

## **Church Broughton Community Hall Management Committee**

### **Meeting Notes**

**Monday November 28<sup>th</sup> 2022 7.30-10.30pm**

- 1. In attendance: Dan Pedley, , Malcolm Partridge (Chair), Sue Jones, Carole Twells, Christine Prince, John Weil**
- 2. Apologies received: Jane Spalton, Caroline Prince**
- 3. Previous minutes were agreed as a true and accurate reflection of the meeting**
- 4. Feedback and review from open day**

It was felt that the open day went very well and there had been positive feedback from the community. The advertising of the event has been successful.

There had been £345 raised from donations given throughout the day which considering that fundraising was not a key goal from the event is a real bonus.

Malcolm agreed to send a thank you note to Dan's parents for funding the purchase of the wine and to Dan's Auntie and Uncle for the lovely flowers and for their support.

Also to send an email out to the village to say thank you for attending and to those who got involved and helped with the day.

There were 70 questionnaires returned, some of these filled in to cover more than one attendee. We estimated from this that approximately 120 people attended across the day.

There was much interest in the proposed planning options for alterations to the hall. Option 2 was by far the most popular option. We discussed putting the drawing of this plan on the small notice board in the hall so it can be seen by everyone. Also, to organise main noticeboard so items can be seen more easily

The winners of the hampers from the prize draw have received their hamper. Yvette Lydon won the large hamper and Rob Prince the smaller one. Having these as an enticement to complete the questionnaires was thought to be a great idea.

Various further options were noted down by the community for suggested uses of the hall. Dan/Julia have typed up the list of ideas put forward. Carole has taken the questionnaires to analyse and to create a spreadsheet of people who said they are willing to volunteer. Feedback to be added to action plan.

- 5. Review of action plan from previous meetings – (actions recorded on action sheet)**

1- The Terms of reference for the Management Committee were approved at the November Parish Council meeting

4- Monies agreed with Parish Council as approximately £24K

6- PC approved formal agreement for use of Community hall for Hub space

7- The outside tap has been fitted

10- The first issue of the user rules has incorporated the booking agreement within it and this is now being used.

10a- The collection of monies for hire of the hall has been working fine using the existing system (cash or BACS via the hub shop volunteers taking this payment which is then administered by Helen Steeples)

12- User rules have been written and are being used as a temporary booking form.

13- It was agreed that it was important to try and gain access to wifi in the hall including to ensure emergency services could be called if required. Feedback had been received at the open day that wifi is an essential requirement moving forwards. To continue looking into best options to gain this and who the best local providers are.

14- Discussed fire risk assessment. Malcolm has spoken with community fire officers who have been doing fire safety checks locally. They confirmed they do not do risk assessments for what they would class as commercial buildings but advised that there is an online tool produced by Derbyshire Fire Service we could use to do our own assessment and then they could be contacted to discuss about what they could support us with. To look at this, which we felt will be based on the national tool we are already aware of, and arrange to do the assessment ourselves.

16- Kate Gadsby has sent us some detailed information regarding the requirements the health and safety group suggest would be helpful to us in the form of a First Aid Needs Assessment. This had been sent out to the Management Committee to review prior to this meeting. A few points require action. These are the following

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.

Health and Wellbeing committee have kindly offered to assist with managing the top up of the first aid box – need to do an inventory with expiry dates and then agree intervals for regular checks.

Review of accidents and incidents to be placed as a standing agenda item on MC meetings

Buy blue plasters for first aid kit

Thanks to Kate for her help with this

17a –Action removed as Electrical assessment now links with findings from HSE checklist assessment and actions from this are listed separately now in this action plan.

21a – Risk assessment completed by Jane and Carole and disseminated to MC. Several actions identified and discussed separately (see below)

22 – Quotes have been received from Trade Windows and Burton Glass. £2k and £3.5K respectively. Opting to go with cheaper option which will be double glazed and be fully compliant with accessibility requirements. Will also create a more secure access with better locks than current. It

was felt that having a semi glazed door will be more welcoming, create more light and the windows could be used to post welcome notices for people using the hall. Malcolm agreed to liaise about ordering the door.

23- A page on the village website has now been created with information about hire costs and how to book the hall. It was agreed that it would be useful to add this information also to the 3 village noticeboards.

28- John has collated the list of groups that exist in the village who would have an interest in the community hall and will circulate this to the MC

30 – The organ has been sold for £800 and is being collected by the purchaser – well done Malcolm and Martin. This will free up considerable space in the chapel room. The next step is to try and sell the altar rail and pulpit. Photos to be taken. Christine expressed that Rob Prince may be interested in the pulpit. (Pulpit subsequently bought by Colin Prince)

35- Dan has received a quote from Ivan Wall regarding the sign for the hall and showed the mock up photos of what it would look like. After discussion we decided to go for the darker green colour without the website address on it. As it is being positioned high up on the side of the building the website may be too small to read easily. Dan will go ahead with getting this ordered and fitted. Price included fitting.

