

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 13/03/2023

Present: Clive Gresham, Chair (CG), Andrew Tempest (AT), Gaynor Ireland (GI), Bryony Gates (BG), Charlotte Bodicoat (CB), Ros Gresham (RG), Barbara Zutshi (BZ), Ravi Zutshi (RZ), Don Harper (DH), Barry Steptoe (BS), Simon Aston (SA), Laura Groom (LG), Simon Darby (SD), Sarah Elliott (SE)

Observers: Emma Smyth (ES), Judith McQuaid (JM), Trevor Dunn (TD)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies.			
2023/024	Apologies from Pat Scouse Marie Sanders Tracey Peters Mark Malitskie' Phil Bailey			
2.	Minutes of Meetings held – 13Feb 2023			
2023/025	Complaint received -remove name from minutes Add BS to minutes as was missed off			
3.	Matters arising			
2023/026	JM asked would it be possible to sound deadening the hall in some way to reduce the level of echo. CG said we can investigate it. Maybe more of an action for the building work with development RZ to look at options			
4.	Committee Membership- future recruitment events			
2023/027	We had 2 sets of open events in Nov and Jan with a good response Update: Clover Walton has stepped down from the committee as close to baby being born. Georgia Briscoe who had expressed an interest cannot provide enough time as taken on extra responsibility at work. CG has approached a few other people who have said they would be interested in coming along to find out more but have not attended yet. We will need to run another open event at end of April to try and find more people to take on roles. CG to arrange sub-committee to discuss. RG asked if we could set up a poll/ survey on Facebook to tell people the roles we need help with? Details to be provided to GI.			
5.	Treasurer's Report			
2023/028	Report was circulated prior to the meeting The Associations finances are sound RG on behalf of Broughton Players- paid £200 for hiring the hall. A further donation of £50 will be made in respect of Panto. Budget for year ending 31 March 2024 was circulated to the committee prior to the meeting, a copy of which is attached to the minutes. AT went through the budget and assumptions. Given the cost of living challenges to users it was recommended that we maintain hire fees at current levels for 2023/24. AT stated that no commitment should be made regarding 2024/25. Committee approved no increase CG questioned whether the previously agreed annual increase in			

2023/029	storage costs should be applied? Committee agreed to also take the same approach and not increase for this year? Charity Commission - Association Status - Update AT received an answer from Charities Commission but it was not clear so further communication is required AT has sent email to solicitors			
6.	Coronation Celebrations 6 -8th May			
2023/030	PC have decided to support The Big Help on Monday 8 th May. PCC agreed not enough capacity for 2 live stream events (one at Church and one at Hall) and they have all the facilities to do that.so the church will do live streaming on Saturday 6 th May. It was agreed the Village Hall would organise a “Field Party picnic” on Sunday 7th May for those not able to have a street party in the village. It was agreed to cover costs from VH funds. A bar and entertainment to be provided. JM - scouts would like to be involved Sub Committee to sort out details. RG, JM. BG, SD, CB SD suggested organising a time capsule, to invite groups and people to put something in. Handprints and signatures to go into capsule ES- Under 5s would love to be involved. To be discussed further.	Coronation sub-com	RG	ASAP
7.	Fundraising & Events			
2023/031	250 Club RZ – provided an update and future promotion Currently 110 members provides £1320 in prizes and £1320 to VH funds. If we increase to 250 members, it increases to £3000 in prizes and £3000 to VH over a 12 month period. There is a need to have another push to increase numbers on social media and at events like the Coronation Field party. All committee members responsible to help to promote the 250 club. The Monthly Draw took place and was recorded to put on Facebook. Numbers drawn were First no.95 £44, Second no.97 £22, and Third no.68 £11.			
2023/032	Film Night update Postponed until 14 April and film changed to Mrs Harris Goes to Paris			
2023/033	Other future social events – revisit at a later date			
8.	Bookings			
2023/034	REGULAR BOOKINGS Craft Group are now regular hirers.			
2023/035	OCCASIONAL BOOKINGS Generally very busy. Brownies joining us after Easter hols and will be using the Meachem Room. School Year 6 leaving party on last day of term			
	User updates/feedback			
2023/036	Badminton/Table tennis Badminton is oversubscribed and table tennis very busy			
2023/037	Scouts Need up to date risk assessment BG will send copy Working with guides to do garage sale at end April	VH Risk Assess to Scouts	BG	
2023/038	KFC Outdoor training commence after Easter Needs fire risk assessment	VH Fire risk Ass to KFC	BG	

2023/039	BOWLS All good			
2023/040	Under 5's Bernie is going on maternity leave in Summer being replaced by Sophie, ES will invite her to next meeting.			
9.	Projects Update			
2023/041	Chairs and trolley BZ advised can store 56 chairs in hall. Need to go and look at storage system used in Mawsley	Visit Mawsley	BZ	ASAP
2023/042	Website update RG new website went live 2 weeks ago. Final checks being done and RG waiting for email to say its been done. Any photos and additional info from groups, please email to Ros. Committee to acknowledge and thank Mark Bodicoat for running the website for many years out of his own time and pocket	Letter of thanks	CG	31.03.23
2023/043	Lease discussions update. Proposals received from the council to provide a 56 year lease over the pitches/field excluding Basketball court and skate ramp etc subject to the VH being responsible for all maintenance with an estimated annual cost of £6600. This was contrary to original agreement and has been declined. CG/BG held a meeting with Julie Mckinnon from NNC 8 th March 2023 to review the history of the VH request and consider whether there was an alternative way forward. We are waiting for NNC's response.			
10.	Premises			
2023/044	Estate & Maintenance report			
	<ul style="list-style-type: none"> - Bar flap is back on - Car park and surrounding area needs a "spring clean" to remove rotted leaves etc. Working group needs to be organised for Monday 8th May 	To be organised	CG	30.04.23
2032/045	Health & Safety			
	<ul style="list-style-type: none"> - BG advised that Fire Risk Assessment update was sent via email with a Policy Statement which was approved. - Hirers pat test- regular hirers should have pat tests. Committee agreed that occasional hirers should ensure that their equipment is safe. - Fire Assembly point notice hidden by bins, agreed to change assembly point to basketball court in line with Under 5's policy. new sign and post for assembly point required 	Sign and Post	RZ	30.04.23
11.	Outstanding Actions List			
2032/046	Review of outstanding actions were deferred until April meeting.			
12.	AOB			
	None			
	Meeting closed 21.30			
	Date of next meeting: Tuesday 11 th April			