

**CHURCH BROUGHTON MANAGENT COMMITTEE ACTION SHEET FROM MEETINGS**

From meeting held 19-01-23

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

	<b>Action</b>	<b>Who by</b>	<b>When by</b>	<b>Outcome</b>
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	
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	
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 Completed/updated and in use
12	Agreed that the aspiration is to have an online booking form when this is possible	Sue/Christine		
13	Scope out options for internet and Wifi – Dan will speak to Tim Gadsby (completed) Malcolm looking into best provider for land line with minimal use and wifi including costs for business v. individually named contract. Add predicted costs to budget for next financial year Work towards having installation completed by May 2023	Malcolm  Caroline		
14	Complete fire risk assessment using external assessor – obtain further information from 1 <sup>st</sup> Fire Safety Write summary of fire officers recommendations to James for information and action of the hub working group <ol style="list-style-type: none"> <li>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</li> <li>2. A fire drill will need to be done</li> <li>3. Create signs – what to do in the event of a fire</li> <li>4. Check fire exits suitable for maximum numbers using hall?</li> <li>5. Check if it is a requirement for anyone to be trained to use extinguishers?</li> </ol>	Malcolm	ASAP Priority	
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	All completed Additional info about how VETS operates being provided by Kate Gadsby

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18	Review outside lighting – cost up appropriate solar powered light (no longer required) and light for illuminating key safe Check bulbs are all energy efficient -	Malcolm Dan		Completed
18a	Move key safe down so it can be reached more easily – identify if a light is needed to illuminate it	Malcolm	Feb 23	
21	Obtain updated risk assessment forms from CLP when available	John		No longer required as own risk assessment completed
22	Hand over replacement door information to hall refurbishment working group	Malcolm		
23	<ul style="list-style-type: none"> <li>• Consider any exemptions from room hire costs and add to booking information</li> <li>• Put how to hire the hall and hire rates on the 3 village noticeboards</li> </ul>	All Christine		
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 – add info about all working groups eg sports and leisure/parks/etc including names of committees	John	March 23	
32	Painting of hall interior – decide if this should be done	TBD	Review in spring	
34	Organise removal of railings and put new fence on actual boundary to property in consultation with neighbours. – Deferred until decisions made about building works	TBD		?hand over to refurbishment working group
35	Order main sign for outside hall and arrange fitting – Ivan Wall working on this and PC approval being sought	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	Completed
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	Completed
39	Analyse questionnaires from open day and create spreadsheet of people who ticked they would be interested in volunteering	Carole	Jan 23	Completed
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	Completed
41	Advertise and sell altar rail	Malcolm		
42	Resurface entry/exit ramp at main hall door	Dan	Urgent	
43	Replace kitchen carpet with lino – on hold as not a priority	TBD	On hold	
44	<b>Electrics</b> – Find electrician who can do PAT testing Create inventory of all electrical items – completed as far as possible	Malcolm/ John/	Priority	

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	Identify sockets that need changing/removing/adding Get wall heaters removed and find cost effective and safer replacements (including heater in kitchen)	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		No longer required
47	Pressure wash external paths to reduce risk of slipping		Deferred til March 23	
48	Get child safety locks for under sink cupboard and label cupboard	Carole		Completed
49	Organise cleaning rota			
50	Provide instructions for storing and stacking tables and chairs	Carole/Jane		Completed
51	Liaise with Hub committee to ensure separate risk assessment is in place for hub shop Carole to send RA template to John and date for assessment to be arranged after altar platform removed from chapel room			
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	Completed
54	Remove curtains as not fire retardant	Carole/Jane	Feb 23	
55	See if temperature can be reduced on water heater in kitchen	Dan		
56	Publicise MC meetings via noticeboard and CB calendar – system now in place	Carole		Ongoing action
57	Create fault repair book	Carole		Completed
58	Cost up small tea urn for kitchen	Carole		Completed
59	Buy small salt bin	Carole/Jane		
60	Organise desk diary to record hall bookings, reissue updated user rules/booking form and liaise with hub working group to disseminate booking procedure	Carole	Jan 23	
61	Send message out to village to update everyone on progress so far with refurbishment works	Dan		
62	Adjust side gate so it opens more easily	Dan		
63	Carole to get access rights to webpage and upload minutes, agendas and action plans on an ongoing basis – email village when done	Carole	Feb 23	

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