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

**MINUTES of meeting:** 14.10.24

 **Present:** Andrew Tempest (AT), Bryony Gates (BG), Mark Coster (MC), Ravi Zutshi (RZ), Barbara Zutshi (BZ), Laura Groom (LG), Charlotte Bodicoat (CB), Mark Malitskie (MM),

Observers:

**Quorate:** Yes

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| **Item No** | **Agenda Item** | **Action Owner** | **Date** |
| **1.** | **Welcome & Apologies**. |  |  |
| 2024/221 | In CG’s absence, AT agreed to chair the meetingApologies: Clive Gresham (CG), Ros Gresham (RG) Simon Aston (SA), Pat Scouse (PS),Observer apologies: In Clive’s absence, no internet connection with Emma Smyth was possible  |  |  |
| **2.** | **Minutes of Committee Meeting 16th September 2024** |  |  |
| 2024/222 | Minutes agreed and referred to CG for signing upon his return. |  |  |
| **3.** | **Matters arising and Outstanding Actions** |  |  |
| 2024/223 | There were no matters arising. |  |  |
| **4.** | **Treasurer’s report** |  |  |
| 2024/2242024/225 | AT’s presented the Finance report previously circulated.Financial Update* AT reported that the Association’s finances remain sound notwithstanding a heavy month in which we have paid the first half of the new fire alarm system as well as the architect’s fees for the revised plans and bills from our lawyers for the first part of the CIO conversion.
* AT commented that occasional hire remains lower than budget but that the trend was improving. MM commented that combined regular and occasional hire was down compared with prior year. AT explained that the football club hadn’t paid us for two months and this probably explained why regular hire was also down.

CIO updateAT explained that we are still waiting for permission from the Charity Commission to transfer BPFVHA assets once the CIO becomes active.AT also explained that we have heard nothing more from the council regarding changes to the lease. AT asked if anyone had heard anything from the bank regarding the new CIO accounts and it was confirmed that no one had received any communication from the bank.Some discussion was held regarding Scottish Power and the timing of the change in electricity provider. |  |  |
| **5.** | **Action Log** |  |  |
| 2024/226 | AT proposed that those actions marked for Clive’s attention could be discussed at the next meeting.It was noted re 2024/71 that we will only register for VAT if and when we make a start on the building.Re 2024/153, BZ explained that we had decided to wait for the new cleaner to settle in before tasking her with the legionella risk controls check.Some discussion followed regarding new committee members (2024/216). The continued lack of interest was commented on; initiatives such as the Facebook appeal had resulted in MC joining the committee; it was agreed to leave further discussion to the main agenda item.BZ updated the meeting on the cleaner situation (2024/220). Sarah Coniff has taken over from Tony; she is happy to be in the building when hirers are in; very conscientious and flexible; she is getting to grips with our needs. As a result, BZ stated that we had put the Mawsley cleaners on hold. BZ is assessing how many hours we will be asking Sarah to do. |  |  |
| **6.** | **Administration** |  |  |
| 2024/2272024/2282024/2292024/230 | Frequency of meetingsThe reversion to monthly meetings was discussed and it was noted that CIO activity had been significant in recent months but that this was expected to tail off again. It was agreed that provided people respond to urgent emails, we should go back to holding committee meetings every two months. AT commented that we should leave the booking of the Meacham room in for the second Monday of each month to avoid the potential danger of having let out the room when we want to hold a Committee meeting.CIO Communication with the villageAT explained that he thought the CIO progress is a largely technical process. MC asked if there were regulatory reasons for continuous communication to the village in general and AT explained that other than a requirement for AGM’s for both the current Association and the new CIO, there was no such requirement.BZ suggested that we might put something on social media to announce that we are to become a CIO. Some discussion was held concerning a briefing on what becoming a CIO entails and the principal differences between being an Association and being a CIO.It was noted that the CIO is now registered. MM expressed the view that we should try to resurrect interest among the community to becoming a member of the new CIO. MC thought the main barrier was the perceived time commitment. LG asked when the next AGM was scheduled and BZ said that the provisional date was 25th November. AT agreed to check the notice requirements for the CIO AGM.LG asked if we were aware of any impending changes to the trustees. AT replied that he intended stepping down as Treasurer at the next AGM but that although he would no longer be a trustee, he would be prepared to do the accounting for a while longer. BZ commented that she was aware of someone new to the village who might be interested in becoming Treasurer.Advertising for new membersIt was felt that we should re-advertise required positions and to be as strong in our messaging as we were previously. MC asked if we could produce an infographic and to survey village members on social media as part of the process of inviting people to come to the AGM. CB suggested a direct approach via Facebook warning what might be lost if the council take over the village hall. MC and LG both suggested a re-approach to the user groups although it was acknowledged that many of those groups also had problems recruiting members for their own committees. | CGBZAT |  |
| **7.** | **Fundraising and Social Events** |  |  |
| 2024/2312024/2322024/233 | 250 Club drawRZ presented the October draw. 1st prize No. 108; 2nd prize No. 6; 3rd prize No.127RZ commented that a few new members joined at the village show. AT asked us to consider a deadline for unclaimed prizes. After discussion, it was agreed to notify prize winners that there is a three month claim deadline and that the notice should be given by email, on Facebook and by text. RZ to create notice. AT to send RZ a list of current non-claimantsFilm NightThere are 25 attendees booked so far for Friday. BG agreed to run the bar again. Film night organisation; premium seats and payment methods were discussed. | RZAT |  |
| **8.** | **Projects** |  |  |
| 2024/234 | Changing room projectDrawings are completed. Planning fees have been paid and we await a planning decision. |  |  |
| 2024/2352024/2362024/2372024/2382024/2392024/2402024/241 | **Bookings**RegularBG gave an update on regular bookings. Bowls are OK following Don’s unfortunate demise and they are reorganising. BG is helping advise the committee.Under 5’s have made a request for their Xmas fair with a Santa’s grotto over 3 nights. LG thought there is a clash on 21/12 but this can resolved. Some discussion followed regarding guitar club bookings which appeared to be missing from BZ’s list. BG to check and advise BZ.BG reported an issue to do with locking and unlocking the internal hall door. U5’s occasionally forget to unlock the internal door, which then has to be forced. It was agreed to charge U5’s for the broken door lock.BG reported a complaint from one of the dancing couples concerning a dirty floor. CB confirmed that the floor was in a bad state. The problem appears to be the use of the fire door in wet conditionsOccasional bookingsBZ reported a request for Xmas eve and New Years’s eve from the same people. They had made a special request for a Xmas day clear up. On new years day there is already a booking for the afternoon. RZ suggested we double the deposit required. BZ and BG to discuss and make a final decision.BG reported that one group had recently lost their deposit with an overstay of almost 2 hours. Fortunately, no other bookings were affected.User GroupsCB reported that everything is OK. | BG |  |
| **11.** | **Health & Safety** |  |  |
| 2024/2422024/243 | The were no matters arising regarding H&SBG reported that our noticeboard had been damaged when the hedges were cut. CG has written to the council. |  |  |
| **12.** | **Any Other Business** |  |  |
| 2024/2442024/245 | BZ asked that we formally minute our commiserations to Don Harper’s family following his untimely death. BZ reported another message concerning the basketball court and parking. It was thought that CG had written to the football club. It was agreed to wait for CG’s return regarding any response to the complainant.There being no other business, the meeting closed. | CG |  |
| **13.** | **Date of next meeting** |  |  |
|  | Monday 9th December 2024 |  |  |