

## CHURCH BROUGHTON MANAGENT COMMITTEE ACTION SHEET FROM MEETINGS

From meeting held 16-03-23

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

	Action	Who by	When by	Outcome
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 links with planning application for refurbishment.	Dan	Review April 23	This is the remit of a separate working group
12	Agreed that the aspiration is to have an online booking form when this is possible	Sue/Christine	After wifi installed	
13	Obtain 3 quotes for wifi including business rates Work towards having installation completed by May 2023	Malcolm		
14	Complete fire risk assessment using external assessor Identify from assessment, actions required Ensure shop has summary of relevant actions and points raised <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> </ol>	Malcolm Malcolm/John		Assessment completed 6-3-23
18a	Move key safe down so it can be reached more easily – identify if a light is needed to illuminate it	Malcolm	Feb 23	No longer required
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>• Add about cancellation policy to booking form – refunds at CHMC discretion</li> <li>• Put how to hire the hall and hire rates on the 3 village noticeboards</li> </ul>	All Carole 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	April 23	John will send further info after CLP meeting
32	Painting of hall interior – decide if this should be done - email out to village if there is interest to form a working party to do this?	Malcolm	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	Dan		
41	Advertise and sell altar rail	Malcolm		Malcolm removing

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42	Identify options for replacing entry/exit ramp at main hall door	Dan	Urgent	
43	Replace kitchen carpet with lino Measure kitchen floor Email village to see if anyone has an offcut of lino they would be willing to donate	Malcolm	May 23	
44	<b>Electrics</b> – Find electrician who can do PAT testing – review electrics plan and update now wall heaters removed, get quote for additional sockets and PAT testing Get wall heaters removed - all but one now removed – final one to be removed in next 4 weeks	Sue Dan	ASAP Priority	
45	Create a quarterly checklist for anything that requires regular checks recording such as electrical appliances and first aid kit etc (portable appliance testing and regular checks in FRA)	Carole	End Jan 23	Merged with weekly checklist/cleaning rota
47	Pressure wash external paths to reduce risk of slipping		Deferred til warmer	
49	Organise cleaning rota – merge weekly/monthly/quarterly checks onto same sheet Send rota out to committee	Carole	April 23	
51	Liaise with Hub committee to ensure separate risk assessment is in place for hub shop John will organise a date for Carole to assist with shop risk assessment	John		Template sent to John
52	Obtain paper towels for handwashing	Jane		Use kitchen roll bought from shop
54	Remove curtains as not fire retardant	Carole/Jane	Feb 23	
55	See if temperature can be reduced on water heater in kitchen	Dan		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	Completed
61	Send message out to village to update everyone on progress so far with refurbishment works	Dan		Completed
62	Adjust side gate so it opens more easily	Dan	May 23	
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	Completed
64	Booking form /user rules– Carole and Caroline to meet to look at tracking process for payments. To add cancellation policy to user rules	Carole/Caroline	April 23	
65	See if broken heater can be repaired	Dan		
66	Create a process for petty cash			
67	Identify replacement locks for external doors which can be opened without a key from the inside	Malcolm	April 23	
68	Consider if a parcel locker based outside the hall could bring revenue in	Caroline		

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69	Write a short protocol for turning water off and heater in kitchen on to prevent burst pipes in cold weather	Dan		
70	Organise meeting with local residents to review agreement re amplified music			
71	Liaise with shop committee re additional space in freed up chapel area			
72	Plan May Day at the hall			