

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 12/06/2023

Present: Bryony Gates - Chair (BG), Andrew Tempest (AT), Barbara Zutshi (BZ), Ravi Zutshi (RZ), Pat Scouse – part (PS), Don Harper (DH), Barry Steptoe (BS), Charlotte Bodicoat (CB), Mark Malitskie (MM)

Observers:

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies.			
2023/099	Apologies from Clive Gresham (CG), Ros Gresham (RG), Gaynor Ireland (GI), Simon Aston (SA), : Emma Smyth (ES), Sarah Elliott (SE), Observers – Phil,Bailey, Trevor Dunn, Judith McQuaid			
2.	Minutes of Meetings held – 9th May 2023			
2023/100	Minutes approved. RG to publish on website.			
3.	Matters arising			
2023/101	Regarding 2023/081, PS explained that the Coop having a rolling programme of support and might provide support in the range £2,000 - £3,000. Projects have to be named and specified in the application (which needs to be properly framed). The Coop have various categories of support with a theme of bringing people together. PS explained that it was too late to apply for current bids but that opportunities would come around in the near future.			
2023/102	Outstanding Actions: 2023/095 – Before we cut down the hedge, we must perform a wildlife (nesting birds) survey. PS to contact NNC and find out what's needed. 2023/097 – Accounting system. It was agreed to defer further consideration until after any decision is made regarding the CIO route 2023/026 – The cheapest quote for sound reduction in the hall is £10k and there is no appetite to spend that much	Remove Remove	PS	
4.	Treasurer's Report			
2023/103	AT circulated his report via email prior to the meeting. The Association's finances are stable. <ul style="list-style-type: none"> - Although a headline loss has been reported for the month, this was due to the expensing of the chairs and stands which cost £3,691. - A substantial and generous donation of £362 was received from the Baptist Church which had raised money through their food bank. The church would like to know what we spend the donated monies on. - AT reported that we are 'out of contract' with TalkTalk but that we had not been informed due to their error. Nevertheless, TalkTalk were offering the best renewal terms for a new 24 month contract at £24 per month. All agreed to renew with TalkTalk. - AT report that Tino LaTorre had completed his annual review of the full year accounts with no changes arising. - 	Follow up	AT	8/23
5.	Annual General Meeting			
2023/104	It was noted that Yoga have been informed of the AGM date. RZ asked how the date had been selected and BG gave him an explanation. It was agreed to set a starting time of 8 p.m. for the AGM.			

2023/105	Discussion was held concerning the continued lack of support from the local community for new committee members. It was noted that there had been no response to the recent 'toughened' plea and it was agreed that a strengthened message be sent out prior to the AGM. The message should spell out the potential consequences of a paucity of committee members. The message should not undermine existing interested groups. BZ commented that many voluntary organisations appear to be in a similar position and that it appeared that other halls were making significantly higher rental charges than we do. MM noted that the discussion had gone full circle regarding the possibility of employing one or more admin people with the consequent material effect on charges			
6.	Fundraising & Events			
2023/106	250 Club - RZ reported that the coronation weekend had resulted in a new group of members. Membership stood at 130 members. AT Asked that RZ notify him of the new membership since AT has a note only of 126 members. June's Winning Numbers (which was a 'superdraw') were: 1 st 50, 2 nd 124 and 3 rd 55. RZ will advise the winners and the superdraw will go on Facebook.	Notify	RZ	
2023/107	Film Night – BG reported that posters had been put up and that the event phone donated by RZ is now active (BG has the phone currently). The 23/6 film night is 'A Man called Otto' and this has already taken £152 in bookings. BG reported that 26 tickets have been sold with a target of 40. With film costs of £135 - to be invoiced through Gaynor – the film night has already broken even. BG asked for some additional help with setting up.			
7.	Bookings			
2023/108	REGULAR BOOKINGS BG reported the handover of invoicing to PS and it was noted that PS would need access to our email account in order to be able to do the admin. BG reported that SA has agreed the use of the field by the local Football Association for an event with the Guides to be held on 21 st June. BG to understand the hiring arrangement which has been agreed.			
2023/109	OCCASIONAL BOOKINGS BZ reported that hall bookings were quiet with fewer parties. BZ reported that Yoga will become a regular booking from now on. BZ asked that someone be available at 2 p.m. to unlock this coming Saturday and CB agreed to do this.			
	User updates/feedback			
2023/110	Under 5s No under 5's report was available			
2023/111	BOWLS All going strongly with a few events lined up in the summer.			
2023/112	Table Tennis and Badminton CB reported some TT cancellations and commented that table tennis will run in the summer but that it's a bit quiet. CB reported that Badminton was better attended, that it too will run in the summer and that Badminton was OK on the whole			
8.	Projects Update			
2023/113	Lease discussions update.			

