

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting: 11/04/2023

Present: Clive Gresham Chair (CG), Barbara Zutshi (BZ), Ravi Zutshi (RZ), Pat Scouse (PS), Simon Aston (SA), Ros Gresham (RG), Don Harper (DH),

Observers: Judith McQuaid Phil Bailey (PB)

Quorate: Yes

Item No	Agenda Item	Agreed Action	Owner	Date
1.	Welcome & Apologies.			
2023/047	Apologies from Andrew Tempest (AT), Gaynor Ireland (GI), Simon Darby (SD), Charlotte Bodicoat (CB), Bryony Gates (BG), Sarah Elliott (SE), Laura Groom (LG), Mark Malitskie (MM) Barry Steptoe (BS), Marie Sanders, Trevor Dunn, Maurice Riley.			
2.	Minutes of Meetings held – 13th March 2023			
2023/048	Minutes approved and signed by CG. RG to publish on website.			
3.	Matters arising			
2023/049	February minutes – name of complainant removed and BS added as attending. Minutes published on website. No further matters arising.			
2023/050	<p>Outstanding Actions:</p> <p>2022/097 BZ and BG not spoken to AT moved forward to June</p> <p>2022/109 Dogs on the field - Next quarterly Facebook post in May. - PS advised that the Council are going to extend the notification sites for dogs and she suggested this site is added to the list. All agreed. - SA said Mandy mentioned that she is regularly abused when asking dog owners to remove them from the field. Agreed to produce a sign 'No dogs Bye-law" to be placed on the wall near to the café.</p> <p>2022/126 Replacing Chairs – Looked at chair storage at Mawsley. Chairs will now be ordered 2 hanging racks holding 56 chairs in total and two further storage units taking 48.</p> <p>2022/182 Sign of village hall – not happened yet extend to May</p> <p>2022/219c Replace blinds – RZ spoken to a man who will come out and have a look. (£300/£400) Also price up curtains and curtain poles as will probably be more robust.</p> <p>2022/219g Bar top opening – RZ has fixed this, just needs finishing off. - Completed</p> <p>2022/238a Light to disabled toilet- quote received. Difficult finding a slot for Christian to come and fix.</p> <p>2022/238b Unisex toilet – RZ queried paint? He will purchase paint and cover graffiti.</p> <p>2022/238h Fridge to be replaced – BZ and BG have made a Decision and will get it ordered.</p> <p>2022/258 Buffing spray has been purchased but not used yet mark on to May.</p> <p>2023.006 Cannot complete until next update in Jan 2024 when</p>		CG	30.4.23

	<p>next filing is due.</p> <p>2023/019 Development plan rewrite – nothing back from SD</p> <p>2022/265, 2022/266, 2023/030. 2023/031 Completed</p> <p>2023/042 Letter to Mark Bodicoat sent and bottle of gin purchased for him for managing the website. Completed</p>			
4.	Committee Membership- future recruitment events			
2023/051	<p>CG Followed up with people who had expressed an interest in helping with the Village Hall. LG and PBI who are going to help with bookings are still considering helping. With the exception of two other possibles, no-one else wishes to continue, which is obviously disappointing. Since the meeting SD has also withdrawn.</p> <p>Further action needed before the AGM in June – sub- committee to meet to discuss. CG to organise.</p> <p>Coronation Sub-committee have plans to include promotional information at the Field Party on 7th May.</p>			
5.	Treasurer's Report			
2023/052	<p>AT circulated his report via email prior to the meeting. The Associations finances are stable.</p> <ul style="list-style-type: none"> • Charity Commission Trust Status. AT has received confirmation from Charity Commission confirming registered status is correct. No further action to be taken unless the signing mandate is raised by the Bank. • Charitable Incorporated discussions discussion. CG circulated the advice and quote received from solicitors covering what would be required to change to a CIO and the implications. Which are the same as previously discussed. Cost of the change estimated between £10/15,000. One of the benefits of the CIO is that apart from one or two areas it provides limited liability for trustees which may help in attracting new members. It will also enable the trust to enter into contracts and hold property. • Solicitors do not believe the existing lease would need to be transferred from the Parish Council as Custodian Trustee but this may affect the ability to reclaim VAT on development costs once the CIO is VAT registered. To be further investigated by AT/CG. • We need to get further information about all of the situations and then make a decision. Matter to be considered at AGM 			
2023/053	<p>A standard form in the form of a minute to update the signing mandate for the NSI account was produced at the meeting. It was proposed that Andrew Tempest, Clive Gresham and Bryony Gates be approved as signatories. IT WAS AGREED that those PEOPLE BE SIGNATORIES on the NSI account BZ, PS and RZ signed on behalf of the committee that this is agreed.</p>			
2023/054	<p>AT has not had an invoice for renewal of the premises licence. NNC confirmed it has not been sent in error but does not impact the eligibility of the licence.</p>			
2023/055	<p>Renewal of ACRE membership at £48 WAS AGREED. Increase from £40 was due to ACRE registering for VAT.</p>			
6.	Coronation Celebrations 7 May			

