

## **Church Broughton Community Hall Management Committee**

### **Start Up meeting on 12 September 2022**

**Present:** John Weil, Dan Pedley, Caroline Prince, Malcolm Partridge, Sue Jones, Julia Williams, Carole Twells, Jane Spalton, Christine Prince

#### **Apologies:**

#### **Notes and actions from meeting**

**Action  
by:**

##### **1.0 Introduction and Overall Remit of Management Committee**

Dan said that it is unusual for a Parish Council to own a building rather than a Charitable Trust, however it was the simplest way of getting the funding to be able to buy the building. From a governance point of view, the Management Committee (MC) will be a sub-committee of the Parish Council for now and will need to have at least one member of the PC on it. The PC is ultimately responsible for all decision making, but a set of rules can be agreed and pre-approved by the PC, to enable the MC to do what it needs to do.

John expressed his view that the management of the building should be separate from the PC with its own constitution in order to be able to get grants separately from the PC and that the running of the building should be self-financing from its income. Dan indicated that for this structure the MC would need to set up a charitable trust and either rent the building from the Parish Council for a peppercorn rent or have the title transferred to the Trust.

Sue expressed concern that it would be difficult to run the MC if all requests for funding have to go through the PC. Dan said that we should establish and agree rules of operation to make it easier for the MC to run without the need to continually seek permission from the PC. The Management Committee could then look at the options and pros and cons of the different structures (for example, the PC can reclaim VAT relief but a charity can't and the PC can claim 100% relief on Council Tax rates if the building is the PC's prime residence, but a charity can only claim 80% tax relief) and then make a recommendation to the PC. The MC could also consider using the VH&PF charity to run the building.

Dan

TBD

Dan noted that under the proposed structure, the Parish Council will pay all the bills. The ledger in the PC accounts will be clear about the income (including room hire) and expenditure for the Community Hall. Malcolm said that we need to know about the cascade of ownership, liability, accountability, etc. He also questioned whether committee members would carry liability for any problems. Dan advised that the PC has insured the building and this includes Public Liability Insurance. This insurance also provides cover for volunteers to do work as long as an appropriate level of risk assessment has been undertaken for the work. Dan to put a copy of the public liability insurance certificate on the notice board in the building.

Dan

It was suggested that the MC needs a Communication Plan and a Marketing Plan. Dan said that the original Business Plan assumed that running costs would be covered by various events to be held in the building. He envisages that a separate Working Group will focus on the structural refurbishment of the building. The role of the Management Committee will be the day-to-day running of the building (such as bookings, cleaning, keys, etc) as well as minor cosmetic changes. The refurbishment work will be about the bigger structural alterations (including an accessible toilet)

which will be undertaken in consultation with all users and the community. The surplus money from the fund raising that was carried out by the PC prior to purchase of the Chapel would be used for the refurbishment of the building and future maintenance work. The amount available will be confirmed at the October PC meeting. Planning approval will also be required for Change of Use of the building from Public Worship to Local Community Use.

Dan

Dan confirmed that the Hub (the Community Shop) is an independent group renting space in the building, similar to the chair-based exercise class. Caroline noted that the Hub is not a profit-making venture, so any profit from the shop would go back to the community. A formal agreement needs to be sorted between The Hub and the PC for the use of the Hub space.

Dan

Sue suggested that social events could be put on for the community free of charge, such as mince pies just before Christmas. Dan said it has been suggested that an Open Day is held for everyone to visit the Community Hall. The Open Day would be used to get ideas from the community about the uses of the building, the refurbishment work, and other suggestions for other Community activities, such as sports and leisure. The event will probably be held in October or November to avoid half-term.

## 2.0 Key Tasks

### Cleaning

Many people have volunteered to help with the cleaning of the building. Jane has prepared a plan of action which includes a list of tasks with dates. A copy will be put on the wall for people to tick off the tasks once they have been completed. Days have been blocked out in the Hall booking system for cleaning activities, starting at 11:30 next Tuesday, with target completion prior to the Macmillan Coffee Morning at the end of September. Jane advised that the cleaning materials would cost between £50 - £100. Dan said to go ahead and buy the materials. A platform will be required to wash down the walls as well as long handled mops. It was noted that James has a mop for the windows. James also confirmed that his Vax could be used for cleaning. it was noted that an outside tap is required. Dan confirmed that the gutters had been cleared out but that a downpipe to the rear of the building still needed to be fixed/unblocked. Dave Warriner has offered to provide a ladder for the cleaning works. Jane has a platform that could be used for cleaning the walls.

