

CHURCH BROUGHTON MANAGENT COMMITTEE ACTION SHEET FROM MEETINGS

From meeting held 24-10-22

	Action	Who by	When by	Outcome
1	Establish and agree terms of reference so that Management committee can run without seeking permission for everything from the parish council Dan to take to November Parish Council meeting	Dan	Take to PC meeting November	TOR agreed by MC 24/10/22
1a	Establish operational costs estimate	Caroline/Dan	Draft by end Oct	Completed
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 – Letter from insurance company and policy document obtained	Dan	Immediate	Completed 24/10/22
4	Confirm monies available for refurbishment works at October Parish Council meeting – this relates to capital expenditure and structural changes to the building	Dan	November PC meeting	
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 Document 'Key Principles' agreed 24/10/22, Dan to take to next PC meeting for approval	Dan	Take to PC November	
7	Organise fitting of outside tap – Julian Shirley has offered to help with this	Dan will f/up	End October	
9	List items that require expenditure for preapproval by parish council – links with action #1	Caroline/Dan	End Oct	Completed 24/10/22
10	Prepare booking form and issue draft - as interim measure incorporate this onto User rules document incorporating existing process used by Hub shop	Sue/Carole	November	
10a	Discuss how monies can be collected from hirers of hall with Helena Steeples	Caroline		
12	Create set of rules for use of hall that can be used temporarily as booking form Agreed that the aspiration is to have an online booking form when this is possible Ask James Lydon for copy of booking process currently used by Hub shop. Incorporate current booking process into user rules. Then add extra info to user rules so can use as booking form	Carole Christine Carole Carole	 Completed	 Copy sent to Carole
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. 3 companies contacted for quote for initial assessment, awaiting replies	Malcolm	Will chase response by 28-10-22	
15	Appoint fire warden – Malcolm agreed to do this as he is leading above	Malcolm		Completed

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16	Appoint first aid lead – Malcolm to discuss with Kate Gadsby if Health and Wellbeing group could be involved – she has said yes and will get back to us re: info about first aid kit and defib info	Malcolm	End November	
17	Check recent electrical assessment for any issues raised and circulate to MC	Dan		Completed
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 – cost up appropriate solar powered light	Malcolm		
21	Obtain updated risk assessment forms from CLP when available	John		
21a	Create general risk assessment covering possible activities likely to take place in the hall using HSE documentation	Carole/Jane	End November	
22	<ul style="list-style-type: none"> Create list of keyholders – current holders on first minutes – future holders TBD – spare keys currently with Malcolm Obtain 3 quotes for new external front doors to hall Contacted Trade Windows, Adam Broadhurst and one other. To ask for 2 quotes one with top half glass and one without Buy and fit keysafe –now in situ with main hall door key #1908 	Sue Malcolm Malcolm	By 28/11/22	Completed
23	Communicate room hire costs – update information on CB website. Ask Matt Harlow to help with this and for a Community Hall tab on webpage and admin rights for Management Committee to add/amend Consider hire rates and any exemptions from payment to add to booking information	Christine/Sue		
26a	All to send message via group with our names for Malcolm	ALL		Completed
27	Message of thanks to Jane Spalton for her hard work organising the clean team	John		Completed
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		Completed
30	Look at possibility of selling organ – Malcolm spoken to Hansons and will look at ways to privately sell	Malcolm		
31	Paint notice board and organise content	Carole		Completed
32	Painting of hall interior – decide if this should be done – maybe identify interest at open day?	TBD		
33	Organise open day – confirm date and send initial info out to village. Done and arranged for 26/11/22 Possible headings for tables to John Possible schedule – Big breakfast 10-1, Tea/cake/child focussed activities pm, wine/cheese/mince pies 5-7? Possible tables/boards Hall refurbishment/Hall uses/leisure and activities group	John All		

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34	Organise removal of railings and new fence on actual boundary to property in consultation with neighbours. - Review in December, probably need to set up a working group for this	TBD		
35	Contact signwriters to provide signage for outside the building. 3 quotes required 1) Ivan Wall 2)..... 3).....	Malcolm		
36	Carole to send minutes each month to Helena Steeples via admin@churchbroughtonpc.org.uk	Carole	Monthly post committee approval	