

Broughton Playing Field and Village Hall Association Committee Meeting

MINUTES of meeting:8.4.2024

Present: Clive Gresham - Chair, (CG), Pat Scouse (PS) Don Harper (DH), Ros Gresham (RG), Laura Groom (LG), Bryony Gates (BG), Mark Coster (MC), Helen Cattanach (HC) Barbara Zutshi (BZ)

Observers: Emma Smyth (ES) Via Zoom, Judith McQuaid (JM)

Quorate: Yes

Item No	Agenda Item	Action Owner	Date
1.	Welcome & Apologies.		
2024/118	Apologies: Simon Aston (SA) Ravi Zutshi (RZ), Charlotte Bodicoat (CB), Mark Malitskie (MM), Andrew Tempest (AT), Alex Cattanach (AT)		
2.	Minutes of Committee Meeting 12th February and 25th March		
2024/119	Minutes February 12 th : The minutes were agreed and signed by CG Minutes March 25 th : The minutes were agreed and signed by CG		
3.	Matters arising and Outstanding Actions		
2024/120	<p>There were no matters arising.</p> <p><u>Action Log</u></p> <p>CG will review the development Plan and identify items which need attention.</p> <p>2023/044 Car Park: Not been able to do anything with this because of the weather. This is still required to tidy up and hopefully there will be an opportunity soon. Marked to May</p> <p>Trustee details have been done and sent to Andrew. COMPLETED</p> <p>2024/37 Basic housekeeping items. Weekly check required. BG to circulate a checklist re kitchen, bar and first aid. Volunteer required to complete this task weekly. COMPLETED</p> <p>2024/44 Finally changed one baby swing to normal swing. Nest swing has to wait until the ground is a bit drier. Mark on to May.</p> <p>2024/50 Anti Climb paint. Nothing can be done until we get drier weather. CG to ask JTP to update quote. Mark to May.</p> <p>2024/61 CG measured plug hole and will complete before next meeting. Mark on to May.</p> <p>2024/62 Water continues to pool outside front entrance. CG checked the pitch which indicated that everything slopes to that area. Sink hole would prove expensive. Slabs cannot be raised any more. Possibly put in a channel beside the path. Solution may be to lower the path towards the gate. CG to contact a groundworks company to obtain a quote to carry out this work.</p> <p>2024/65 CG will carry out this next Friday. COMPLETED</p> <p>2024/68 Replace tube in Meachem room.</p> <p>2024/69 No reports of kettle not working. DELETE ACTION</p> <p>2024/70 MC has passed information to AT</p> <p>..</p>		

	<p>2024/72 COMPLETED</p> <p>2024/73 COMPLETED</p> <p>2024/74 Fire escape. Push handle door required on door to Norman's Folly from Old Committee room. A key will be used to access old committee/changing room from Norman's Folly.</p> <p>2024/97 CB checked first aid and needs to purchase some further items. She will mark the items when replaced.</p>		
4.	Committee Matters		
2024/121	<p>AT will not be continuing as Treasurer after the AGM, and it is necessary to commence the search for a new Treasurer now.</p> <ul style="list-style-type: none"> It was agreed it would be easier to define the role if the village hall finances were managed on a recognised accounting software package – Zero was believed to be suitable. AT to be asked to expedite. This would allow the bookings monitoring and invoicing to be easier to manage and provide options to split the role. In the meantime, a general advert to be circulated. 	<p>AT</p> <p>CG</p>	<p>30.04.24</p> <p>30.04.24</p>
2024/122	CG has requested AT to enquire about granting access to bank accounts for LG and PS to make it easier to manage bookings.	AT	13.05.24
2024/123	<p>We still need to find a solution for someone to be available on call for GENERAL MAINTENANCE and odd jobs which are not of sufficient size to find a tradesman quickly.</p> <p>PS is in contact with a gentleman who would be willing to take on the day to day minor handyman requirements for a retainer. PS to pass on CG's contact details to discuss in more detail and possible terms.</p>	PS	30.04.24
5.	Treasurer's Report		
2024/124	<p>AT circulated report and revised budget prior to the meeting. The Association's finances continue to be considered sound.</p> <p>It was noted the Contingency fund is now in a savings account with the Nat West pending the formation of the CIO.</p> <p>Budget - final Electricity costs have been increased as previously agreed. Revised Hire costs now included in income. Operating surplus of £3,000 is within the target range</p> <p>BG noted the storage income will be slightly less as no income expected from Broughton Players. No income from fundraising events have been included for prudence although some are likely to take place during the year.</p> <p>Final budget approved.</p>		
2024/125	<p>CIO progress CG received 2 emails from solicitors. VVV need further information concerning constitution and charity commission.</p> <p>Problem with how the lease is structured. PC are custodian trustees, Lease links back to the original trust deed. Places a limitation on what PC can do and who can take over the benefit of that lease without the NNC's permission. We are likely to require NNC permission for the benefit of the lease to pass to the CIO. Cost of this not known.</p>		

