

Church Broughton Community Hall Management Committee

Meeting Notes

Monday October 24th 2022 7.30-10.00pm

- 1. In attendance: Dan Pedley, Caroline Prince, Malcolm Partridge (Chair), Sue Jones, Carole Twells, Christine Prince**
- 2. Apologies received: John Weil, Jane Spalton**

At the start of the meeting Sue wanted to raise a concern about the amount of time she is finding she has available to help with meeting actions and that she wanted to give us the option of rethinking her involvement with the management committee. We all agreed that Sue is a valuable asset to the team and whatever time she can offer will be a welcome contribution. We are all volunteers and her interest in the committee is really important to us all. Sue is able to attend the meetings and will offer time for other activities as and when she feels able for now. Thank you Sue for your openness and honesty.

- 3. Previous minutes were agreed as a true and accurate reflection of the meeting with the addition of adding the action – identify signwriter for outside the building. Ivan Wall who did the signs for Sapperton Park to be approached and 2 other quotes will be needed. Malcolm agreed to follow this up. The wording on the sign was agreed as Church Broughton Community Hall with the village website details for information.**
- 4. Review of action plan from previous meetings – (actions recorded on action sheet)**

1/1a- Dan has sent out draft 4 of the terms of reference for the Management committee. We agreed that there are no further comments and Dan will now take this to the next Parish Council meeting.

There was a discussion re: timelines for deadlines for the parish council meetings and it was agreed that any documents would need to be ready by the month end to hit the following PC meeting. This includes the finance report from Caroline with income and expenditure for the month.

Expense claims to be submitted to Caroline in the form of receipts for items purchased who will then send them to Helena Steeples, Admin at PC. The question of whether we need to have a float or petty cash was raised and decided not at this time. The PC will then reimburse by cheque.

For items purchased under £50 need to check with the treasurer, Chairman or PC rep on the management committee. Items over £50 will need to be checked as above and have been identified on the budget submission to the PC.

Estimate of operational and set up costs ready to take to PC

Payments for room hire should be ideally made by bank transfer or in cash via the Hub shop. Christine will ask James Lydon to send current booking process that the hub use so we can incorporate this into the user rules.

We discussed whether we needed to submit an annual report to the PC. It was felt that it would be worthwhile to reflect on the previous year at year end for learning as well as for the benefit of the PC. Dan felt as we are a subgroup of the PC we would not need to hold an AGM.

Carole to send copy of minutes each month, once agreed as accurate, to Helena, PC admin.

2- For future discussion

3- Dan stated that the insurance company no longer issues certificates re: public liability cover as it is not a legal requirement to have this. However, a letter from the insurance company confirming we have public liability cover has been posted on the notice board. A copy of the insurance policy is held by Carole

4- Dan will confirm capital monies at next PC meeting and feels this may be between 20k and 28k

5- Review April 23

6- A discussion for the future is being able to open up the chapel room, where the Hub shop currently runs from which will increase size and capacity for hall rental.

Dan has drafted an agreement with the Hub shop and the Village Shop Working Group for their use of Community Hall Space. This will form the basis of the license and monthly fees will be backdated to September 2022. The MC agreed this and Dan will take to November PC meeting for approval.

A standing order is being arranged for £200/month from the Hub shop for use of the shop space

7- Dan will follow up with Julian re: outside tap

9- As per Action #1

10- The booking form is a work in progress. Carole agreed as an interim measure to incorporate a temporary system into the User rules document. It was agreed that we should ask the Hub to continue taking bookings as they are now and they will continue to hold the calendar where bookings are recorded and to take payment. If a committee member is contacted directly about a booking then we should take their details and say we'll get back to them ASAP after checking the booking calendar.

It was discussed whether someone should be available to show a hirer around the facilities if the hirer is not familiar with the hall. If a hub volunteer felt able to do this when the hirer came into the shop to book the hall, could this be done? To consider options for future discussion.

Dan has checked previous occupancy level allowance and this is 60 across the whole of the building. He believes that numbers above this require stricter controls in place. Agreed that we should continue with this figure until fire assessment has been completed.

