

Church Broughton Community Hall Management Committee

Meeting Notes

Thursday January 19th 2023 13.00-15.30pm

- 1. In attendance: Dan Pedley, , Malcolm Partridge (Chair), Sue Jones, Carole Twells, John Weil, Jane Spalton**
- 2. Apologies received: Caroline Prince, Christine Prince**
3. Previous minutes were agreed as a true and accurate reflection of the meeting
- 4. Review of action plan from previous meetings – (actions recorded on action sheet)**

10 – There have been some changes to the user rules document made in response to the First Aid Needs assessment. Changes agreed and Dan has asked for an addition to the booking form element to the form that hirers will be deemed to have read it on booking the hall. Carole will print off some new forms and take to the shop.

There are some changes expected in the working group of the village shop. James will be stepping down as chair and we need to be mindful how the Community Hall Management Committee will link with the hub volunteers in managing potential bookings. We agreed that all communications should go through James and Helen Smith (secretary of the Hub shop) and copy in Jane who co-ordinates the volunteers (but is not part of the hub working group). A new chair for the hub shop is being sought.

There has been a question raised about how hall bookings can be recorded as there is only one month's calendar held at the shop. Potential hirers are also concerned that future bookings may need to be changed if refurbishment works begin. Carole agreed to buy a desk diary that can be used to record hall bookings and Dan confirmed it is very unlikely there will be any major building works done in 2023.

Julia has been working on creating the page on the CB website. Carole agreed to take on the responsibility of loading all CBMC meeting notes onto the page after getting admin rights from Matt Harlow. Once this is all in place she will email/WhatsApp out to the village to inform everyone.

Carole confirmed that she aims to send Agenda out for each meeting to the committee a week prior and will also message the village at the same time with date and time of meeting. Papers needed for comment at the meeting should be sent out at least a week prior to the meeting and additional agenda items sent to Carole at least a week prior, other papers for comment can be deferred to the next meeting if sent close to meeting date.

We are still intending to create an online booking form for hall hire when able.

13 – Wi-fi. Dan felt that considering an aerial in the roof space for delivering local network access or that offering rental space in the village to a local mobile provider may not be as beneficial financially as it has been in the past and we should focus on wi-fi within the hall as priority.

Malcolm has been in contact with some internet providers. All offer a similar service. Contract lengths vary from 12 months but most are 24 months. All include needing to pay for line rental and packages without calls included allow emergency calls. We discussed the importance of being able to call emergency services from the building either via a land line or via wi-fi calling from hall users own mobile phones. We are aware of the often poor mobile signal in the village and that this cannot be relied on in the event of an emergency.

In order to sign up to a wi-fi contract we need to ensure the necessary monies are allocated for 23/24 budget and submitted to the Parish Council for approval. Dan believes the earliest we would be able to implement installation of wi-fi to the hall, subject to that approval, would probably be May. To work towards this date.

Malcolm to follow up best options and to check how much it would cost for a business account. A personal account would require one or two people being the responsible named bill payers on the contract. A business account could be owned by the PC but may be more expensive.

14 – Fire - Fire Safety Officer Lee Smith has met Malcolm at the hall and did a walk round with him. A summary of this has been completed for our records. We discussed the contents of this

1. No red concerns that require the hall to be closed until resolved
2. A fire exit had been partly obstructed in the shop – this was dealt with promptly and is resolved.
3. Top concern was the wiring especially in the shop area and that extension cables should be rationalised and upgraded to fused extension sockets. Full electrical assessment is planned as priority for the whole building when interim wiring solutions will be planned and implemented.
4. Ensuring all cardboard and combustibles are disposed of each day, items are stored safely and away from fire exits – this has been passed onto the hub shop
5. The chapel door is a fire exit and should be kept unlocked or with the key in the door while the building is in use. We had a discussion about how this could be safely implemented. Malcolm will write to James with the fire officer's recommendations and how we can build in a process for when the shop is open.
6. Test emergency lighting 6 monthly and hard wire it when electrics upgraded
7. PAT testing needs doing which we are aware of and a full electrical check 5 yearly
8. Curtains need to be fire retardant – we already had this on our radar and agreed to just remove them for now
9. Wall heaters – we had already decided to take down the wall heaters other than the one over the till area in the hub shop as it is currently needed by hub volunteers. Heating replacement will be part of the major refurbishment works
10. Cooker – although old it is used occasionally. We decided to leave it in situ as it will be replaced as part of the kitchen rebuild
11. Look at the need for smoke alarms and other detection systems. This will be a point for discussion after the formal fire risk assessment is done
12. Capacity of 60 persons seemed acceptable, 2 accessible fire exits should be available. There was a discussion about how accessible the 3 current exits are.