Dan

Dan  
Jane

Julia suggested that the MC should start to create a list of all the items that require expenditure for pre-approval at the next PC meeting on 6<sup>th</sup> October 2022.

ALL

### Bookings

There is currently a system in place to make bookings for the Hall through the Hub. The MC need to evolve this process to include an online booking system or provide e-mail contact details. Sue volunteered to take on the Bookings Co-ordinator role. Sue will prepare the booking form and will issue a draft for the group to review.

Sue

Dan advised that the PC already have a list of agreed principles for operation of the Hall following liaison with the Chapel Lane residents. Dan to e-mail the document to all. Carole volunteered to integrate these agreed principles into a set of rules for renting the Hall. The booking form will need to say that the person renting the room has seen the rules and will abide by them. It was noted that the booking system and form also needs

Dan  
Carole

to be accessible to non-Internet users.

Sue noted that there needs to be some assessment of the capacity of the building for different types of event (see Safety section).

It was agreed that there should be a notice board in the Hall with Management Committee information such as how to book the Hall.

### Internet

An Internet connection is required in the Community Hall as a priority for bookings, the Hub and for future users of the building (such as for meetings, café, etc). Dan to scope out options for getting internet connection/wifi to the building.

Dan

### Safety

Jane advised that the Methodist Circuit had had a fire assessment done earlier this year, including a full check of the fire extinguishers. It was noted that we would need to do our own safety assessments for our events. Malcolm agreed to take on discussions with the fire brigade about requirements for fire inspections and building capacity. Matt Bill may be able to provide contacts.

Malcolm

It was noted that the MC need to appoint Fire Warden and First Aid roles. There is a First Aid kit and an Accident Book in the Hub which could cover use of the whole building.

TBD

Dan noted that an electrical check was carried out for the sale of the property. Dan to check issues raised and circulate document.

Dan

The outside lighting was noted to be a problem that needs to be looked at.

TBD

Dan advised that there are various Rural Action Derbyshire (RAD) publications about running village halls as well as free ACRE documents on the Internet. Dan to circulate list of RAD documents.

Dan

Julia to issue CLP documents on Safeguarding to the MC. The CLP Steering Group is also preparing standard Risk Assessment forms which will be shared with the MC when completed.

Julia

### Key holder coordinator

The MC need to keep a list of key holders and should consider changing the locks or have a key safe with a code that can be changed for security. Sue volunteered to be the key holder coordinator.

Sue

The shop volunteers have one key between them. Jane, James, Yvette and Helena Steeples all have a key. Dan has five of each key.

### Room hire fees

It was agreed that private events should be paid for. The current rate is £8 per hour. James noted that rental of the Hall is currently charged for full hours. It was felt that bookings for volunteer groups organising events for the Community such as the CLP Working Groups should be free. However, the Hall needs to be self-funding and it was suggested that these volunteer groups could have one 2 hour meeting per month free of charge, provided that the running of the Hall is self-funding.

It was noted that room hire costs for the Hall need to be made clear in communications. John volunteered to take on the Marketing and Communications role.

John

It was suggested that a security deposit should be taken for large group bookings.

### **3.0 Agreed Management Committee positions**

Malcolm - Chairman

Caroline - Treasurer

Carole - Secretary

PC representative would be vice-Chair in absence of Chairman

#### **Tasks allocated:**

Jane - Organising Clean Team

Sue – Organising Bookings & Keys

Carole – Drafting Rules

John – Marketing & Communications

#### **Other roles identified during discussion but not allocated:**

First Aid	TBD
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Safety Rep (electrical testing, risk assessments, fire, etc)	TBD
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### **4.0 AOB**

Dan to draft some Comms about what's happening with the Community Hall from the PC.	Dan
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Julia to circulate John's mobile number so that John can set up a Management Committee What's App group.	Julia
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#### **Date of next meeting:**

**Monday 26<sup>th</sup> September 2022 at 7.00pm**