7.	Fundraising & Events		
2024/126	250 Club Draw & Update 1 st - 96 2 nd - 57 3 rd - 82 Results to be posted on Facebook. No new members recruited this month		
2024/127	Film Night May 24 MC contacted Simon today. Date set for 31 st May – MC to agree with Simon. MC to send round 3 or 4 film suggestions to committee. Suggested film is One Life,	MC	22.04.24
2024/128	Village Show 2024 - Update <ul style="list-style-type: none"> • No new people have come forward for Show Committee. • For the Village Show or a similar event to happen in 2025, there is a need for a new nucleus of people with a willingness to take on the organisation otherwise this could well be the last year that the village show will run in the same form. This will be pushed at the Show. • Some of the Show Committee would be prepared to continue past this year but not in sufficient core organisers. • The shape of the show has been slimmed down a little bit to relieve the strain and stress for the organisers. • Ways to change the format and encourage a new generation to join the village show committee were discussed. • CG pointed out the show was a Village Hall sponsored fundraising event and any new Committee should consider the implications of no longer benefitting if it ceases. 		
8.	Bookings		
2024/129	Regular Bookings No negative feedback re the new fees. One existing regular hirers booked another evening in the week in the Meachem room. There is a requirement to store items. ACTION- Create space in Meachem Room cupboard.	CG	30.04.24
2024/130	Occasional Bookings LG - doing invoices. <ul style="list-style-type: none"> • BZ – we have a request to use hall for a boot camp on a Saturday morning. This is likely to become a regular hire in future. • Thai food sessions booked. Also asked if we can recommend a cleaner BZ to investigate further. 		
2024/131	Under 5s Under 5's on Easter Holidays. All good, recruited 2 additional members of staff. Bernie is back.		
2024/132	Scouts <ul style="list-style-type: none"> • Problem with key in inside cupboard. Could not get the key in - Request from scouts to change the lock. ACTION – have a look at the lock. • 4th May Scouts and Guides to run garage sale. Request to borrow some tables and take down to the park - Agreed. JM to liaise with CG re tables and access to collect. • Scouts will again run a camp on Village Show day. 	CG JM	23.04.24

2024/133	<p>Bowls</p> <p>DH reported, all good, going well.</p>		
2024/134	<p>Table Tennis and Badminton</p> <p>Badminton going very well and table tennis up and down.</p>		
2024/135	<p>Premises</p> <p>BG updated the action plan.</p> <ul style="list-style-type: none"> • 3 Actions required to fire risk assessment. Electricity cupboard hole needs attention, Fire exit sign in Norman's Folley and push exit in Old Committee Room – all on Outstanding Actions. • H&S Checklist has been circulated – those responsible to amend as appropriate for their respective checks. 		
2024/136	<p>Maintenance report</p> <ul style="list-style-type: none"> • Hole in the bar ceiling above light fitting needs attention. • Gutter at the back of the hall in the recess is broken and needs replacing. • Pest control efforts have been successful, and problem resolved. Cement needs replacing under roof tiles. Action required when weather improves. Note on Action list • Water heater and units in Meachem Room have been replaced by CG and RZ. • The entrance, kitchen and bar floors need a deep clean and not just mopping. MCS have been asked to resolve. • 3 traffic cones still need replacing. • The play area gate hinges have been repaired. • The Apple tree needs attention with animals/ apples etc needing re-glueing - put on action list. • The site around the play area and car park could do with a "Spring-Clean" – date to be set for May which someone needs to organise. • The car par sign has been re-concreted. • The tables in the entrance need replacing – we were not successful in obtaining a grant from HSBC. Decision required. By Committee • Missing plastic caps on hall chairs and carriers have been replaced. 	<p>CG</p> <p>Comm</p> <p>Comm</p>	<p>13.05.24</p> <p>13.05.24</p> <p>13.05.24</p>
8.	<p>Projects Update</p>		
2024/137	<p>Changing room:</p> <ul style="list-style-type: none"> • Two Building Companies have had a look. Waiting for architect to send updated information for quotes to be completed. They are not around to ensure buildings quoting on the same basis. CG will chase this up. We need to know what the costs are before we can decide on options and what we can afford to take consider. It is important that we start some element of the project to preserve planning. • Pat expressed concerns about the building extension plans. Questioned the planning line extending beyond the lease line. CG confirmed that the council had agreed to provide a licence. Section 106 may not be available for all the purpose detailed in our plans 		

	<p>and formal discussions with both Redrow and NNC legal will be necessary to change any of the purposes.</p> <ul style="list-style-type: none"> • BG reminded the committee that in addition to the S106 funds for indoor sport there remains approx. £10k available for outdoor activities. The MUGA project should be revisited as it was earmarked for this purpose originally. If no longer viable an alternative should be considered. 	Comm	13.05.24
10.	AOB		
2024/138	<p>Discussion took place whether to buy the stage from Broughton Players (BP) at a cost of £1,000. It was considered useful for the village hall to have a stage to hire out for an additional fee. (BP had hired out at £50 per event). If it proved unsuccessful then it could be sold on. AGREED by all present</p>		
2024/139	BZ – to go forward with purchasing a new cooker asap.		
	Date of next meeting: Monday 13 th May 2024		