

Church Broughton Community Hall Management Committee

Meeting Notes

Monday September 29th 2022 7-9.30pm

- 1. In attendance: John Weil, Dan Pedley, Caroline Prince, Malcolm Partridge (Chair), Sue Jones, Carole Twells, Christine Prince**
- 2. Apologies received: Jane Spalton**
- 3. Previous minutes were agreed as a true and accurate reflection of the meeting**
- 4. Review of action plan from previous meetings – (actions recorded on action sheet)**

1- Dan will review the terms and conditions for this group and will draft Terms and conditions for us to look at prior to sending to the Parish Council. This will include budget which formed part of the original business plan to acquire the hall. Operational costs will need to be estimated to assist with this. Malcolm suggested that the village residents will be interested in knowing how their contributions are being/are intended to be used. Dan to support Caroline as Treasurer in formulating draft of budget.

2- It was felt that future options for managing the hall should be discussed at a later date

3- Dan has circulated the insurance document for the hall which includes the section on public liability cover. It was felt that there should be a certificate which can be displayed on the noticeboard. Dan will obtain this

4- Dan stated that his thoughts about the role of the CB Management Committee are that we would have responsibility for the day to day running of the hall and a separate working group would look at a longer term plan for building refurbishment and capital expenditure. Local community views would be gathered to inform this. Malcolm felt that it would be useful to draw up a list of all the recognised groups in the village who will have an interest in the Community Hall. John offered to draft a list.

It was agreed that it is quite confusing, especially for new people to the village, as to what groups exist in the village and what their remits are and a list would be useful. Sue raised the potential of conflict of interest if all these groups are fundraising separately and that a collaborative approach could be useful too. Dan stated that there is approximately £28,000 in the budget for larger refurbishment works. The working group separate to the Management committee will be responsible for this. Dan and Caroline will prepare basic funding requirements for general running costs of the existing hall.

5- Dan stated that the building is currently insured as a village hall as part of the PC insurance and not as a chapel therefore planning approval for change of use not required at present but will link with possible planning applications for building a new village hall if it is decided to do so. Agreed to review in 6 months.

6- Regular discussions take place regarding the use of space in the Community Hall by the Hub shop. Their business plan includes donation/rental for the Hub to operate in the building with the aim to provide £2000 income per year. There have been discussions about how much space the Hub requires and the potential of freeing up space to make a more multipurpose area which could be hired by others. Dan in regular contact with James Lydon.

7- Julian Shirley has offered to help with fitting an outside tap.

8- The cleaning of the hall has been completed

9- A list of items of expenditure links with Action #1

10- Sue has contacted the webmaster as to the most cost- effective way to set up a booking email address. She needs to create a booking form which can be sent out for completion. The information on the CB website also needs updating including the cost per hour. We agreed that the hourly charge is £8. There was a discussion around how monies will be paid by hirers and how this will be paid. Caroline will discuss with Helena Steeples, Parish Clerk if it is possible for money to be sent to the parish council and a record kept of income and confirmed payments.

11- This action has been completed

12- Carole has drafted up a set of rules for users of the hall. This has been drawn up to include the existing agreement with local residents of the permitted uses for the hall. Further information is needed to finish the form including building capacity and how to book. Comments please to be sent to Carole. The draft document has been circulated for all to read.

13- Dan has made contact with some internet providers but needs to discuss further with Tim Gadsby and will update us at the next meeting.

14- Malcolm has contacted the fire service who say it is no longer their responsibility to assess venues. This is now tendered out to private companies who need square footage and can then assess. Malcolm to arrange this and measure the building. (Done 27/9 Approx 97 square meters)

15- Links with action 14 check if this is a requirement

16- Health and Wellbeing group to be asked to be involved, Malcolm agreed to discuss with Kate Gadsby

17- Electrical assessment showed some recommendations for improvements. There had also been some discussions during the cleaning of the hall about what needed rectifying. Martin Spalton had raised that the outside lights all needed to be changed to LED bulbs – there are 3 outside lights plus the toilet. Malcolm will buy some bulbs.

