

**Church Broughton Community Led Plan  
Notes from Steering Group meeting on 13 September 2022**

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

**Apologies:**

**Notes and actions from meeting**

**Action  
by:**

**1.0 Notes of previous meeting**

The previous meeting was held on 20 June 2022. Notes of previous meeting were accepted.

**2.0 Changes to Steering Group**

Nick Broad has resigned from the Steering Group as he is moving out of Church Broughton. The Steering Group wish to thank Nick for his contributions to the CLP and particularly for his efforts at organising the very successful litter picking events. The Steering Group need to recruit a replacement with a particular interest in Environmental Issues if possible. Julia to draft email to be sent to Village Directory and What's App Group.

Julia

**3.0 Safeguarding policy**

The Village Hall and Meeting Places and Sports and Leisure Working Groups and the Steering Group have now completed and signed the sheets to say they have received and understood the Safeguarding Policy and Information documents. The Village Shop, Work & Comms and Health and Well-being Working Groups still have to complete the roll out of the CLP Safeguarding Policy and information sheets and return the signed sheets. John advised that the groups should complete this before the next meeting in November.

Yvette,  
Paul &  
James

**4.0 Risk assessment**

John has prepared the generic Risk Assessment document and will email to all for comments. Each Working Group should do their own risk assessments for their activities and events and send a digital copy to Julia to hold a record. It was agreed that we would provide an example risk assessment by doing the assessment for the Community Hall Open Day or the Coffee Morning at the end of September. Any lessons learnt after the events should be sent to Julia so that she can issue updates to all Working Groups.

John

TBC

ALL

John to email list of risk keywords for all to review and add/delete key words as appropriate for CLP events and activities.

John/ALL

**5.0 Update to CLP Constitution**

John has updated the Constitution and has sent a draft to Julia. Following initial comments, John will review and send an amended draft to all for comments. The Constitution should also be amended to ensure the Steering Group includes at least 1 Parish Councillor.

John/ALL

**6.0 Brief update on Methodist Chapel**

The Parish Council has now purchased the Methodist Chapel. A Management Committee has just been set up to run the new Community Hall. Lots of volunteers have come forward to help and tasks are being allocated. Jane is organising a thorough clean of the building, starting next week and is aiming to complete it by the end of the month. Dan advised that the Management Committee (MC) is a PC committee but that it could

be run in other ways in the future (such as by a Charitable Trust). Dan has suggested having a set of rules for a pre-authorized level of expenditure and activity by the MC so that the MC do not need to continually refer to the PC.

A separate working group will be set up to look at the refurbishment of the building, including replacement of the ceilings and installing insulation as well as looking at the layout options for the building to improve the facilities and make it accessible to all. The Refurbishment Group will liaise with stakeholders and users of the Hall to recommend options for the refurbishment/alterations of the building to the PC after consultation with the Community. The Refurbishment Group will try to get additional funding for the work.

Yvette thought that the original candlelight fittings in the Chapel ceiling should be retained. James advised that the cleaning group could use his VAX Hoover. Dan will issue a communication to the village about a suggested Open Day for the Community Hall to give people the opportunity to see the building and share their ideas about its future uses and the refurbishment.

Dan

## **7.0 Working group updates**

### **7.1 Village hall & Meeting Places**

Dan advised that some of the VH&MP WG have opted to join the Community Hall Management Committee (MC) and are no longer on the WG. He confirmed that he is focusing on the MC rather than a new Village Hall at present. However, the option of a new Village Hall will still be considered by the WG. Paul suggested doing a survey in a year of 2 to see whether people still want one.

### **7.2**

#### **Village Shop**

Julia noted that she did not issue an email about the availability of the Schoolroom for hire at the end of June as it didn't seem appropriate when the building was being auctioned at the end of July. James will sort out a tab for the Shop on the CB website. He also noted that wifi was needed for the shop and that space was limited by the stage and the organ. James asked whether the Shop could ask the Parish Council (PC) for money for furniture or whether they needed to look for grants. Dan advised that it would be better to consider furniture requirements as part of refurbishment process. He also confirmed that the Shop is independent of the PC but is part of the CLP (the Village Shop Working Group). Dan noted that there needs to be some form of agreement between the Shop and the PC for use of the Chapel space. Now that the Methodist Chapel has been acquired and the Shop can continue in its current location, James noted that the Shop would be considering its opening times and range of produce.

James advised that the Café couldn't be run by the Shop WG volunteers as there was no appetite within the WG for doing it. His view was that it would be better if the Café was run every week but that it should be run by a separate group.

### **7.3**

#### **Health & Well Being Working Group**

Yvette noted that the H&WB WG would be meeting next month but that all of the WG's activities are ongoing. They have had requests for more first aid sessions. It was thought that if the H&WB group needs money for funding something like first aid courses, then the group should ask the PC for help as it is something that could benefit the whole community.

Yvette

Yvette advised that Rita currently holds the WG's funds. The Steering Group needs to decide whether funds held by Working Groups should be held by the WGs or held centrally. This should be included in the Constitution or Terms of Reference of the WGs. John

It was suggested that the Community Hall Open Day could be used to get ideas for fun/social events. Some thought that the Wine & Roses Group should have a table at the Open Day to explain what they do and how to join the group or have a cheese and wine tasting event at the Community Hall. Julia to raise with W & R. Julia

### ***Sports & Leisure***

The S & L WG have had a meeting and are looking for a new yoga teacher as the previous one has moved away. The WG are also looking at running Art Class Taster sessions and Carole Twells, who has just joined the group, is looking at running some Craft Sessions later in the year.

### ***Work & Communications***

Finding the Calendar on the website still seems to be an issue. It was suggested that Dawn could issue a pdf or link on WhatsApp to help people find it. Julia suggested making the font of the link on the CB website bigger to make it more obvious. Paul

### ***Environmental Issues***

There is no longer a WG for Environmental Issues. The Steering Group thought that it was important to keep the litter picking going. The CLP need to get the Council's contact details from Nick for collecting the rubbish bags. Julia to draft an email to see if we can get any volunteers to set up a new group. Julia

## **8.0 AOB**

The Neighbourhood Watch team still needs restarting as Mike Johnson has stepped down. Julia to send out an email to see if there is any interest. Julia

Dan to check and advise if the VH&PFC AGM can be held at the Community Hall free of charge as they are a Charity organising Village events. Dan

James advised that the Shop has 3 keys to the Schoolroom and 1 key to the Chapel door. They will need 2 keys for the Chapel door while the Schoolroom is being cleaned/painted. Dan

## **9.0 Date of next meeting:**

**Thursday 10<sup>th</sup> November 2022 at 7.30pm**

Julia to book room when the Booking form is available for November Julia