

Church Broughton Community Hall Management Committee

Meeting Notes

Thursday March 16th 2023 12.30-14.45pm

- 1. In attendance: Dan Pedley, , Malcolm Partridge (Chair), Sue Jones, Carole Twells, John Weil, Jane Spalton, Caroline Prince, Christine Prince**

Martin Furness was also in attendance as a public observer and was welcomed to the meeting

On leaving the meeting Martin wanted to comment on the following

- He had taken the time to read the minutes and action plans on the CB website
- He feels the governance of the committee is suitable
- He congratulated us on our work so far and wanted to note that this has been done entirely by volunteers
- He felt that decorating the hall was not necessary as it would be a bigger job than may be anticipated (links with action 32)

- 2. Apologies received: None**

- 3.** Previous minutes were reviewed and Malcolm asked that the wording regarding the wifi in action 13 be changed slightly, the rest of the minutes were agreed as a true and accurate reflection of the meeting. Carole confirmed that minutes and action plans are not made public until they have been approved by the committee. It was noted that today's meeting was deferred from 20th February 2023 due to several members of the committee being unable to attend.

- 4. Hall booking and payment process** – Carole wanted to raise this as she has been collecting all the booking forms from the shop. She also wanted to note that she had not agreed to be the bookings secretary for the committee but in the absence of anyone else collecting the forms she has been. It is unclear from the forms whether payment has been made and she felt it is important to demonstrate that any payments taken through the shop can be matched against bookings to ensure monies are being paid. Agreed that Carole and Caroline will arrange to meet to discuss how payments can be tracked. Malcolm voiced that the form will be evolutionary and some changes will be needed following the fire risk assessment. We also discussed that we need to add about a cancellation policy. Agreed that we could add that refunds will be made at management committee discretion. We agreed that the current booking process should be left as is for the time being (on line booking form remains our aspiration). The bookings diary is being used in the shop.

- 5. Incidents reported** – no incidents have been reported other than the broken heater in the main hall which is being dealt with by Dan
- 6. Finance report** - the 23/24 budget has now been approved by the parish council. Dan fed back the comments made by them - electricity bill seems high considering usage. We need to consider if we could try to reduce this? Revenue is realistic given the state of the building.

For any capital expenditure we need to go back to the PC for anything costing more than £100. Operational costs approved at £3170. There was a discussion about need for wifi and there was recognition that access to wifi may increase revenue and that the community hall management committee have agreed to it. The PC will support and we will review its benefit at the end of the contract period. Malcolm will go back to the best provider options, get 3 quotes and decide on a provider. Dan suggested that if possible to get contract in the name of the PC as they will be able to claim back VAT. This may mean taking out a business contract which will be more expensive but claiming back VAT may negate the higher charge. Dan confirmed that employer liability, public liability and buildings insurance are covered by the PC insurance policy which is costed on our budget sheet.

We are aware that our income at present is very dependant on the income from the shop, however, the shop also contributes a significant amount to electricity use so we may not be as dependant as the revenue line suggests.

Regarding petty cash – current petty cash is cash raised at events. PC is only insured for cash up to £100 so Caroline has sent some surplus to Helena Steeples and will now only keep up to the £100. Dan suggests we need a petty cash process. Our accounts will show that Caroline is authorised to hold petty cash. Any cash handed to the PC will show on our revenue line.

7. Review of action plan from previous meetings – (actions recorded on action sheet)

5 – Dan updated us on where we are at with planning for the building refurbishment. An architect has been appointed. A surveyor has assessed the building and this assessment has been sent to the architect who will draw up first draft of plans. Once the plans have been finalised and approved a formal planning application can be made which will include change of use also. Once plans have been drawn up cost estimates can be made and grant applications can be started. Detailed building drawings will be created which will be sent to builders for quotes. Dan thinks that an outline plan will be ready in about a month. The refurbishment may well be done in phases.

Malcolm informed us that Tom Hardy has been in touch about a possible grant application source. Tim Gadsby has also done some research about grant sources that would be available. Dan believes there are multiple options for possible funding.

13 – As already discussed above, to obtain 3 quotes for wifi

14 – The fire risk assessment has been completed on 6-3-23. The document is too lengthy to discuss in its entirety at today's meeting but we have all had the opportunity to read it. Malcolm wanted to raise the most important issues identified however and confirmed that there was nothing identified that was of immediate danger.

Ramp – needs replacing as we already are aware. From a fire safety point of view it is the main exit point in case of emergency for mobility impaired persons and therefore must be well maintained and compliant. Dan agreed to look at options for replacing

One old style wall heater remains above the till area in the shop. This needs removing and replacement portable heaters used instead. Again, we were already aware of this and all the other high level wall heaters have already been removed.

Locks for external doors – advised that where keys are used to lock doors there is a risk because if the key is removed for any reason there is no way to exit the building in an emergency situation such

as if there is a fire. Advised we use locks that can be opened from the inside without a key. Malcolm will look into this

Advised that a fire alarm system would not be necessary for a building this size. The most effective alarm is human. Similarly, smoke alarms would not be a great benefit.

John and Malcolm will go through the report and pull out the recommendations requiring action for the next meeting. Carole will send recommendation and guidance cut and pasted from the assessment she had prepared for today's meeting to John and Malcolm

18a – It was decided that it was not necessary to move the keysafe and that lighting is adequate near the keysafe.

23 – We had already discussed about adding cancellation info to user rules. There may be some further changes needed as a result of the FRA which will need adding also.

