

CHURCH BROUGHTON MANAGENT COMMITTEE ACTION SHEET FROM MEETINGS

From meeting held 26-9-22

	Action	Who by	When by	Outcome
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	Draft by end Oct	
1a	Establish operational costs estimate	Caroline/Dan	Draft by end Oct	
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	For review in 6 months April 2023	
3	Copy of public liability insurance policy to be placed on noticeboard - Find certificate for displaying in hall	Dan	Immediate	
4	Confirm monies available for refurbishment works at October Parish Council meeting – this relates to running costs and maintenance	Dan		
5	Seek planning approval for change of use of building – this will link with possible planning applications for building a new village hall if it is decided to do so	Dan	Review April 23	
6	Obtain formal agreement between the Hub and the Parish Council for use of the Hub space	Dan	End November	
7	Organise fitting of outside tap – Julian Shirley has offered to help with this	Dan	End October	
8	Obtain ladders and platforms for cleaning works	Jane/Dan		Completed
9	List items that require expenditure for preapproval by parish council – links with action #1	Caroline/Dan	End Oct	
10	Prepare booking form and issue draft	Sue		
10a	Discuss how monies can be collected from hirers of hall with Helena Steeples	Caroline		
11	Email existing document to Management committee of agreed Principles and Operation of the hall	Dan		Completed
12	Create set of rules for use of hall – all to send comments and additions back to Carole of first draft	Carole/ALL		
13	Scope out options for internet and Wifi – Dan will speak to Tim Gadsby	Dan		
14	Contact fire service and identify requirements for fire inspections and building capacity – fire service contacted and need to contact private company for this service. Building measurements required – measured 27/9/22 ~97sq m	Malcolm		
15	Appoint fire warden	TBD		
16	Appoint first aid lead – Malcolm to discuss with Kate Gadsby if Health and Wellbeing group could be involved	Malcolm		
17	Check recent electrical assessment for any issues raised and circulate to MC	Dan		Completed

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17a	Electrical assessment to be discussed with electrician to decide what priorities need addressing – talk to Martin Spalton, Malcolm will walk the building and use HSE checklist as an aide and buy some LED bulbs	Malcolm		
18	Review outside lighting	Malcolm		
19	Circulate list of existing Rural action Derbyshire publications that may be useful to us	Dan		Completed
20	Circulate CLP safeguarding documents	Julia		Completed
21	Obtain risk assessment forms from CLP when available	Julia		
21a	Create general risk assessment covering possible activities likely to take place in the hall	TBD		
22	Create list of keyholders – current holders on first minutes – future holders TBD Obtain 3 quotes for new external front doors to hall and buy keysafe	Sue Malcolm		
23	Communicate room hire costs – update information on CB website. Ask Matt Harlow for Community Hall tab on webpage and admin rights for Management Committee to add/amend	Christine/Sue		
24	Appoint safety representative – electrical/risk/fire	Malcolm		Completed
25	Draft communication from the PC to update stakeholders re Community Hall	Dan		Completed
26	Set up WhatsApp group for MC – circulate Johns mobile number for all to contact	Julia		Completed
26a	All to send message via group with our names for Malcolm	ALL		
27	Message of thanks to Jane Spalton for her hard work organising the clean team	John		
28	Create a list of village groups with an interest in the development of the community hall and future of a new purpose built village hall	John		
29	Ask if we can put a board up at the MacMillan coffee morning to get local opinion about what they want from the hall – headings to John	John/Malcolm		
30	Look at possibility of selling organ	Malcolm		
31	Paint notice board and organise content	Carole		
32	Painting of hall interior – decide if this should be done	TBD		
33	Organise open day – confirm date and send initial info out to village. Possible headings for tables to John	John All		
34	Organise removal of railings and new fence on actual boundary to property in consultation with neighbours	TBD		