

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

**MINUTES of meeting: 13/02/2023**

**Present:** Clive Gresham, Chair (CG), Andrew Tempest (AT), Gaynor Ireland (GI), Bryony Gates (BG), Charlotte Bodicoat (CB), Mark Malitskie (MM), Pat Scouse (PS), Barbara Zutshi (BZ), Ravi Zutshi (RZ), Don Harper (DH), Barry Steptoe (BS)

**Quorate:** Yes

Item No	Agenda Item	Agreed Action	Owner	Date
<b>1.</b>	<b>Welcome &amp; Apologies.</b>			
2023/001	Apologies from Ros, Simon, Emma Unfortunately due to technical issues with Zoom Sarah, Judith and Clover were not able to attend. Welcome to Simon Darby (SD), Laura Groom (LG), Georgia Briscoe (GB) and Daniel Cleasby (DC) Apologies also received from Helen Sweet and Marie Sanders.			
<b>2.</b>	<b>Minutes of Meetings held – 9 Jan 2023</b>			
2023/002	The minutes were approved, signed and will be published on website			
<b>3.</b>	<b>Matters arising and outstanding Actions List</b>			
2023/003	BZ had a sample of the new chairs to try. Trolley storage still to be sourced.		BZ	13.03.23
	All outstanding actions will be looked at in the next meeting			
<b>4.</b>	<b>Committee Membership- feedback from open events</b>			
2023/004	A good response and a good turnout, lots of positive comments, very encouraging. SD asked if there was a common denominator in the people that came along, From the information collected it didn't appear so. BZ asked if we should still do the March open day? CG agreed to follow up with those who expressed an interest to see whether they wished to join the Committee, were available to help or did not wish to be involved further.		CG	
<b>5.</b>	<b>Treasurer's Report</b>			
2023/005	The report was circulated to the committee via email prior to the meeting. AT reaffirmed the Association's Finances are sound.  Charity Commission - Association status It has come to light that we are perhaps registered incorrectly as a Chairiable Trust rather than an Unincorporated Association at the Charities Commission and AT has written to clarify and is waiting for reply.  Given our future plans we possibly need to look at the option of becoming a Charitable Incorporated Organisation (CIO) to benefit from legal status and limited liability for members of the Association. CG and AT to contact lawyers to discuss and will report back to the committee.		AT  AT/ CG	
2023/006	Hourly rate for cleaning Last increase was Feb 2021 to £12 per hour CG proposed an increase to £13.50 per hour. Committee approved. CG to write to Tony Brooks and advise of the change wef 1 <sup>st</sup> March 2023 Action point GI to remove him as employee from charity commission report.		CG GI	28.02.23

<b>6.</b>	<b>Coronation Celebrations 6 -8<sup>th</sup> May</b>			
2023/007	<p>Should we as a committee do something at the Village Hall?</p> <p>Parish Council have it on their agenda to discuss at meeting on Wed 15<sup>th</sup> March and Church are having a PCC on Tuesday. PS and CB to report back once the meetings have taken place and plans firmed up</p> <p>Church are considering having an event live streaming the coronation on Saturday 6<sup>th</sup> and there are various street parties taking place on Sunday 7<sup>th</sup> May. BG suggested doing something at the VH on 7<sup>th</sup> May for those not having a Street Party. To be decided once we hear back from PS and CB. SD asked would it be self funded as a community/social event or would it be a fundraising ticketed event, CG explained that it would be a committee decision but funds could be made available.</p>			
<b>7.</b>	<b>Fundraising &amp; Events</b>			
2023/008	<p><b>250 Club</b> Draw was made It was recorded and will be uploaded to social media 1<sup>st</sup> prize £44, 2<sup>nd</sup> £22, 3<sup>rd</sup>£11 RZ mentioned it will be promoted at the Panto later in the month, but another push is required.</p>			
2023/009	<p><b>Film night update</b> Top Gun Maverick has been selected Ticket sales now live Social media campaign and posters around village £6 adults £3 seniors and under 16s</p>			
2023/010	Future fundraising events- look at this in March			
<b>8.</b>	<b>Bookings</b>			
2023/011	<p><b>REGULAR BOOKINGS</b> BG reported all running smoothly no changes Request from keep fit class to allow them to put up a banner on the railings. Committee agreed for a month.</p> <p>AT to draft budget to consider fees for 2023/24 and discuss at March meeting.</p> <p>Enquiry from Brownies to use Meacham on Monday evening 5.30-6.45pm .</p>		AT	13.03.23
2023/012	<p><b>OCCASIONAL BOOKINGS</b> Busy, March is full more children's' parties Craft group becoming regular booking.</p> <p>Easter Saturday - church group booking for bbq and sports day, have suggested that they would like to make it an open village event. Committee agreed that it would be a matter for them as hirers.</p>			
	<b>User updates/feedback</b>			
2023/013	<p><b>Bowls</b> DH Bowls good 30 people at end of year meal, now have club t shirts</p>			
2023/014	<p><b>Football</b> Grateful we sorted heater, hot water and shutter fixed CG has been in touch with council regarding length of grass.</p>			
2023/015	CB badminton very excited about new blinds, lights are very bright which is not ideal. It is acknowledged that will not change.			

9. 2023/016	<b>Complaint</b> Complaint received from a resident regarding the proposed village hall development and other matters. In accordance with our complaints procedure, the concerns detailed in the circulated email were discussed at length by the Committee. It was felt that some of the matters raised were better directed to the Parish Council. CG will send an appropriate reply.		CG	20.03.23
10.	<b>Projects Update</b>			
2023/017	<b>Planning update-</b> revisiting the issues with changing room to apply for funding with football association. Quote received from IdeaAT for £3888 incl vat for building regs drawings which will be required for costings CG to go back to them and ask if they can include the stage area in that. More details in March, one or two more people to join the project team.			
2023/018	<b>Website update</b> RG and BG had continuing discussions with Yell - various amendments made and the new website should be finished very soon			
2023/019	<b>Development plan</b> - needs rewriting SD to look with fresh eyes			
2023/020	PS pointed out that there was a Community grant avail from NCC upto a maximum of £5k. Quotes were obtained for a basket swing at £7k and £11k. Given short timescale for applications it was not pursued. Committee agreed it should be revisited in May and perhaps use some section 106 funds as part of the project.			
9.	<b>Premises</b>			
2023/021	<b>Estate &amp; Maintenance report</b>			
	Nothing additional to report			
11.	<b>Health &amp; Safety</b>			
2023/022	Fire risk assessment report was circulated prior to meeting and reviewed by Committee and the following agreed: 1.1 Aware of recommendations to be considered when building works done 1.2 Every 6 months 2.1 Door from Meacham room to changing room should be a push bar fire exit. Will be looked as part of the changing room project. 3.1 Policy statement draft has been written will circulate PAT testing - Any electrical items coming in should be PAT tested Regular hirers not a problem as can be done by RZ if required. It was acknowledged that it would be impossible to police for occasional hirers. Signs and notices need looking at and updating – action plan to capture this/ 5.5 Cleaning cupboard door is not a fire door so no fire door sign required. The door to the electrical switchgear is not a fire door but is risk accepted.  9.1 Checks and record keeping being finalised. 10.1 training for new committee members on policies			
12.	<b>Any other business</b>			
2023/023	None			
	Meeting closed 21.40			
	<b>Date of next meeting:</b> Monday 13 <sup>th</sup> March			