

## Broughton Playing Field and Village Hall Association Committee Meeting

**MINUTES of meeting:** 9.12.24

**Present:** Clive Gresham (CG), Laura Groom (LG), Pat Scouse (PS), Mark Coster (MC), Ravi Zutshi (RZ), Barbara Zutshi (BZ), Ros Gresham (RG), Mick Smith (MS), Charlotte Bodicoat (CB), Simon Aston (SA), Mark Malitskie (MM)

Observers:

**Quorate:** Yes

Item No	Agenda Item	Action Owner	Date
<b>1.</b>	<b>Welcome &amp; Apologies.</b>		
2024/264	CG welcomed MS to the committee. MS has taken over as elected member of the bowls club following the sudden death of Don Harper.  Apologies: Andrew Tempest (AT), Bryony Gates (BG), Emma Smyth (ES), Judith McQuaid (JM), Trivena Fleckney (TF)		
<b>2.</b>	<b>Minutes of Committee Meeting 14<sup>th</sup> October 2024</b>		
2024/265	Minutes agreed		
<b>3.</b>	<b>Matters arising and Outstanding Actions</b>		
2024/266	CG noted that the meeting minutes of the 11 <sup>th</sup> November planning meeting had also been circulated  There were no other matters arising.		
<b>4.</b>	<b>Treasurer's report</b>		
2024/267	CG presented AT's Finance report previously circulated. It was noted that bank balances are currently boosted by the £5k Council grant but that a further £7k invoice from Smiths is due for payment in February.		
2024/268	<u>Financial Update</u> <ul style="list-style-type: none"> <li>CG asked if we had any responses from 250 club winners who had not claimed their prizes. RZ explained that we had no responses. CG explained the arrangements regarding Don Harper's winning number and would be briefing AT tomorrow.</li> <li>BZ explained that the dance school has swapped to regular hire and that taken together, hire income is only slightly down on last year.</li> </ul>	CG	
2024/269	<u>CIO update</u>  CG updated the meeting, saying that the request for permission to transfer BPFVHA assets once the CIO becomes active had not yet been lodged by our solicitors.  CG also updated the meeting concerning the status of the lease. Neither the parish council nor the county council have a problem with this transfer but ACRE do have reservations as do the insurers should the lease not be transferred to the CIO. Our solicitors, VWV, appear to have been slow to action generally, and they consider the transfer to be difficult and are requesting more fees of approx. £1,000 before further assisting us. CG recommends that we ask VWV to register with the charity commission so as to get the conflict of interest issue resolved and then find another firm to assist with the lease transfer. All agreed with CG's proposal.		

5.	Action Log		
2024/270	<p>CG commented that his neighbour Mike Daly had completed the PAT testing at no cost. The committee expressed its thanks to Mike. It was noted that the buffer machine had failed its PAT test and that the cause needs to be investigated</p> <p>Expenditure of £534 to resolve faulty doors and remaining fire escape actions was approved</p> <p>Other outstanding actions were discussed and marked forward.</p> <p>MC agreed to contact a Perspex supplier to deliver sheets of Perspex to cover the donor recognition tree.</p>	CG	
2024/271	<p>It was agreed to remove the action relating to two bin collections but SA pointed out that the issue leading to this action was that the bins were being half filled with bread from Community Bread. CG agreed to talk to Community Bread about reducing the amount of waste arising.</p>	CG	
2024/272	<p>Re 2024/212, CG explained that he had submitted an application and business case for the S106 funding and that this was due for consideration on Thursday.</p>		
	<p>Discussion followed concerning the hall improvements/initiatives/activities and how to draw these to villager's attention. Suggestions included... list what we have spent money on this year; drip feeding update snippets; updating the village facebook page; how to capture all the information; sending the output to Triv; taking photos of improvements; using stock photos to represent the parties that have been held; how to 'spin' the benefits to potential hirers. CG asked how are we, collectively, going to capture these things in the future? RG thought that everyone involved in an activity should organise to take media and send it to Triv. CG proposed a standing agenda item – 'Publicity' where people can agree what they are going to be responsible for and sending to Triv for publication.</p>	CG	
6.	Administration		
2024/273	<p>AGM</p> <p>The driver of the AGM meeting date is the need to lodge a return with the Charity Commission by 31<sup>st</sup> January 2025. This suggested a meeting date of 20<sup>th</sup> January 2025. CG reminded the meeting that he will not be standing and that AT is retiring as Treasurer.</p>		
2024/274	<p>CG explained that details of responsibilities and activities behind the various roles coming up for renewal have been prepared. It was noted that TM had put out some communication via Facebook as to why she had become involved with the village hall and it was hoped that this would attract some attention. CG asked if others could do that, Triv would publicise them.</p>	ALL	
2024/275	<p>MM asked what if no-one steps up to fill the vacant roles? Further discussion followed and it was noted that time remained to publicise the issues on Facebook, on the village hall website and in a flyer. CG noted that a chair of the meeting can be appointed at the relevant meeting and that he intended having a further conversation with AT concerning the Treasurer position. Nevertheless, CG asked everyone to consider if they know anyone who might be willing to step in as Treasurer. BZ referred to her previous contact with a potentially interested party and said she would raise the</p>	ALL BZ	

