

Broughton Playing Field and Village Hall Association Committee Meeting
MINUTES of meeting: 14th March 2022

Present: Clive Gresham, Chair (CG), Barbara Zutshi (BZ), Andrew Tempest (AT), Don Harper (DH), Ros Gresham (RG), Pat Scouse (PS), Simon Aston (SA), Ivana Krajcova (IK), Bryony Gates (BG), Ravi Zutshi (RZ.),
 Observers: Emma Smyth (ES) Judith McQuaid (JM)

Apologies: Gaynor Ireland (GI)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies.			
2022/045	Apologies received from Gaynor Ireland. CG Welcomed Clarke Tracey and Attif Rashid to the meeting both of whom have expressed an interest in getting involved with the Committee.			
2.	Minutes of Meetings held – 14th February 2022			
202/046	The minutes were accepted as a true and accurate record, Clive signed and will post on website.			
3.	Matters Arising There were no matters arising from the minutes.			
4.	Outstanding Actions List			
2022/047	<p>2021/147 – Repoint gable ends cost will be in the region of £2,500 to do it and we need to organise 2nd quote.</p> <p>2021/164 - Door on to field. Fire exit door which cannot be pinned back. We wanted to try and pin in back flat to the wall. Andy Snaith said this was not possible as water would get in.</p> <p>2021/175 - Signs for the visitor experience – normal signage excluding large major sign 2.5m high with all user groups, quote was £1500. It will be near £2,500 with all signage. This is parked and we will look at ways of funding this in due course. Clark indicated that he would be interested in pursuing this to get the best price possible. Clive will send him the information required.</p> <p>2021/199 - Upgrade to website - Gaynor absent so this will have to be marked on to next meeting. Clark has had a website built recently and knows somebody who could help with this. He will make contact.</p> <p>2021/208 – Under 5's Fridge. It has now been installed.</p> <p>2021/226 – investigate the cost of adult changing station. Marked forward pending information from GI.</p> <p>2022/003 – Solar energy – Derek has done some investigation. High level the cost of installing 30 units, which is recommended for our usage is £30,000. That includes 30 panels, battery and installation. The payback is round about 15 years. We are not sure what grants may be around currently. Discussed the implications of what work will be required. It may be worth considering this in terms of the long term project.</p> <p>2022/006 - 250 Club – Barry and Clive still to get together to discuss.</p> <p>2022/20 - Deep clean – somebody has had a look but not yet provided a quote. Decided we will go with Mawsley Domestic services this time round and see what they do as a one off. Barbara and Bryony will follow up. Future -April/October Bryony will get back to them.</p> <p>2022/020- Replacement heaters in changing rooms. Christian ready to do this, before the end of March.</p>			

	<p>2022/020 High level curtains in hall - take it off action log</p> <p>2022/021 - Trolley protectors – Barry has acquired and Broughton to the meeting.</p> <p>2022/029 - T&C for licence agreement. Still to be done...has to be completed by April 7th. Barbara and Bryony will complete and send round when complete.</p> <p>2022/030 - Key for disabled toilet. Cannot be found so the lock will need to be changed.</p> <p>2022/032 – chased FIT about North Northants council's activity about extending the lease. Still no progress.</p> <p>2022/039 - Policy updates - Bryony has sent 6 policies to Mark for inclusion on Website. Procurement and Reserves policy – AT to do this. Risk Management, Conflict of interest CG, Pat will look at the Environmental Policy. Bryony/Clive will send the policies for review to PS & AT.</p> <p>2022/040 H&S sub-committee meeting – This will be arranged for the Easter Break.</p>			
5.	Treasurer's Report			
2022/048	<p>February a quiet month.</p> <p>We have now managed to track down the £1,000 missing HSBC Village Show sponsorship money.</p> <p>11 months to end of February - surplus just over £13,000 for the year as a whole we think around £15,000 will be the surplus for the year ended 31 March. In large part £10,600 from council Covid recovery grants.</p> <p>Propose to transfer £10,000 from Natwest account to MHBS development fund and keep £5,000 in Nat West to fund enhancement projects for the hall for the coming year.</p> <p>Grant reports still not done to Northants community fund.</p>			
2022/049	<p>Electricity contract – new 3 year contract with Scottish Power at 93% increase over current tariff which ends at the end of the April.</p>			
2022/050	<p>Budget - AT presented the proposed budget. Outlining proposals for committee to consider and add comments.</p> <p>Expenditure - Routine expenditure just over £27,000. Almost half of that is electricity. Last year £6,600 on electricity, based on new tariff this is likely to be £12,500.</p> <p>Building Maintenance. £2,000 of that is refurbishment & replacements.</p> <p>Income - Regular Hire £22,029</p> <p>Occasional hire – this year just ended £4,500 but forecast at £6,000.</p> <p>CG and AT feel budgeted surplus should be £5,000 to meet unplanned maintenance/repairs. To achieve this we need another £4,000 out of hire costs, which means an increase of 15% on average.</p> <p>PS asked ES what U5's think about the 15% hire fee increase? ES responded saying that they are in a stable financial position at the moment and have more children.</p> <p>Scouts view: Their option is to increase subs to parents. They will try to put effort into fundraising.</p> <p>Bowls view: They are able to manage this increase. As membership increases.</p> <p>Electricity increase comes into effect on 28th April so hire charges will go from 1st May.</p> <p>Adjustments will be made in the next couple of weeks to confirm new rates. AT is around to discuss to hire charge increases with BZ and BG</p>			