The sockets and switches need scoping so its clear to hirers how to navigate the building. Malcolm said he and Martin will look at the electrical report and prioritise what needs actioning. Darren Richards lives in the village and could be approached for his opinion. The Health and Safety Executive checklist for village halls could also be used to identify any areas for concern.

18- Outside lighting – in addition to above, outside lighting should work properly to ensure it is safe to enter and exit the building in the dark. It was noted that someone had fallen outside the building recently in the dark.

19- Everyone had seen the list of Rural Action Derbyshire publications and we agreed that if and when advice is needed we would search for free of charge information on line first before ordering any.

20- The Community Led Plan safeguarding information sheets have been circulated to everyone.

21- Regarding risk assessments it was suggested that a risk assessment could be created to cover all the general activities that were likely to take place in the hall. Malcolm felt it would be important that we could demonstrate that risk assessments had taken place.

22- Agreed that all the external door locks need to be changed. Dan has provided a list of current keyholders but we need to identify who in the future needs to have a set of keys. It was also discussed using a key safe so a code could be given to hirers when booking the hall and put back in the keysafe after locking up. It was discussed about replacing the hall's front door. Malcolm agreed to obtain 3 quotes for options available and to buy a key safe as an interim measure. Adam Broadhurst might be able to help?

Dan gave all the spare keys to Sue for safekeeping

23- In order to let people know booking information and room hire rates the CB website needs updating and adding to. It was thought a separate tab in the website for the Community Hall would be a good way for this information to be disseminated. Christin offered to support Sue in asking Matt Harlow (webmaster) if this is possible and give admin rights to the Management Committee (or a nominated person) to keep the page up to date. Sue had found there is already some information on the website about hall hire but it is out of date and shows old booking fee.

24- Malcolm said he is willing to take on the role of Safety rep as it links with the other work he has taken on.

25- Dan has sent an email out to the local community as an update about the Community Hall

26 – A WhatsApp group has been created for the Management Committee – thank you John. Please can we all confirm who's number is who's via the group for Malcolm

5. Agreement of standing agenda items required – all agreed to use the rolling action plan to formulate the agenda for each meeting

6. Any other business

A big thank you to Jane Spalton for organising the Clean Team and doing such a fantastic job cleaning the hall, kitchen and toilet and making everything so much better. John to send message with the Management Team's appreciation

There is an opportunity to get local opinion about what they would like the hall to be used for at the MacMillan coffee morning next Saturday morning. To ask Kate Gadsby if its OK to put a board up with post it notes for people to put ideas under some headings. Ideas for headings to John

Malcolm suggested it would be a good idea to get a sign made for the front of the Hall which will help creating its new identity. All agreed. Malcolm offered to get some information about sign writer who could help with this.

Malcolm said he has asked Martin if he could borrow some speakers to try and get the organ working in the old chapel. He has done some research about its possible value and wonders if we could sell it somehow?

Carole fed back that during the hall clean it was suggested that we paint the noticeboard and put a heading on it. Also all posters and fliers that were taken down during the clean to be sorted though. Carole to do

General painting of the hall was discussed. To be discussed further at future meetings

Re: the open day/evening we are planning. Dan suggested using several (maybe 3?) tables and boards with representatives of local groups. A possible date of 12th November was mooted. John to send message out and collect topics for headings. Using the hall for a mother and toddler group was one idea for the future.

Dan stated that the title deeds for the building include a path around the outer perimeter including outside of some of the railings. Discussed if railings at these points should be taken down and new fencing installed to define the actual boundary. Dan has already had a discussion with the neighbouring property. It was agreed that we should do this work sooner rather than later.

Dan stated that Yvette Lydon has offered her help with any way we can use her skills and experience. She felt she could help in this way rather than being part of the Committee. Thanks to Yvette.

7. Date, time and place of next meeting: 24/10/22 at 7.30 in the Community Hall