

## CHURCH BROUGHTON MANAGENT COMMITTEE ACTION SHEET FROM MEETINGS

From meeting 28-4-23

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 November 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 Confirm who will be responsible for bookings related activity Carole to speak to Sue re: if she is still able to lead on this Set up generic email address for bookings related enquiries Disseminate booking information to village	Sue/Christine  Carole John	After wifi installed June 23 ASAP	
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 1 – confirm with Malcolm what was meant by Evacuator style alarm system and put in place 2 – Check user rules specify risk assessments should consider escape from building in the event of fire, Research PEEPS 3 – Add check fire signage to weekly checklist 4 – Buy 2 more fire action signs, Ask pub if we can use their car park as assembly point 5 – Add specific information on evacuation in the event of fire onto user rules 6 – Arrange for fire extinguishers to be serviced Ensure shop has summary of relevant actions and points raised	Malcolm Malcolm/John Carole/Malcolm Carole  Carole Carole Carole John		Assessment completed 6-3-23
22	Hand over replacement door information to hall refurbishment working group	Malcolm		Completed
23	<ul style="list-style-type: none"> <li>Add any exemptions from room hire costs to booking information</li> <li>Add about cancellation policy to booking form – refunds at CHMC discretion</li> <li>Add about hirers having exclusive use of hall apart from disabled access to user rules</li> <li>Put how to hire the hall and hire rates on the 3 village noticeboards</li> <li>Further disseminate booking information to village - send email in the first instance</li> </ul>	Carole Carole Carole Christine Dan		Completed
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

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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. – Form a working party to arrange for this to be done over the summer			
35	Order main sign for outside hall and arrange fitting Install smaller sign at the front of the building	Dan Dan		Completed
42	Replace ramp with newly built one Check if wood available from altar platform removal Check tape is secure as temporary fix at least weekly	Dan Dan All	End of June	
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 it now wall heaters removed/shop reorganised, get quote for additional sockets and move emergency light in chapel room so it above the door Review electrical report recommendations Get wall heaters removed - all but one now removed – final one to be removed in next 4 weeks	Jane Sue  Carole/Malcolm Dan	ASAP Priority  B4 next mtg	   Completed
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	Completed
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 Completed
59	Buy small salt bin	Carole/Jane		Completed
62	Adjust side gate so it opens more easily	Dan	May 23	
64	Booking form /user rules– Carole and Caroline to meet to look at tracking process for payments.	Carole/Caroline	April 23	Completed
65	See if broken heater can be repaired	Dan		Repaired
66	Create a process for petty cash – update TOR	Dan		
67	Identify replacement locks for external doors which can be opened without a key from the inside	Malcolm	On hold	
68	Consider if a parcel locker based outside the hall could bring revenue in	Caroline	On hold	
69	Write a short protocol for turning water off and heater in kitchen on to prevent burst pipes in cold weather	Dan	Before next winter	

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70	Organise meeting with local residents to review agreement re amplified music		Discuss at June meeting	
71	Review license agreement with shop committee when it is due for renewal which will reflect the reorganisation of space and the use of part of the old altar platform area	Dan	August	
72	Plan May Day at the hall	All		Completed
73	Request Helen copies Caroline in to PC monthly finance report to extract hall related invoices	Caroline	By next mtg	
74	Send round updated version of refurbishment plans to committee	Dan	ASAP	
75	Replace damaged no parking signs at front of building			
76	Ask Colin Prince if he wants the old chapel sign and ask him to collect and dispose of it and the old altar rail top	Caroline	ASAP	
77	Remove wooden strip behind the partition and tape carpet edge	Carole	ASAP	
78	Send message out about collecting lost property. Find a container to temporarily store any items	Jane	ASAP	
79	Consider options for improving safety outside the building caused by the uneven transitions between road surface and pathway at the front of the hall			
80	Organise trip to community café in Repton	John	May23/25	