Lee also recommended that we commission a professional fire risk assessment and formulate an action plan from this. Malcolm has obtained 4 quotes

Inspectas £395 + VAT,

OHeap £550 + VAT,

1st Fire Safety £295 inc VAT includes inspection, report and action plan

Firesec £395 + VAT must be a 3 year contract.

It was noted that some of the companies approached usually deal with bigger facilities than our hall and we may not need all they would be offering eg OHeap. Our aim is also that we can do future annual inspections ourself with the right support initially. Malcolm will find out more about 1st Fire Safety and check his credentials before approaching him again. It was agreed that all of the current years budget should be allocated to getting the fire risk assessment completed as soon as possible.

16a – First Aid- all the actions from the previous meeting in regard to this have now been actioned other than obtaining some more information as to how the VETS system operates. Posters have been put up as planned, an inventory has been done for the first aid box and blue plasters and eye wash added to it. Kate Gadsby has agreed that we can top up any used items from the Health and Wellbeing stock. Carole has agreed to check the box at regular intervals – formally 3 monthly and the box will be checked if it has been used on a weekly basis. ‘Any reported incidents’ is now a standing agenda item.

Jane explained to the group that additional to VETS is a system called Goodsam. If 999 is called especially if accessing the defib, the 10 volunteers who are part of the VETS system would be called. All have their own first aid kits and are trained first aiders.

18 – Outside lighting – all bulbs are now low energy other than the PIR light above the main hall door which is halogen. We agreed this is acceptable to leave. Malcolm will look at the need for a light over the key safe when he moves it.

The keysafe was discussed and needs moving as it is too high for some people to see the number pad. Malcolm will deal with this. We discussed who should have the keysafe number – it has been almost impossible to identify which individuals may have a key for the Community Hall. The hub volunteers are still using the key held by Christine Prince. It was agreed that it would be better for regular volunteers to have access to the key safe and Sue will write a short form and register for when issuing the key safe number. We will need to change the keysafe number every 6 months

21 – The risk assessment forms from CLP are no longer required as we have completed our own now

22 – New door – Malcolm has completed some sterling work getting a quote worked up for a replacement hall door.

Dan updated us on progress with the larger refurbishment works plan

An architect is likely to be appointed in the next 3 months and Julia is seeking quotes for the PC to approve in Feb or March. The architect will then be able to advise if the door can be changed first or whether we need to take into account threshold, ramp and ceiling height, for example, first which may change the dimensions of the door design. Therefore, to hand on the progress so far to the refurb working group.

Dan also confirmed that major alterations are unlikely this year as there will be a process to complete including obtaining planning permission and building regs. Grants are being pursued and quotes are being obtained for replacing the roof. Dan will send message out to the village with an update on progress to keep everyone informed.

It was noted that one of the front gates is loose – normally it is locked shut but needed to be opened to remove the organ. To add to risk assessment as an additional risk. The gate was checked on

leaving the building and was found to be bolted shut so cannot be opened easily or without tools and is therefore not an immediate problem.

Dan has already agreed to adjust the small side gate as it is sticking and as it is a fire exit needs to be easily opened in an emergency.

28 – John has circulated a list of groups with an interest in the community Hall. It was felt this could be added to to include potential user groups eg Health and Wellbeing and who is on the committees for each

32 – Decided to defer the decision about painting the hall interior until the weather is warmer

34 – Decided to defer organising removal of railings and opening up rear access until building works decisions have been finalised. This task probably to be handed over to refurbishment working group.

35 – Ivan Wall is creating a prototype of the new sign this month and then PC approval will be sought to install it. Aim to complete this task by spring. We wondered if we could request a copy of the artwork so we can use it for creating branding on documents etc.