	subject again. MC also mentioned someone who might be interested in the Treasurer position. CG to send details of the tasks to MC	MC CG	
<b>7.</b>	<b>Fundraising and Social Events</b>		
2024/276	250 Xmas Club draw RZ presented the December draw. 1 <sup>st</sup> prize (£250) No. 148; 2 <sup>nd</sup> prize No. 147; 3 <sup>rd</sup> prize No.41		
2024/277	Film Night MC explained that there were no plans to run a film night before the New Year. It is likely that the next film night will be in March. MC to organise. All concurred.	MC	
2024/278	Grants CG explained that gaining the S106 monies will enable us to seek additional grants to fund the difference between the project costs and the S106 grant. PS mentioned a 'fashion show' which she had recently seen which is intended as a fund raising activity for the venue. PS to investigate further.	PS	
<b>8.</b>	<b>Projects</b>		
2024/279	<u>Fire Alarm</u> CG explained that the first half of the project has been completed. The only issue is a number of false alarms which can be reduced by placing protectors over the smoke detectors when cooking. The protectors have to be removed once cooking is finished. The smoke detector in the stores cupboard also needed to be replaced. CG commented that we need to give some thought as to what instructions we give to hirers in the event of a fire/smoke alarm being activated.	CG	
2024/280	<u>Changing room</u> CG explained that the revised plans have been approved by the council. All drawings have been sent out to local builders for quotes.		
<b>9.</b>	<b>Bookings</b>		
2024/281	<u>Regular</u> CG reported that Scouts had been invoiced for the damage recently done to floors and doors and toilets. Otherwise, nothing to report.		
2024/282	The cleanliness of the village hall was noted and a token gesture to Sarah for a job well done was proposed and agreed.		
2024/283	<u>Occasional bookings</u>  BZ reported that all is well but quiet. The people who booked Xmas eve and New Year's eve have cancelled their booking. Another group has booked New Year's eve.  BZ reported that from March a new weekly booking has been made by a person running a 'medium'/spiritual group and that the lady running this might attend the AGM with the possibility of helping on the committee.  BZ also reported interest from a clay crafting person for a monthly class on a Sunday.		
2024/284	<u>User Groups</u>  CG reported that we had managed to hire out the staging for the first time.  CB reported that badminton is thriving. Table Tennis less so.		

	<p>Nothing to report on U5's or Scouts</p> <p>SA reported that coning off certain areas of the car park when football is running was being done by him but that drivers seemed to be ignoring the coned off areas that were intended to help them! It needs publicising so that people become aware that this is being done for their benefit.</p> <p>SA reported that the robot pitch marking machine doesn't seem to work in Broughton! SA is awaiting cost and demo of a hired in machine.</p>		
<b>10.</b>	<b>Publicity</b>		
2024/285	<p>CG commented on feedback from the village show committee. A number of committee members have announced their intention not to continue and the 2025 show will not run in the same format.</p> <p>The produce show and craft show is likely to continue to be run by the village hall and maybe a tombola. But any other activities will be 'invited in' with the responsibility resting on the activity organiser and with any funds raised going to their own organisation. E.g. Bowls club run the target bowls; Scouts group run the BBQ; etc.</p> <p>CG explained that the existing committee will be happy to brief and give advice to the individual groups but do not intend undertaking any of the activities themselves.</p> <p>The advantage is that some sort of community events can continue albeit with the organisational strain taken away from the village hall committee members. CG asked for approval of this plan with a view to going to the various groups and putting the proposals to them.</p> <p>CG asked members to reflect that since the village hall events were started, some £66,890 had been raised with £30,000 being raised in the last five years alone.</p> <p>All agreed with the plan.</p>		
<b>11.</b>	<b>Health &amp; Safety</b>		
2024/286	The were no matters arising regarding H&S		
2024/287	CG drew attention to the list of maintenance issues; CCTV renewal (£904); gates replaced; village hall sign replaced; Meacham room lights changed; toilets unblocked; and other issues resolved.		
<b>12.</b>	<b>Any Other Business</b>		
	There being no other business, the meeting closed.		
<b>13.</b>	<b>Date of next meeting</b>		
	Monday 20 <sup>th</sup> January 2025		