

## CHURCH BROUGHTON MANAGENT COMMITTEE ACTION SHEET FROM MEETINGS

From meeting 5-6-23

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	Await outcome of planning application	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  Set up generic email address for bookings related enquiries Disseminate booking information to village	Sue/Christine  John	After wifi installed	
13	Obtain 3 quotes for wifi including business rates SDDC to allocate an address Register address with Royal Mail Install post box Book chosen wifi provider to install	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 John/Malcolm		Assessment completed 6-3-23
23	<ul style="list-style-type: none"> <li>Amend section about amplified music and exemptions to costs</li> <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>Further disseminate booking information to village - send email in the first instance</li> </ul>	Carole Carole Carole Carole Dan		Completed

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28	Create 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 for ease of communication and joint working	Christine	July 23	
32	Painting of hall interior?? Decorate with pictures/posters?? Discuss with local artists	Malcolm John		
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	Caroline		
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 – Find electrician who can do PAT testing</b> – 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	Jane Sue  Carole/Malcolm	ASAP Priority	Completed
47	Pressure wash external paths to reduce risk of slipping		After railings removed	
51	Liaise with Hub committee to ensure separate risk assessment is in place for hub shop	John		
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	
70	Organise meeting with local residents to review agreement re amplified music	? Malcolm supported by Dan		
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	

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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			Awaiting outcome of discussion with highways dept
81	Write a short protocol for hub volunteers for them to start using the key safe	Sue	August	
82	Scope the possibility of running a community café in the hall	Sue	ongoing	
83	Draft up a strategy for branding and marketing to increase hall hire and general awareness Dan to send Sue artwork he received for the hall signage	Sue Dan		
84	Add into Conditions of hire (user rules) about Temporary Event Notices Check info about #of licences allowed per venue/per applicant	Carole	August	