	<p>Parish Council support:</p> <p>Whilst there is a cap on the amount the PC can spend PS thinks that the PC may be able to do something. This must be a contribution not a grant and needs to be something fixed rather than running costs. If we get the grant for the Outdoor Gym from NNC and go ahead PS feels that the PC would be able to help fund the rest of the project within the financial guidelines which exists for the PC.</p>			
6.	Fundraising events			
2022/051	Clark says he is keen to be part of event organisation. Andrew offered to work with him on this from a financial point of view.			
2022/052	Now that we have a bar. We have an opportunity to provide a bar at events to generate an additional income.			
7.	Bookings			
	Regular Bookings			
2022/053	<p>Not much on Regulars. One transfer from occasional. Dancers. Parish Council will not be using the room now as it is too small.</p> <p>Football training sessions will run throughout the summer. Some will start next month. Disability on Fridays and a couple of the younger teams during the week.</p> <p>Main training will start in May until September.</p> <p>10th/11th June there will be a football club presentation. Hall will be booked from 11am until 6pm. They may require the hall on the Friday night. Marquee will be put up on Friday evening 10th and SA will sleep in it that evening.</p>			
	Occasional Bookings			
2022/054	<p>Quite busy in last two weeks. Getting back some of the ones we had pre Covid. Masons booked in for BBQ, Church Group also booked for BBQ. Bookings quite healthy right through June up to September.</p> <p>Approached November by Allied Health to use the hall for vaccination clinic. Then went quiet but now are still interested. Want to use two committee rooms.</p> <p>BZ updated on the hirer who is believed to be linked to recent illegal activity in the hall. Deposit has been paid but when reminded of legal requirements all has gone quiet. Return of deposit has not been requested at this stage or booking cancelled.</p>			
2022/055	The increased hire costs will be looked at to round up the hourly fee. Some bookings already in diary and are being held on price. BZ will confirm to the two April bookings at the current rate.			
2022/056	BZ advised that the booking/invoice system is quite old fashioned with the paperwork. An electronic form would be more efficient as currently only half the information required is being provided. This will be included in the Website rebuild.			
	User updates/feedback			

2022/057	<p>Under 5's Nothing from Emma. Few adverts for recruitment. We have a child is in need of a 1:1 and has a seizure plan in place. We have learnt a lesson in having to call an ambulance, used what three words app and is on seizure plan. Emma will send over their academic timetable.</p>			
2022/058	<p>Football: trying to have minimal use as ran and worms caused mud and footballers kept off it. Drainage is working and is much better than it was. Emma will send a screenshot of the three words so that this can be displayed for users.</p>			
2022/059	<p>Scouts: Bills have now been paid. They are paid by BACS and payments have gone astray. They are now up to date.</p>			
2022/060	<p>Bowls Bowls numbers holding up. All going well. They will move their times earlier in the summer holidays.</p>			
2022/061	<p>Ivana asking for hall for free as they are running a charity event for an orphanage in Poland looking after Ukrainian refugees. It was agreed that the committee would like to do this given the particular purpose of the event. The treasurer will look into how this can be achieved.</p>			
8.	<p>Projects Update</p>			
2022/062	<p>Lease extension – FIT advise that no application for changes received from NNC. Further email sent to Rob Mills for explanation.</p>			
2022/063	<p>Outdoor gym – Awaiting NNC grant outcome. Possibility of PC helping with funding if NNC grant unsuccessful.</p>			
2022/064	<p>Petanque – 3 Bulk bags of grano dust to be ordered – approx. cost £300 and a work party organised to complete the job.</p>			
2022/065	<p>Planning Proposal - First draft been done, needs some more work and CG and BG will meet with Joby to talk through additional changes.</p>			
9.	<p>Premises</p>			
2022/066	<p>Quote to redecorate the hall and corridor received from John the Paint and circulated to Committee – Hall £495.24, Corridor £541.68.</p>			
	<p>Estate & Maintenance report</p>			
2022/067	<p>RZ updated the committee on maintenance issues.</p> <ul style="list-style-type: none"> • Fire bells have been tested. • Lights tested and working. • Grills still need to be done. • Cupboard taken out and fridge moved. • Leaking gutter, CG has fixed by fitting a new seal. • Hot tap in ladies toilet – valve sticking. Simon knows someone who works at Blounts so he will ask him to have a look at it. IK to contact Plumb Lass to get a response. • CG has asked Christian Price about the emergency lights to check whether they are acceptable. As a public building we must ensure that they conform to standards and length of time they are on. No certificates have been received since inspection. RZ will check so that we can display up to date. • AT has some Fire Test certificates and will send them to BG and GI 			
2022/068	<p>Moles man has been. He has GPS tracks to find them. 20 traps been put down but unsure whether they have been successful.</p>			
	<p>Health & Safety</p>			

2022/069	Nothing to report. Don, Barbara and Bryony form the H&S committee.			
10.	Any other business			
2022/070	Attif: requested information of how expenditure is made up – will liaise with AT for information. BZ: One of the chairs in the hall collapsed. It has rusted – bear in mind that the hall chairs should be checked the condition. - ACTION LIST PS: Has arranged for Beat Bus to attend the village show.			
	Next meeting will be held on Monday 19.30pm. Venue Broughton Village Hall and Zoom			
	Meeting closed 9.35 pm			