12- All have had chance to read through the draft of User Rules for the hall. To add in about booking, occupancy levels, no dogs for health and hygiene reasons unless guide dogs, Loss of keys to be paid for, building not to be left unattended with heating left on and amend section on bringing electrical equipment into building.

13- Wifi and internet access in the village as a whole is a problem. Having the opportunity to have a new transmitter to cover the village is part of a wider discussion. Malcolm is aware of examples where income can be generated by hosting a transmitter and the provider pays the location to do this. To continue to explore best options for connectivity to the hall.

14- Malcolm has 3 contacts for arranging a fire safety check. Awaits their responses to do an initial assessment as baseline we can then work forwards from. The plan would be that we can hopefully then do our own checks in future using the advice from the assessment.

15- Malcolm agreed to take on the role of fire officer as he is leading on arranging the fire safety check.

16- Malcolm has discussed with Kate Gadsby if the Health and Wellbeing group would be willing to provide guidance about what we need in the hall re: first aid kit/defibrillator information. She has said yes, they would and will be arranging to do this within the next month and will come back to us about this.

17- The last Electrical assessment we have for the building has been disseminated to the committee. This was done in 2020 and is valid until 2025. Malcolm will work through the recommendations identified in the document.

18- Malcolm felt we needed a solar powered light on the corner of the building as a priority to improve safety while entering and exiting the building.

21- The CLP hold risk assessments which they are updating at the moment which could be shared. John to share these with us once they have been completed

21a- Carole agreed to undertake a general risk assessment of the building bearing in mind the types of activities likely to be taking place in the hall, and ask Jane if she could help with this using the HSE checklist and the HSE standard templates.

22- Malcolm has fitted a keysafe and put the keys for the main hall door in it with code 1908 which is the date the hall purchase went through. To see if the partition door key into the shop can be made to fit into the key safe also, then the Hub shop volunteers can use this rather than their current system. Malcolm progressing with asking for quotes for new main hall external doors and has contacted Trade windows, Adam Broadhurst and one other for quotes. Dan suggested getting two quotes from each, one for solid doors and the other for half glass doors.

Sue has given all the spare keys to Malcolm for safekeeping

The kitchen external door key hangs near the door

23- Christine has checked the Church Broughton website and hasn't got the admin rights to make changes so she will speak to Matt Harlow and ask him to create our own tab for the future. She also suggested putting some booking information on the pub notice board.

Dan confirmed that the website is owned by Yvette Lydon and is paid for by the parish council.

Dan had sent round a policy for room hire charges from elsewhere and we started a discussion about what we would want for example should groups that generate revenue be charged £8/hr including set up, this would therefore include events raising money for charity but not meetings held by groups benefitting the local community eg this committee?

It was felt that an understanding of revenue streams would be needed before making these decisions and that this could be an evolving process. We agreed that we would like to be in the position of offering the room for hire free of charge to charitable events but that we need to be able to cover our costs also to make the hall viable.

26 – WhatsApp group now up and running for the CBVHMC!!

28 – For discussion at the next meeting

30 – Malcolm continues to look at options for selling the organ. Hansons Expert suggested it is saleable but if we go through their saleroom would incur transport and auction costs and we may get a better price with a private sale

32 – Consider the painting of the hall interior and see if there would be interest in getting a working group together at the open day

33 – Open day arranged for 26/11/22 10am-7pm and an email has gone out. Malcolm will send a save the date reminder by email and also via village WhatsApp group.

Kate Gadsby has offered to organise a Big Breakfast – a notice has already been sent out

Then looking at tea/cake and child focussed activities in the afternoon maybe 3-5 and cheese, minced pies and wine maybe 5-7pm.

3 information boards/tables for displaying information and gathering ideas possibly on the themes of Hall refurbishment/ideas for hall use/info from Activities and Leisure group

A meeting arranged for open day planning on 10/11/22 12.30-1.30pm in Community Hall.

34 – Will need to set up a separate working party re removal of railings and tidying up the boundary. Review in December.

5. Any other business

Christine told us there is a Christmas light switch on around 5pm on 3rd December at the village park – all welcome

6. Date, time and place of next meeting: 28/11/22 at 7.30 in the Community Hall PLUS Open day planning meeting 10/11/22 12.30-1.30 in the Community Hall