2023/056	<p>RG provided an update. Decision made to advertise a “Field Party”. Keeping it simple – providing a bar and suggesting a bring and share table. People will be invited to bring their own picnics. Free tea & coffee to be provided.</p> <p>Mark Bodicoat will provide music for the afternoon. Games and possibly bouncy castle to be provided. Fliers, Posters and banners to be organised.</p> <p>Committee agreed a budget of up to £500 to cover costs which should be mitigated from bar takings.</p>			
7.	Fundraising & Events			
2023/057	Filter coffee machine.- Committee asked BZ to action the purchase of a filter coffee machine as previously agreed which can then be used at the Field Party.			
2023/058	<ul style="list-style-type: none"> Film Night update - Friday 14th May - 24 tickets sold. Gaynor will continue to push via Facebook – posters are all round the village –blue cushioned seats offered for a £1 donation. 250 Club – Advert to be included on the back of the Field Party fliers. RZ/RG to liaise. 			
2023/059	250 Club Draw: 1 st no.8, 2 nd no. 86 and 3 rd no.14. Video posted on Facebook RZ to advise winners.			
8.	Bookings			
2023/060	<p>REGULAR BOOKINGS</p> <p>Regular hirers have been advised that the fees will not be increased. Jane Fletcher asked for her thanks to be sent to the committee. BG has also asked all hirers to be economical with electricity usage to help with VH costs.</p>			
2023/061	<p>OCCASIONAL BOOKINGS</p> <p>Bookings have taken off. Rock band in Meachem Room on Tuesday evenings 6pm – 9pm.</p> <p>BG and BZ met with Phil, Pat and Laura regarding help with bookings. Rota of 3/4 people to hold keys and show round/open up.</p>			
	User updates/feedback			
2023/062	<p>Scouts</p> <p>All good. Garage sale on 30th April. Hoping for nice weather. Tuesday 18th July – Last scouts’ day. Family fun day combined with the AGM 6pm – 6.30pm. JM asked if anyone from the Committee was available to attend?</p>		All	
2023/063	<p>KFC</p> <p>Started – non winter training. (SA) will confirm to (BG) which teams are going to be here. Some inter training venues have been extended for a month.</p> <p>Matches are still going on, some midweek fixtures. Next month all teams will be here training.</p> <p>Complaint about football pitch at the bottom of the field. Under 10's girl From Mawsley FC scored a goal, jumped up and broke her leg. Complaint that the pitch was unplayable, and Northants FA should be told no matches should be played there.</p> <p>Simon communicated with Mawsley football club and Northants FA, met with (CG) and the council to look at pitches.</p> <p>Sat evening SA met a level 5 referee who agreed it was ok. (SA) spoken to welfare officer at Northants FA. The complainant wanted the pitch struck off.</p> <p>The village hall has said we hire out the pitches, their suitability is not the village halls responsibility and that is down to the officials & coaches. Not responsible for the condition/cutting of pitches. We await to see if there is anything else that comes backs from this.</p>			

2023/064	BOWLS All positive, numbers still good.			
9.	Projects Update			
2023/065	Lease discussions update. We are still waiting for a response following meeting with Julie McKinnon of NNC. CG has chased. It seems that there is NNC to move costs away from the council. The costs being £6,600 per year. The Village Hall cannot raise any further income so would not want to take on that responsibility as it is an NNC designated green space. Comment made in recent email exchange if VH do not want to take responsibility for the site NNC will talk to the FA. It was agreed to keep the Parish Council updated with any developments.			
10.	Premises			
	Estate & Maintenance report			
2023/066	<ul style="list-style-type: none"> DH and Bowls Club will check fire alarms. Mandy has asked for her equipment to be PAT tested. RZ agreed to do this. 			
	<ul style="list-style-type: none"> Complaint about the speed of the broadband. CG has done a speed test which has been reported back to TalkTalk. We will look to upgrade as required. 			
	Health & Safety			
2023/67	<ul style="list-style-type: none"> BG sent a note reminding the committee of the need to follow up on, and progress the actions on the Fire Risk assessment action plan. For review at May's meeting 			
11.	AOB			
2023/68	BZ advised the handheld vacuum for Meachem Room has been purchased			
2023/069	Phil Bailey asked if there was availability for the football pitches at the beginning and the end of the season for Kettering Nomads on Saturday afternoons. The committee said that they will be happy to try to accommodate this and the approach should be made through BG			
	Date of next meeting: 7.30pm Tuesday 9 th May 2023			