	<p>BG reported that a draft Service Level Agreement has now been submitted to the NNC legal team.</p> <p>It was noted that we will soon need to instruct architects to go ahead with construction drawings (quoted cost is £3,890). AT suggested that we defer making a commitment to this cost until after the AGM. Following discussion, all concurred with a deferral.</p>			
2023/114	<p>BG reported that both tranches of S106 monies have been confirmed. Further discussion was held regarding the earmarking of these funds and PS updated the Committee on a meeting she had just attended regarding S106 funds held by NNC. PS reminded the committee that these monies would be closely linked to the Village Hall projects.</p>			
2023/115	<p>Chairs and Trolleys</p> <p>BZ reported that this had been completed noting that the hall had been transformed and that the new trolleys (after having needed some engineering modifications by RZ) work very well. The ex-commonwealth games chairs had been acquired at 50% cost and appeared to be in very good condition.</p> <p>BZ invited the committee to view the result after the meeting.</p>			
9.	Premises			
	Estate & Maintenance report			
2023/116	<p>RZ outlined the plan to convert the hall window nearest the bar into an entrance door so as to smooth the flow of entry/exit to the hall. Expenditure in the region of £1,100 was approved</p>			
2023/117	<p>BG reported</p> <ul style="list-style-type: none"> • Plumbing alterations to the changing room toilets were being considered and that a quote was awaited. • 30 of the old hall chairs have been given away or been collected, 44 stored in the football container for use at the village show and 25 better ones will be advertised for sale • A new socket with USB has been fitted in the Meachem Room and the electrical 'tripping' problem has been resolved. Each of the kettles should be plugged into different twin socket 'drop downs'. • A new socket with USB has been fitted in the bar area of the hall • The light in the U5s' store cupboard has been replaced 			
2023/118	<p>BG asked for approval to install permanent fixings on the outside wall so that the 8' x 3' banners can be properly hung. It was noted that spend was likely to be low. Expenditure approved.</p>			
2023/119	<p>Discussion was held regarding pointing repairs to a wall. It was agreed that a second quote was needed and that we should approach Lee Fisher failing which CB would ask another suggested builder in the village.</p>			
	Health & Safety			
2023/120	<p>BG explained that the Fire Risk Assessment Action Plan is being worked on. Progress to be reviewed at the July Committee Meeting No Health & Safety issues had arisen since the last meeting.</p>			
11.	AOB			
2023/121	<p>Further discussion was held regarding the damage done to two tables (last meeting item 2023/093 refers) It was noted that significant impact damage had been caused to a second table and this had happened since the coronation weekend. BZ asked if we knew who the culprits were? CG had suggested we consider taking a damage deposit from hirers.</p>			

	The committee noted the damage and expressed disappointment that no-one has owned up. It was agreed that these tables are unsuitable for use as 'work-benches' and BG agreed to raise this with JM. RZ suggested that we consider providing a wooden trestle table for workshop use.			
	Date of next meeting: 7.30pm Monday 10 th July 2023			