28 – Carole felt it would be useful to know who is involved with all the different committees in the village for easier liaising. John said he will add to the info he previously put together after a CLP meeting that evening.

32 – There was mixed opinions about whether the hall interior should be painted. Some felt it would brighten the room up and make it more hireable, others felt it would be a lot more work than it was worth with preparation it would require plus the potential cost of paint. Malcolm agreed to email out to the village and see if there were any volunteers who would be willing to get involved.

35 – Dan showed us the prototypes for the outside sign. Two colour options. All agreed the matt finish with white lettering looks best. Dan to place order.

41 – There has been no interest in purchasing the altar rail. Malcolm asked if he could take it as he has a use for it and he will make a donation. We agreed he could do this.

42 – Already discussed about the ramp

43 – It was discussed that we may be able to get an offcut of lino for the kitchen floor if we ask around the village. Malcolm will measure the floor size and email out to the village. A local carpet fitter may also have some offcuts of lino that could be donated?

44 – Sue agreed she would update the electrical appliances plan now most of the wall heaters have been removed and seek a quote for additional sockets and PAT testing. The extension cables in use in the shop could then be removed which was an identified risk re: fire and trip hazards.

45 – The quarterly checklist has been done and is being merged with the weekly check/cleaning rota. There will be some monthly checks to add from the FRA. A separate list will be held by Carole with dates for annual renewals such as insurance. It was agreed that a member of the CHMC (excluding Dan) would take it in turns to go through the checklist every Monday and do any general cleaning if required. It was acknowledged that a few volunteers at the shop often do some cleaning while they are in the building which we are grateful for.

47 – need to leave pressure washing paths until warmer weather

49 – Jane and Carole have put together a weekly checklist. Carole will create a rota of 7 committee members and send this out to start weekly checks every Monday from April.

51 – Carole has sent the risk assessment template to John. He will organise a date to do the shop risk assessment now the altar platform has been removed which Carole is happy to help with.

52 – After discussion about options for buying paper towels it was decided to just use a quality kitchen roll for drying hands and review the purchase of paper towels after refurbishment completed. This is because of current issues with dampness, safe storage and cost effectiveness.

54 – The curtains have been removed

55 – Dan has managed to lower the temperature of the water heater in the kitchen to prevent scalding. No negative feedback since

59 – So far Carole and Jane have not been able to find a suitable salt storage bin for outside. Will continue to look. Scoop obtained and put with bag of salt.

60 – The desk diary is in use for hall bookings and the hub committee were contacted about this

61 – Dan emailed out to village re: progress with refurbishment works and updated the CB website

63 – Carole has access to CB website and has uploaded all previous agendas, minutes and action sheets. Village emailed and WhatsApped and noticeboard updated

8. Secondary glazing for chapel – not discussed due to time constraints

9. Joined up planning for activities/events – not discussed in depth but as it is the Parish meeting soon this may be covered then

10. Any other business

- a. Parcel locker** – Caroline had sent us some information about parcel lockers that companies pay to place at various venues and whether we might be interested in exploring the idea for outside the hall. We all thought this is a good idea which might increase revenue. A location for a parcel locker may be affected by refurbishment so we decided this could be a future consideration.
- b. Storage for shop** – Dan wanted to discuss about space for stock storage for the shop now the altar platform has been removed. He reminded us that the shop has a license to occupy the space in the chapel room which is not the same as a tenancy. The Community Hall Management Committee would be happy for the shop to use some of the freed up space and the proposal is that any storage in this space would be movable if the space was required for other events. Dan requested that we receive a plan from the shop committee as to how this would be achieved and the location of the space the shop would utilise. Caroline was unable to be specific about how this would look at present until different ideas are explored. Additional storage space would help the shop with its purchasing requirements. Dan said we need to ensure that we balance the needs of the shop against the needs of free space for other uses. Malcolm suggested that if the shop could confine their storage area to the far side of the freed-up space then there is still room for a couple of tables and chairs for people to sit and have a coffee. Everybody seemed happy with this arrangement.
- c.** Dan wanted to note that he has been turning the water off and putting the kitchen heater on during the recent periods of cold weather to prevent burst pipes. This is not recorded

anywhere as being done. He agreed to write a short protocol to follow for future reference

- d. Amplified music – The original set of rules agreed with local residents disallowed amplified music in the hall. Dan stated that this agreement was made before the hall had been purchased and when nearby residents had high anxiety about the prospect of the chapel becoming a community hall. There was a plan to review this agreement. There has been a recent instance where a request to hold a folk style concert in the hall was disallowed because the concert planned to use amplified music which was not allowed. Following the concert, which was held in the church, it is felt that the concert would have been entirely appropriate for the hall and would not have caused a nuisance.

Dan suggested we need to organise an annual review with all local residents and discuss adjustments to the agreement that would allow amendments to what everyone feels is acceptable regarding music events. This would enable us to reflect of where we are now rather than where we were when the original agreement was made.

Dan informed us that the Parish Annual Meeting is due to take place. 2 potential dates are 20th or 27th April (later confirmed as 20th at 7.30)

The May Day event in the village is taking place. It was discussed about opening the hall and putting tables and chairs out for people to sit. Dan also thought we could put some information boards up with updates about progress with the hall. A question was raised about whether we should do tea/coffee although there will be food and drink offerings in the park/pub/school. Christine commented that the Methodist ladies always used to do refreshments at May Day but that it might be difficult finding volunteers. We decided the hall should be open for sure, definitely with information boards and possibly refreshments???

11. Date, time and place of next meeting: Friday 28/4/23 at 10.00 – 12.00 in the Community Hall