Regular Bookings</b>			
2022/009	Most up to date with payments BG has revised Covid guide for hirers and all groups are responsibly reporting positive cases. No charge for cancellation at short notice due to Covid. BZ agreed this is also the case for occasional bookings. AT suggested we should continue with this policy until financial year end. This was agreed.			

	<b>Occasional Bookings</b>			
2022/010	There have been a couple of short notice cancellations February is quiet March and April busier Have been contacted by Allied Health regarding the possibility of setting up a vaccination centre on a 6 month basis. BG and BZ meeting Allied Health and NHS 11.01.2022.			
	<b>User updates/feedback</b>			
2022/011	<b>Under 5's</b> Short staffed due to covid. Continuing to fund raise for outdoor area CG suggested applying for a NNC Community capital grant ES sought clarification of VH smoking policy on site. BG advised T&C's state no smoking inside the building.			
2022/012	<b>Scouts</b> Thank you to CG for assistance with Santa Sleigh JM enquired if Scouts were to receive a donation from Village Show last year. CG pointed out previous donation had related to specific equipment/projects. No request had been made prior to the show and no allocations had been made. Show Committee to look at discussing it for next show			
2022/013	<b>Bowls</b> All ok.			
7.	<b>Projects Update</b>			
2022/014	Lease extension – council not yet submitted application to Fields in trust. CG chasing			
2022/015	Planning Proposals Football Foundation are adding new criteria, architects are in the loop. Waiting to hear back from them			
2022/016	A response has finally been received from SWB in response to email sent on 21 June. They have asked for £1200 fee to conclude matters. The committee do not agree to this figure and a full itemised account should be obtained before paying anything.			
2022/017	New mini projects for Capital Grant Application NNC have asked for applications for capital grants up to the value of £5000 by 31 <sup>st</sup> January. The committee agreed that the outdoor multi gym would fit the bill		CG	31.01.22
8.	<b>Premises</b>			
2022/018	Premises License has been approved in perpetuity unless rescinded. Signs required in bar area regarding under aged drinking One committee member needs to be available via phone when there is a bar onsite £197 yearly renewal fee New License need to be on display in the foyer		BG	31.01.22
2022/019	Heating update – all grills are now on heaters in hall and invoice \$505.80 settled.			
	<b>Estate &amp; Maintenance report-</b>			
2022/020	CG reported the following general maintenance items require action and will be added to the action list with an initial completion date of 14 <sup>th</sup> March  a. Grills for outside fan covers  b. New toilet seats required for Unisex toilets in hall			

	<p>c. Deep Clean required with steam cleaner</p> <p>d. Coat hook in hall disabled toilet</p> <p>e. Fire exit door – screws are loose</p> <p>f. Storage room doors and immediate floor in need of redecoration</p> <p>g. Door surrounds in hall need painting</p> <p>h. Cold tap in changing rooms is sticking on</p> <p>i. Hot tap in ladies corridor toilets is intermittent</p> <p>j. New tops for taps in Hall toilets need to be sourced</p> <p>k. Paint in corridor is marked and flaking</p> <p>l. Cracks are appearing in hall floor and need sealing.</p> <p>m. Light bulb in electrical cupboard needs replacing</p> <p>n. Cover back plate needed for socket in hall</p> <p>o. Damaged Bins need replacing</p> <p>p. Replacement heaters are needed in the home changing rooms the same as in the old committee room</p> <p>q. Solution required for high level curtains in Hall</p>			
	<b>Health &amp; Safety -</b>			
2022/021	<p>BG circulated risk assessment and policy via email prior to meeting which was approved by all.</p> <p>BS offered to put protectors on trolley in away changing room</p> <p>Asbestos management plan needs updating as 2 areas have now been removed</p> <p>Paving slabs on path. CG awaiting response after sending photographs of work done</p>		<p>H&amp;S team</p> <p>BS H&amp;S Team</p> <p>CG</p>	<p>14.02.22</p> <p>14.02.22</p> <p>31.01.22</p>
<b>9.</b>	<b>Outstanding Actions List</b>			
2022/022	<p>Completed actions removed.</p> <p>Other items updated on action log.</p>			
<b>10.</b>	<b>Any Other Business</b>			
2022/023	<p>AT reminded GI that the Charities Commission report was due.</p> <p>All in hand and will be completed before the due date</p>		GI	31.01.22
2022/024	<p>CG took the decision to dispose of the old gazebos and to source some robust 3 x 3m pop ups</p>		CG	15.04.22
2022/025	<p>There is a need to advertise/run a campaign to find new committee members as we have 5 vacancies at the moment.</p>		GI/CG	15.03.22
	<b>Next meeting will be held on Monday 14th February at 20.00 Venue Broughton Village Hall</b>			
	<b>Meeting closed 22.05</b>			