

Church Broughton Community Hall Management Committee

Meeting Notes

Friday April 28th 2023 10.00-12.20pm

- 1. In attendance: Dan Pedley (Chair), Carole Twells (note taker), John Weil, Jane Spalton, Caroline Prince,**
- 2. Apologies received: Malcolm Partridge, Sue Jones, Christine Prince**
- 3. Previous minutes were agreed as a true and accurate reflection of the meeting**

Matters arising: Dan asked about the new shop configuration and if it had created suitable additional storage as this was the aim of using some of the space created by removing the stage. He noted that this space was being used for the till area and not storage. Caroline confirmed that this was the best configuration at present as the tables could be moved more easily that stored stock if the old stage area was needed for an event. Carole asked Dan if this satisfied the request for the shop to describe how this space would be used and he stated that it did. (Links with action 71 on action sheet)

- 4. Incidents reported** – no incidents have been reported since the last meeting.
- 5. Finance report** - Caroline reported that approximately £30 has been spent this month so far. She stated that she is finding some gaps in what invoices are coming through to her as some go straight to Helena Steeples and therefore these are missing from her finance report. We discussed how this can be resolved. Dan suggested that Helena can copy the monthly PC finance report to Caroline. Caroline will request this. Discussed a way of ensuring VAT can be claimed back as easily as possible. Carole explained that when she recently placed an order via Amazon she just changed the name of recipient to Church Broughton Parish Council so that the invoice is in their name not hers. Carole and Caroline met to look at how hall booking payments can be aligned with the booking forms. Caroline is now sending Carole the monthly finance reports she compiles, showing income from hall bookings which Carole then tallies with the booking sheets.
- 6. Review of action plan from previous meetings – (actions recorded on action sheet)**

2 – This action was deferred for a further 6 months – to review in November. No-one is yet allocated to own this action.

5 – Dan updated us on the progress of the refurbishment plans. The planning application and paperwork are ready for Parish Council approval at the May meeting on the 25th. There will be a sequential process to follow including the following: obtain builder quotes, from those estimate costs to complete the build and then seek appropriate grants and refine any grant requests. Dan felt it would be during the 4th quarter of this financial year that we would be seeking formal quotes from

builders and start the tendering process to identify who will undertake the work. He is not anticipating there will be any issues with approval of change of use for the building.

Dan will send the committee a copy of the updated drawings for our information and will ensure an updated version is displayed in the hall prior to the May Day event.

At this point of the meeting Kate Gadsby arrived at the meeting. She wanted to put a proposal to us about a possible fundraising event for the hall. She said she would be willing to arrange a wine tasting evening. The event would be ticketed so no alcohol sales would be taking place at the event. The suggested date is Friday October 6th. We all agreed that this would be a great event to hold in the hall and complies with the rules of use for the hall. Kate then left the meeting. Thanks to Kate for coming to talk to us about this.

12- Dan highlighted that after the Parish Council meeting last week, Janet Arthur had contacted Yvette with some feedback including about disseminating more widely how to book the hall and the cost. Yvette had passed this message on to us, so Dan had contacted Janet to thank her for her suggestions. A thought had been that we could offer contact information out to the village via our email and whatsapp groups for people to make enquiries about the hall. We agreed that this would be a good idea but that this should not be to an individual's personal email address. John agreed to ask Matt Harlow if we could create an email account eg enquiries@communityhall or similar and then have some of our email addresses attached so several people can check for messages and the onus is not on one person to be responsible for all enquiries. Messages can then be filtered on to the correct person for response. Dan will send a further communication out to the village re: how to book the hall and that we will be creating a dedicated Community Hall email address.

We discussed that Carole is still collecting the booking forms but that Sue had originally offered to take the lead on bookings. Carole agreed to discuss with Sue if she is still happy to lead on this action.

13 – Malcolm has done lots of work on identifying best supplier for wifi. In Malcolm's absence we agreed he should go ahead with arranging the installation. Dan asked that he just puts in writing two other quotes he received from his enquiries to companies he spoke to. This will suffice for our need to submit 3 quotes to the parish council. Carole agreed to let Malcolm know this. The account will need to be put in the name of the parish council in order for VAT to be claimed back.

14 – Fire risk assessment – see agenda item 7 below

22 – The work that Malcolm did on replacement main door has now been passed on to the refurbishment working group

23 – Regarding room hire fee exemptions. We agreed that this should be on a case by case basis if it was not clear. We agreed that any Parish Council or Community Led Plan meetings should be free of charge. Also, any fundraising activities specifically to raise money for the hall (where the hall fee would be taken out of the money raised).

Hall hire information is displayed on the village noticeboards but will need updating when the email address has been created.