36- Carole has arranged with Helena to send meeting minutes post approval after each meeting

## **6. Risk assessment and HSE checklist – plan priorities**

The MC went through the recommendations identified from the HSE checklist first. There were 16 actions from this initial assessment. Some of these have already been addressed and Carole felt that the MC have done a remarkable amount of work already in a very short space of time. Each action was discussed

1. Put up no parking signs outside the building – done
2. Resurface entry/exit ramp at main hall door to prevent trips and slips– added to action sheet
3. Outside lighting. This has already been improved with night light on corner of building and PIR night light above main hall door. The need for hall users to manage outside lighting has therefore been negated, so no instruction signs are necessary in lobby other than labelling switches that should not be turned off. Dan discussed that a neighbour complaint about the night light casting light into their property has been resolved once it had been explained that the reason for it is to avoid slips and trips. Dan said he will make sure all bulbs are energy efficient.
4. Discussed that the kettle lead was found to be trailing across the cooker hob. The kettle has been re-sited but would be helpful to have an electrician fit another socket specifically to plug the kettle in. Signs have been put up in the kitchen to ask not to plug the kettle in above the cooker.
5. The kitchen floor will need replacing as it is currently carpeted and therefore not compliant with hygiene standards. It was discussed about having some lino fitted but that this was not the main priority initially
6. PAT testing needs to be done. Only the wall heaters have PAT testing labels and these are dated 2016. The HSE guidelines state that PAT testing is not a legal requirement but that

they recommend it is done 1-2 yearly for the type of appliances we own and the type of property we are responsible for. It was agreed that we need to prioritise this and identify an electrician who can do this for us and at the same time identify any electrical work that needs doing such as any sockets that need changing, wall heaters that need removing and alternative heaters that would be more suitable and energy efficient. We need to create an inventory of all appliances so it is clear what needs checking and when. It was also discussed whether members of the MC could be trained to do PAT testing in the future?

7. We need to have a record of any electrical checks done which includes any equipment taken out of operation. Carole agreed to create a quarterly checklist.
8. We had already discussed fire risk assessment. Malcolm is looking into this and has spoken to Derbyshire fire service who can come and do a fire safety check after we have done the fire risk assessment. They are unable to help with this as we are classed as a commercial property.
9. As part of the fire risk assessment an evacuation plan will need to be written
10. A fire drill will also need to be done
11. Fire exits need to be checked. We discussed the need to ensure all exits can be opened in the event of a fire. The chapel door needs to have keys available (these are now on a hook by the door). All exits need to be clearly labelled – the clock needs moving in the chapel room as it is over the fire exit sign (this has been done). We also discussed that in the absence of a land line and poor mobile signal in the vicinity how emergency services would be called. This would form part of the evacuation plan but again emphasised the lack of wifi in the building. We discussed about the partition door and if we needed to have a key for this with the key in the key safe. The partition is not usually locked but if the hall was being hired out it may be to stop people going into the shop. The implications for this need considering in relation to fire safety
13. As part of fire safety we all felt it is important that all rubbish and empty boxes are disposed of as soon as possible. To pass this on to James also.

**It was felt that the 3 key priorities are the PAT testing, Fire risk assessment and the ramp surface.**

The Risk Assessment was briefly looked at. Some of the risks identified had already been covered in the above HSE checklist and several issues are already being addressed or have been resolved. Carole suggested that she transfers any actions onto the main action sheet so we have one document to work from and we can revisit the HSE checklist and risk assessment in 3 months and review them then. There will be a few additions to the user rules as a result of the risk assessment which Carole will add in.

The key main actions not already discussed were:

The uneven road surface outside the hall – Dan suggested we should look at the cost to tarmac the road from its junction with Main Street to the entrance of the hall. To discuss at next hall working group meeting.

Need for a salt bin on site – Dan confirmed that the path is salted up to the door by the snow warden and we are aware that there is some salt in the hub store outside the main door. However, a designated receptacle would be useful so everyone can access salt if needed.

Get child safety locks for kitchen under sink cupboard where cleaning products are stored

Organise cleaning rota and checklists

Organise space for storing and stacking tables and chairs – take photos and use as example of how to stack safely.

Look to change curtains to fire retardant alternative

Reduce temperature of water heater if possible as it has been reported that the water may scold people. The water heater also has been noted to drip and Dan stated that the design of the heater means it vents via the tap as there is no other outlet so we need to ensure hall users are made aware to be extra cautious

Provide paper towels – a dispenser will be needed but we discussed that as the hall can be damp we don't want to store big quantities there. To liaise with Jane about this. Dan has installed some hand gel.

## **7. Finance report –**

### **Monthly bookings**

**Revenues** – Caroline to hold residual float using the money raised at the open day. This will enable minor expenses to be paid more quickly.

### **Costs incurred**

### **Remaining budget**

**Electricity** – the PC are being billed monthly and Dan has been reading the meter on the 1<sup>st</sup> of every month

## **8. Any other business**

**First Aid Guidance** – already discussed

**Christmas Decorations** – it was agreed that we should purchase a Christmas tree to put outside the hall. Malcolm will organise this.

**Cleaning rota** – already discussed

**Lane condition** – already discussed

**Publicising meetings** – to publicise next meeting dates by adding to the CB calendar (contact Dawn Hardy to add), and put the date on the noticeboard. Carole will action this.

**Fault repair book** – to create this for recording/reporting faults and their resolutions

**Stop cock** – Label where this can found (under kitchen sink)

**Tea urn** – the large tea urn was noted to be dripping at the open day. Cost up a small tea urn to keep at the hall

## **9. Date, time and place of next meeting: Thursday 19/1/23 at 13.00 in the Community Hall**