37 – Thank you messages were sent out for those helping and attending the open day

38 – A copy of the preferred choice of design for the hall refurbishment has been posted on the small noticeboard in the hall so everyone can see it

39 – Carole had set up a spreadsheet of the questionnaires filled in on the open day. This includes a list of those who were willing to volunteer (33 people) and a list of comments made. She quickly went through the key statistics. 67 people had completed the questionnaire. 49% had voted for design layout 2, all but 1 person had thought the day was useful. 86% use the village website and 59% Village WhatsApp. 29% found out about the day from email, 19% Flier, 17% WhatsApp. Only 1 person found out from the poster only. 74% were aged 55+, 26% of which were age 75+. Hopefully we will be able to use this information to inform future events. We talked about the possibility of having another open day showcasing all of the wonderful things that the village has to offer to include eg church, school, parks, pub, shop, health and wellbeing, sports and leisure etc etc. (we really do have a lot going on). Sue suggested it would be good for all the groups to be more joined up and it would be good to look at how we can get more cohesion. It was the work done on the Community Led Plan that led to several of the existing groups arising in response to village requirements at the time. It was at the last annual meeting of the parish that CLP and PC came together. – To add as a separate agenda item at the next meeting.

40 – Main noticeboard has been reorganised

41 - Altar rail and stage is being dismantled this month

42 – Dan apologised he has not had time to look at the ramp but as this is a priority he will do so soon. He will fix the edge to reduce trip risk

43 – Replacing the kitchen flooring has been deferred as it is low priority

44 – Main priority is to find an electrician who can organise PAT testing and resolve some of the immediate risks identified from the FRA. It was felt that installing a separate ring main for the chapel room would resolve most of the issues with extension cables in the shop area plus hard wiring the emergency light. Sue and Dan have made a list of existing sockets etc and

In the meantime, Dan will remove the high wall heaters that are no longer in use and dispose of them.

45 – Checklist not yet completed – work in progress

46 – The fire safety officer recommended that the partition door is not locked. He also said that it would be of no benefit as a fire barrier. Discussed options for ensuring security of shop when hall is being hired out as we had thought we would be able to lock the partition door at those times. We decided in the interest of safety the best thing to do would be to ensure the cash box is removed from the shop on the occasions the hall is being hired out to ‘non regular’ events. John felt this would be feasible if planned for.

47 – We decided to pressure wash the paths in spring when it’s a bit warmer

48 – A child safety lock has been fitted to the under sink cupboard and the cupboard labelled as containing the cleaning materials

49 – Cleaning rota not yet organised – work in progress

50 – Safety notices put up re stacking chairs

51 – The hub shop working group are aware of the need to do a separate risk assessment for the shop. Awaiting removal of the altar rail and stage before doing this. The shop has been reorganised and looks fab. Carole has offered to help with doing the risk assessment and will send the templates to John.

53 – All agreed signage has been put up

54 – The curtains are not flame retardant so we decided to just take them down and look at fire retardant blinds in the future

56 – Management committee meetings are now being publicised on the noticeboard and on the village calendar. Carole will add in an email to the village a week prior also.

57 – A fault repair book has been created and left on the noticeboard

58 – We decided not to spend money on another tea urn at the moment but wait and see if we really need one. Another option is to buy a large capacity kettle (3.5litres) which is half the price and probably a more realistic price.

5. Incidents Reported – there have been no incidents reported since the last meeting

6. Finance report – Caroline was not able to attend the meeting but had forwarded a financial report

Monthly bookings

Revenues

Costs incurred –

Remaining budget – £327 remains all of which will be spent on the FRA. Just under £200 remains cash in hand to cover out of pocket expenses

Electricity - Dan reports its costing an average of £4.39 a day so far. That equates to £1,600 a year which is twice the amount budgeted for. Not surprising with the increase in energy prices. There may be some government support available for parish council buildings

7. Any other business

Visit to Repton – John will arrange this before April and will send some dates out when Kieran is available to meet with us

Dan requests that we try and stick to a monthly 2 hour meetings rather than running over time wise.

A working group is arranging to remove the stage

8. Date, time and place of next meeting: Monday 27/2/23 at 19.30 – 21.30 in the Community Hall