28 – We still need to create a list of who is on which committee for all the village working groups for ease of communication

32 – Malcolm is ascertaining if a working party could be set up to paint the hall interior.

34 – We discussed about removing the side railings to open up the access along the north side of the hall. The hall owns a strip of land along this side which is currently inaccessible. Dan felt we should go ahead and get a working party together now the weather is improving. Removing the railings would enable us to establish the legal boundary on that side of the property.

35 – The main hall sign has now been installed and looks great. There is a small version of this which can be put up at the front of the building. Dan, Jane and Carole looked at this on the way out of the meeting and thought it would look good on the gate pillar on the right of the main gate – if it fits. Otherwise, to place it to the left of the hall door, top left hand corner.

42 – Re ramp – we all agreed that despite patching up the loose edge the ramp needs replacing. It is becoming more worn and the wood beneath the covering is damp. A shop bought ramp is above our budget and simply replacing the covering will not solve the problem of needing the ramp to tide us over until the refurbishment works are done when the ramp will be replaced with a concrete and permanent solution. Dan agreed to build one from scratch and to get this done by the end of June possibly using some of the wood removed from the altar platform (Dan to check with John Thorpe if any of this is still available).

43 – Re kitchen floor – Malcolm was dealing with this so to get update at next meeting.

44 – Discussed the actions requiring urgent attention regarding the electrics. Decided to split the actions down to enable the PAT testing to be done as a priority. Jane agreed to pick this up and find someone who can do all PAT testing required. Jane will check what the other recommendations in the electrical report require us to do if anything and we will discuss them at the next meeting.

Sue had created an inventory of items needing testing, this will need updating now all wall heaters have been removed and the shop has been reorganised. Carole to check with Sue if she is able to continue with this action. Also, about finding an electrician to install the extra sockets we wanted for the fridges rather than using extension sockets. John proposed that we should move the emergency light at the same time in the chapel room so it is above the door. All agreed.

Malcolm had sent a message to discuss about the new heater he had seen in the shop last week. We agreed that any electrical items belonging to the shop needed adding to the inventory and that we felt there was no issue with the shop owning their own heaters as long as they were added to the inventory. They would be responsible for their own visual checks on any of their electrical items.

47 – No update

49 – The cleaning rota/weekly checklist has been created and is underway. The checklist is kept with the yellow folder on the noticeboard. Carole will keep the completed forms.

51 – John and Carole met to go through the shop risk assessment. John identified the main differences between the shop and the main risk assessment are lone working and food handling. The shop risk assessment is a work in progress. A question was raised as to whether the shop needs to be a registered food business. However, this is a question for the shop committee to discuss.

59 – The salt is now stored in a plastic container outside the main door

62 – Dan is aware of the need to look at the side gate now the weather is improving

64 – Caroline and Carole met to find a way of tracking payments for hall bookings. Caroline is now sending Carole the monthly finance sheet so Carole can check payments against the booking forms. Carole has created a spreadsheet to record this against.

65 – Dan facilitated the repair of the broken heater which is now working

66 – Petty cash – Dan will update the terms of reference. Caroline now keeps no more than £100 in her petty cash, any surplus cash (from events/donations etc) is banked.

67 – We discussed the need to buy replacement locks. All the doors will be replaced during the refurbishment so the locks will be changed then. It was felt that the issues raised at the fire risk assessment could be mitigated in the interim. The main hall door is always unlocked if the hall is in use, the kitchen door key can be kept in the lock at all times. The chapel door key is now hung directly above the lock but we have already recommended that when the shop is open the key should be kept in the lock. The shop volunteers are starting to open the chapel door for access to the shop as this will be the main access to the shop if the hall is hired out (apart from disabled access). The user rules need to include that hall hirers will have exclusive use of the hall unless disabled access is required – Carole to add.

68 – Deferred for now re parcel locker, as location cannot be decided until refurbishment under way.

69 – Dan will write short protocol for turning off the water in icy weather before next winter.

70 – Arranging meeting with local residents to review hall use to be discussed at next meeting.

71 – The shop has now been reorganised and the additional space now occupied where the altar platform used to be will be reflected in the license agreement which will need renewing in August when it is due to be reviewed. Dan will lead on this.

72 – Planned May Day. Jane stated the shop will be open 11am-3pm and 3/4 of those hours will be covered by hall committee members so can double up for any enquiries re: the hall. She will ask Helen if she would mind doing the same. Carole to ask Malcolm if he would mind doing 3-4pm and locking up. To put up some display boards with hall information and photos. Meet to set up at 3.30 on Sunday. Arrange toilet to be open, Carole will do some signs for anyone not familiar with the hall.

