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| **BROOMFIELD VILLAGE HALL CHARITY**  **Management Committee** | | |
| **Minutes of the Broomfield Village Hall Charity Management Committee** meeting held on Monday 11th January 2021 at 7.00pm. | | |
|  | **Members attending**  Chair Cllr Faulds  Cllrs Hance, Daden, Mercer, Faulds, Hubble, Barnes |
|  | **Declarations of interests**  There were no declarations of interests |
|  | **Minutes of previous meeting**  **The minutes were approved.**  **P**roposed Cllr Faulds, seconded Cllr Hubble |
|  | **Financial Matters** |
| **(a)** | **To note** the monthly financial reports for December 2020  noted  **Noted** |
| **(b)** | **To note** receipt of Annual Return by Charity Commission  **Noted** |
| **VH21/5.** | **To receive** report on current bookings  **Noted** |
| **VH21/6.** | **To consider** actions to be taken following return to lockdown e.g. staff furloughing  It was **agreed** that Village Hall staff to be flexibly furloughed as necessary |
| **VH21/7.** | **To consider** request from Village Hall staff to carry over unused leave to next financial year  It was **agreed** that Village Hall staff may carry over unused leave to the next financial year. Concerns were raised regarding cover for the Caretaker, however the committee decided this was a management issue to be addressed by the Clerk. |
| **VH21/8** | **Village Hall Maintenance** |
|  | **To consider** quotes for repair/replacement of car park lighting  The committee felt the quote to reduce the size of the existing column and repair was reasonable however, it was **agreed** another quote be sought for the committee’s consideration at the next meeting.  Cllr Barnes suggested the Charity should apply to the Parish Council for grant funding for the repair. |
| **VH21/9** | **To consider** installation of a high-level security bar on the access to DS field.  Cllr Barnes also gave information as to the installation of a high level security bar over the main car park (at the barrier) and ascertained the views of the committee as to the idea. This was supported in principle by the committee.  **It was agreed** that a high level security bar on the access to the David Smith field should be installed but should await a decision on the installation of a height barrier on the main car park so that if agreed the two could be carried out together.  **Cllr Barnes left the meeting**  **Cllr Howell joined the meeting** |
| **VH21/10** | **To review** closure of gate to overflow car park  Cllr Hance reported that the residents of Days Close were very pleased with the result as it was now much quieter in the evenings. Currently the gate is shut all the time as Fitz on holiday over Christmas and now furloughed, however there is adequate space to park in rest of car park as barrier remains open. |
| **VH21/11** | **To receive** Health & Safety Reports and Fire Risk Assessment  **The reports were received.** The Administration Officer was asked to  seek further information from the Village Attendant regarding the marking of pedestrian and vehicle routes. |
| **VH21/12** | **To consider** proposed design of noticeboard for cycleway.  **It was agreed** that a directive type noticeboard be installed, the Administration Officer to obtain quotes. |
| **VH21/13** | **To consider** siting of a dog waste bin  Cllr Daden was requested to ascertain City Council restrictions on siting a bin so that the matter could be reconsidered. |
| **VH21/14** | **To consider** provision of a textile recycling bin at the Village Hall  **The proposal was rejected** |
| **VH21/15** | **To consider** a request to surrender the Broomfield Community Association name to the Bridges Community Association.  **The request was agreed** |
| **VH21/16** | **Items for next agenda**  To reconsider siting of dog waste bin on David Smith field.  To consider further quote for repair of car park lights.  To consider quotes and design for proposed cycleway sign. |
| **VH21/17** | **Date and time of next meeting.**  **8th February 2021 @ 7.00pm** |