

CHURCH BROUGHTON MANAGENT COMMITTEE ACTION SHEET FROM MEETINGS

From meeting held 28-11-22

Shaded rows will be removed as they are completed/no longer required

	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 Approved/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	
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	Agreed/completed
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	Agreed/completed
7	Organise fitting of outside tap – Julian Shirley has offered to help with this	Dan will f/up	End October	Completed
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	First issue completed November 22
10a	Discuss how monies can be collected from hirers of hall with Helena Steeples	Caroline		Completed
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	Completed Copy sent to Carole Completed Completed
13	Scope out options for internet and Wifi – Dan will speak to Tim Gadsby Malcolm looking into best provider for land line with minimal use and wifi	Malcolm		
14	Complete fire risk assessment using online tool 1. As part of the fire risk assessment an evacuation plan will need to be written to include best ways of raising the alarm and how to call emergency services 2. A fire drill will need to be done 3. Fire exits need to be checked. Add sign to keys hanging in chapel porch 4. Create signs – what to do in the event of a fire 5. Check fire exits suitable for maximum numbers using hall? 6. Check if it is a requirement for anyone to be trained to use extinguishers?	Malcolm Sue	ASAP	

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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	Completed
16a	Actions from First Aid Needs Assessment Posters in the hall with location of first aid box and accident book – temporary posters already in place – laminated ones to be created. Info re: defib and VETS. Create an inventory with expiry dates for first aid box and then agree intervals for regular checks and liaise with Health and Wellbeing Committee to lead on this. Review of accidents and incidents to be placed as a standing agenda item on MC meetings Buy blue plasters for first aid kit	Carole	By January 23	
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		Action removed as superseded by separate actions from HSE checklist
18	Review outside lighting – cost up appropriate solar powered light and light for illuminating key safe Check bulbs are all energy efficient	Malcolm Dan		
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	Completed Actions from this now below
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 Go ahead with discussing the ordering of the new door 	Sue Malcolm Malcolm	By 28/11/22	Completed until new door fitted Completed
23	<ul style="list-style-type: none"> 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 any exemptions from payment and add to booking information Put how to hire the hall and hire rates on the 3 village noticeboards 	Christine/Sue		Completed
28	Circulate 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		

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30	Look at possibility of selling organ – Malcolm spoken to Hansons and will look at ways to privately sell	Malcolm		Completed – organ sold
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. 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		Completed
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	Order main sign for outside hall and arrange fitting	Dan		
37	Thank you note to Dan's parents and Aunt/Uncle for supporting the Open Day Also to the community for attending and to those who helped with the day	Malcolm	December	
38	Put small noticeboard back on the wall so that option 2 drawing of proposed alterations to the hall can be posted there for community to view	Carole/Dan	December	
39	Analyse questionnaires from open day and create spreadsheet of people who ticked they would be interested in volunteering	Carole	Jan 23	
40	Divide up main noticeboard so info can be seen more easily – add website info and date of CBMC meetings each month	Carole	Jan 23	
41	Advertise and sell altar rail	Malcolm		
42	Resurface entry/exit ramp at main hall door	Dan	Urgent	
43	Replace kitchen carpet with lino	TBD		
44	Electrics – Find electrician who can do PAT testing Create inventory of all electrical items Identify sockets that need changing/removing/adding Get wall heaters removed and find cost effective and safer replacements (including heater in kitchen)	Malcolm/ John/ Sue/ Dan		
45	Create a quarterly checklist for anything that requires regular checks recording such as electrical appliances and first aid kit etc	Carole	End Jan 23	
46	Get key cut for hub partition that will fit in key safe if we decide this is a fire safety requirement	Malcolm		
47	Pressure wash external paths to reduce risk of slipping			
48	Get child safety locks for under sink cupboard and label cupboard			
49	Organise cleaning rota			
50	Provide instructions for storing and stacking tables and chairs	Carole/Jane		

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51	Liaise with James that risk assessment is in place for hub shop			
52	Obtain paper towels for handwashing	Jane		
53	Ensure all signage is in place as identified in risk assessment	Carole/Jane	End of Jan 23	
54	Look at alternative options to replace curtains	Carole/Jane		
55	See if temperature can be reduced on water heater in kitchen	Dan		
56	Publicise MC meetings via noticeboard and CB calendar	Carole		
57	Create fault repair book	Carole		
58	Cost up small tea urn for kitchen	Carole		
59	Buy small salt bin	Carole		