7. Summary of fire risk assessment and actions required – Carole had sent out an annotated version of the Fire assessors action plan with the required actions recommended. She is concerned that if we don't demonstrate the actions are being addressed that it may invalidate our insurance as several actions had a timescale given to us of achieving them within a month of the report. We went through the action plan

1 – install evacuator type alarm system – Malcolm had discussed with us previously the outcome of the fire assessment and that the building would not benefit from installing an alarm but to ensure occupants alerted each other of the presence of fire and shout to leave the building. We felt the phrase as written in the report 'install evacuator type alarm system' needed clarifying. Carole will discuss with Martin and check the weblink attached to this section of the report

2 – We had already discussed about keyless locks and the ramp, Carole to check user rules incorporate about risk assessments by hirers and will look into the requirement to write PEEPS (personal emergency evacuation plans) for any disabled users of the hall.

3 – Monthly checks are already implemented for fire extinguishers – add signage to this.

4 – The report recommended the signage required to be displayed in the hall. Carole had ordered one which we reviewed. Agreed to buy two more A4 size and to add in the box 'Raise the alarm' – by shouting 'fire'. Also, that the assembly point in the event of fire should be the pub car park. Carole to ask pub if that is OK with them.

- 5 – The procedure for evacuation needs documenting and issuing to hirers. This should be added to user rules and available to all volunteers. Carole will look into the wording for this.
 - 6 – Fire extinguishers needs testing yearly and this is overdue. John agreed to contact O’Heaps and arrange for this
 - 7 – Testing the emergency lighting as recommended is being implemented via the weekly checklist.
 - 8 – Testing the fire alarm system – links with above and needing to clarify what the fire assessor meant by this.
 - 9 – Weekly checks of the heaters in the building are being done as part of the weekly checklist and recorded thereon.
- Items 10 and 11 were not discussed at this meeting.

- 8. **Secondary glazing for chapel** – We have all had the opportunity to read the information sent round from Martin Spalton with the different options available for secondary glazing. We decided that as it is a temporary fix until the refurbishment works are undertaken then we should go for the cheapest option. A requirement will be that blinds can be fitted over the top of it as the shop needs some sun shading on the South side windows. The fitting of the secondary glazing needs to be done before next winter but the blinds should be fitted as soon as the shop requires and can be rejigged when the glazing is installed. Caroline is looking for suitable blinds which need to be fire retardant. Jane will speak to Martin as to when he can install the glazing.

9. **Joined up planning for activities/events** – Deferred

10. **Any other business**

- a. **Placement of name plaque** – already discussed, as above action 35
- b. **Key safe use for hub volunteers** – we previously discussed the need for a short protocol for the hub volunteers to use the key safe which would include a list of who should have access to the key safe code and how often we would need to change the code number. Sue had agreed to look at this. Carole will check with her if she is still able to lead on this or whether the task needs reallocating. Jane felt it is becoming more urgent that the hub volunteers have clear guidance about key access to the hall.
- c. **Access to hub shop when hall is hired out** – as recorded above, action 67.
- d. Carole asked if the replacement no parking signs have been ordered by the surveyor to replace the damaged ones. Dan confirmed that they have been received with apologies from the surveyor for the delay.
- e. There is an old Chapel sign outside propped up against the side wall. Caroline will check with Colin Prince if he wants to keep it and ask him to collect it for himself or to dispose of it. Please could he also take the wooden part of the altar rail for disposal?

- f. It has become apparent since the altar platform has been removed that when the partition is open the wooden strip behind it is a trip hazard and needs removing. Carole has checked with Malcolm if he felt it shouldn't be removed and all agreed to it being taken up. Carole will do so and tape the edge of the carpet down.
- g. We discussed how we were going to deal with lost property left at the hall. Jane stated she intends to send a message out to the village to collect items or they would be disposed of. A better receptacle will be found to temporarily store lost property.
- h. We have previously discussed if we are able to do anything about the uneven transitions from the hall onto the road outside. Dan stated that he has started discussions with the County Council Highways Department about them adopting the road. To add this topic onto the action sheet for future perusal.
- i. Jane has managed to sell the old wooden steps for £35 – well done Jane. They will be removed from the building on May Day.
- j. A reminder will be sent to the hub volunteers that dogs are not allowed in the building. A dog was recently seen inside the shop although it was also noted that most of the dog owners who come to the shop do comply with this request.
- k. Jane commented that the strip light in the kitchen is not coming on very well. We agreed that this is probably a sign it will need replacing soon. Decided to buy a new tube when it is required.
- l. John had been arranging a trip for us to visit the community café at Repton to see how it is run. He will organise a date for either 23 or 25 May for anyone interested in going.

Dan closed the meeting at 12.20pm

11. Date, time and place of next meeting: Monday 05/6/23 at 10.00 – 12.00 in the Community Hall