

Church Broughton Community Led Plan

Notes from Steering Group meeting on 20 June 2022

Present: John Weil, Julia Williams, Yvette Lydon, James Lydon, Paul Vernon

Apologies: Dan Pedley, Nick Broad

Notes and actions from meeting

**Action
by:**

1.0 Notes of previous meeting

The previous meeting was held on 8 June 2021, followed by the joint CLP and Annual Meeting of the Parish with the Parish Council on the 1 October 2021. Helena Steeples prepared notes of the public meeting.

2.0 Safeguarding policy

The Safeguarding Policy and information sheet have been issued to all of the Working Group leads. James has issued the information to the Village Shop Volunteers and is keeping a record in the shop of who has received and read the documents. John said that we need to make sure that everyone involved in the CLP activities has read the documents and that we keep a central record of who has read them along with confirmation that they have understood the documents.

Julia will amend the Safeguarding information sheet as suggested previously by Dan (last paragraph only) and will re-issue to all Steering Group members, requesting confirmation of receipt and understanding. All Steering Group members to pass the updated information on to their Working Groups members and volunteers.

Julia

All

3.0 Risk assessment

The 2 sets of example Risk Assessment documents provided by John Weil and Jane Spalton were reviewed. It was agreed that John would produce and issue a draft standard risk register document by merging the relevant bits of both documents. A worked example would be included as well as a note to encourage users to ask for help if needed.

John

The Event Risk Keywords document would be issued with the standard risk register document. All to check the Keywords document and let John know if any extra keywords should be added for the type of activities undertaken by the CLP.

All

4.0 Brief update on Methodist Chapel

Julia advised that Dan will issue a leaflet to be delivered to the village with an update about the MC purchase and the need for donations at the end of the week if/when the sale by auction is confirmed for the last week in July. He will also be seeking volunteers to deliver the leaflet in the village.

It was suggested that Dan ask Dale about structural surveyors. Julia noted that we could also ask local businesses for contributions, such as the Coop, Sapperton Park, Nestle and JCB. It was noted that Mark Henderson has a contact at Lidl.

5.0 Working groups – anything notable to report

5.1 Village Shop

The Village Shop has now moved into the Chapel so that the Schoolroom can be rented by others. It is still £6/hour and bookings will be managed by the Shop to avoid clashes with Shop opening times. The money will be collected by the Shop and paid to the Methodist Circuit. Julia to draft an email to say that the Schoolroom is available to rent to go out with

Julia

information on the shop relocation.

James noted that boards and signs are needed to advertise the Shop but agreed that it would be better to wait until there is more certainty over the purchase of the building. Julia suggested adding a Village Shop tab to the CB website if the shop is able to continue. James advised that Shop sales are currently steady but not increasing. The Shop is planning to hold a Hub Café event sometime in July.

5.2 **Health & Well-being**

Yvette advised that the Health & Well-being Working Group has prepared a Welcome to the Village leaflet.

5.3 **Work & Communications**

Paul advised that the Handbook was updated earlier this year. Paul will check with Matt Harlow to see if it is possible to make the Calendar pdf easier to find on the CB website.

Paul

5.4 **Environmental Issues**

Nick had organised a successful litter pick.

6.0 **AOB**

The Neighbourhood Watch team still needs restarting as Mike Johnson has stepped down. Julia to send out an email seeking interest to be involved.

Julia

John to issue a draft version of the amended CLP Constitution. John would like the AGM to be held in April/May. Julia to check when the Annual Parish Meeting will be held. John noted that a separate meeting would be required for voting in CLP Steering Group members.

Julia

Paul mentioned that the Church had signed up for a Parish Giving Scheme.

7.0 **Date of next meeting:**

Tuesday 13th September 2022 at 7.30pm