

BROOMFIELD VILLAGE HALL CHARITY MANAGEMENT COMMITTEE	
Minutes of the Broomfield Village Hall Charity Management Committee meeting held on Monday 7 th June 2021 via Zoom	
VH21/81	Members attending To receive apologies for absence and note members attending Cllrs Faulds (Chair), Hance, Howell, Mercer, Daden, Bleet and Hubble attended the meeting. There were no apologies for absence.
VH21/82	Declarations of interests There were no declarations made.
VH21/83	Minutes of previous meeting To approve the minutes of the meeting held Monday 10 th May 2021 Approved Proposed Cllr Hubble, seconded Cllr Faulds
VH21/84	Financial Matters
a.	To note the monthly financial reports for May 2021 Noted
b.	To consider a quote from J D Harris Electrical for replacement of faulty emergency light. The quote was approved
c.	To note the quote from PES for repair of the boiler fault, and to further note the quote was approved after being circulated by email to the committee as it was necessary the work be carried out without delay Noted
VH21/85	To receive a report on current bookings and to discuss changes in covid restrictions and requirements Received, it was decided that when legal restrictions are lifted Government guidance would be followed even if advisory only and special conditions of hire would remain. However, if hirers could show adequate controls in their risk assessments there could be some increase in hall capacity.
VH21/86	Village Hall Maintenance In addition to agenda items there was a discussion of a complaint regarding holes where the concrete bollards were removed at edge of the car park and David Smith Field and it was noted the Village Attendant had filled these holes
a.	To note the Village Attendant has cleared the Village Hall gutters Noted
b.	To note the failure of the boiler pressure valve and repair by PES

	Noted
c.	To note an issue with the main door opening motors and that Camview have attended to rectify this and to consider a quote from Camview for an annual service of the doors Noted , the quote was approved for an annual service by Camview, Administration Officer to book
VH21/87	Health & Safety
a.	To receive Health & Safety reports and Fire Risk Assessment The reports for the Outdoor Gym were received and noted , the Health & Safety reports had not yet been received, the Administration Officer to check when received and report any issues to the Committee by email.
b.	To note the pedestrian walkway markings have been completed Noted
VH21/88	To receive a verbal report regarding the proposed Multi Use Building The report was received , funding had begun to be explored however, this cannot be progressed until the size of the building is finalised.
VH21/89	Children's Cycleway
a.	To receive a verbal report on the children's cycleway Received , nothing further to report apart from the JCM quotes as below following the recommendations of the City Council
b.	To consider quote received from JCM for work to be carried out to level the ground adjacent to the cycleway Approved , (proposed Cllr Faulds, seconded Cllr Mercer), the Administration Officer to apply to the Parish Council for a grant
VH21/90	To consider quote received from JCM for work to be carried out to level the area around the MUGA and outdoor exercise equipment Approved , (proposed Cllr Hance, seconded Cllr Hubble), the Administration Officer to apply to the Parish Council for a grant
VH21/91	To consider and approve quotes for replacement cycle racks The quote for the 6 metre Space Moon Cycle rack was approved (proposed Cllr Faulds, seconded Cllr Mercer) Cllr Faulds to follow up possible grant funding information provided by Cllr Hance It was suggested that a notice informing the public of the proposed location of the cycle rack be displayed, this was agreed
VH21/92	Village Fun Day
a.	To receive a report on preparations for the Village Fun Day

	<p>Received. Following communication from a member of the public the issue of animal welfare was discussed. Risk assessments were to be obtained from both the operators of the donkey rides and the petting zoo. Notices regarding the welfare of the animals were to be displayed on the day and a notice to be put in the programme. Cllr Hubble to reply to the member of the public.</p> <p>Cllr Hubble also to contact Essex County Council regarding possible overflow parking at Broomfield Place.</p> <p>Cllr Hubble to apply for temporary events licence and be reimbursed for the fee by the Charity. The application to be amended to show Angel Field, rather than David Smith Field.</p>
b.	<p>To consider and approve the Risk Assessment for the Village Fun Day to be held on 11th July 2021</p> <p>The risk assessment was considered, after further amendments, the risk assessment to be emailed to all committee members for their further consideration and approval.</p>
VH21/93	<p>To consider quotes for a bench to be situated at the far end of the cycleway</p> <p>The quotes were considered, it was agreed a bench with a back was the preferred style but that further consultation with the Village Attendant was required to ensure the chosen bench could be securely anchored before making a final decision. It was also agreed that a grant from the Parish Council be sought when the final decision had been made.</p> <p>It was also agreed that Cllr Daden run a raffle at the Fun Day for the opportunity to name the bench.</p>
VH21/94	<p>To consider a request from a resident for a memorial bench or tree to be situated on David Smith field</p> <p>No decision was made as the request is now being dealt with by the Village Amenities committee, Angel Field now being the proposed site.</p>
VH21/95	<p>To receive a verbal report on the outcome of a mediation meeting held on 2nd June 2021 attended by representatives of Chelmsford City Council, Broomfield Parish Council, Broomfield Village Hall Charity, Angel Pavilion and Broomfield Football Club</p> <p>The report was not received as it will now be given at trustees meeting of the Parish Council</p>
VH21/96	<p>Items for next agenda</p> <p>To review the condition of the surface of cycleway (as per minutes of May 2021 meeting)</p>
VH21/97	<p>Date and time of next meeting.</p> <p>Monday 12th July 2021</p>

	Meeting ended 8.30pm
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