

# **CHURCH BROUGHTON MANAGENT COMMITTEE ACTION SHEET FROM MEETINGS**

Updated 26-9-22

	<b>Action</b>	<b>Who by</b>	<b>When by</b>	<b>Outcome</b>
1	Establish and agree rules of operation/ terms of reference so that Management committee can run without seeking permission for everything from the parish council	Dan		
2	Explore future options for managing the community hall and the pros and cons of different structures this could be done by- deferred until later date	TBD		
3	Copy of public liability insurance policy to be placed on noticeboard	Dan		
4	Confirm monies available for refurbishment works at October Parish Council meeting	Dan		
5	Seek planning approval for change of use of building	Dan		
6	Obtain formal agreement between the Hub and the Parish Council for use of the Hub space	Dan		
7	Organise fitting of outside tap	Dan		
8	Obtain ladders and platforms for cleaning works	Jane/Dan		
9	List items that require expenditure for preapproval by parish council	All	6/10/22	
10	Prepare booking form and issue draft	Sue		
11	Email existing document to Management committee of agreed Principles and Operation of the hall	Dan		
12	Create set of rules for use of hall	Carole		
13	Scope out options for internet and Wifi	Dan		
14	Contact fire service and identify requirements for fire inspections and building capacity	Malcolm		
15	Appoint fire warden	TBD		
16	Appoint first aid lead	TBD		
17	Check recent electrical assessment for any issues raised and circulate to MC	Dan		
18	Review outside lighting	TBD		
19	Circulate list of existing Rural action Derbyshire publications that may be useful to us	Dan		
20	Circulate CLP safeguarding documents	Julia		
21	Obtain risk assessment forms from CLP when available	Julia		
22	Create list of keyholders and consider options eg. Changing locks/using key safe	Su		
23	Communicate room hire costs	John		
24	Appoint safety representative – electrical/risk/fire	TBD		
25	Draft communication from the PC to update stakeholders re Community Hall	Dan		
26	Set up WhatsApp group for MC – circulate Johns mobile number for all to contact	Julia		