

Church Broughton Community Hall Management Committee

Meeting Notes

Monday June 5th 2023 10.00-11.50pm

- 1. In attendance: Dan Pedley (Chair), Carole Twells (note taker), John Weil, Jane Spalton, Caroline Prince, Sue Jones, Christine Prince**
In Attendance: Jayne Walker, village resident

- 2. Apologies received: Malcolm Partridge**

- 3. Previous minutes were agreed as a true and accurate reflection of the meeting**

Matters arising: There were no matters arising

- 4. Incidents reported** – no incidents have been reported since the last meeting.

- 5. Finance report** - Caroline reported the following for this month – income £374 from Health and Wellbeing group, £35 from the sale of the stepladder, expenditure of just £4.98 and £100 cash in hand. There is a surplus from last year of £5,800 and £30K has been ring fenced towards the refurbishment. Dan continues to read the electricity meter monthly.

- 6. Review of action plan from previous meetings – (actions recorded on action sheet)**

2 – To be reviewed in November

5 – Dan reported that the planning application is going in this week to SDDC, which the Parish Council approved at their May meeting. The application includes the application for change of use.

12 – Discussed briefly about on-line booking system When we visited Repton village hall recently they said they had moved away from an online booking form as they found there were too many issues with it, such as no spaces being left for the local community and no gaps being left to allow for cleaning or resetting the facility between bookings. They have therefore bought into 'Hallmaster' which manages the bookings for them. We felt that there must be a way to get round the issues Repton experienced with our facility being smaller and to try before buying in an external system.

Carole has discussed with Sue as to whether she is happy to continue leading on bookings related actions and she is.

John had made contact with Matt Harlow about the generic email address but says he will follow up on this and ensure it has been set up and who can access this. We can then send some more information around the community about how to book the hall.

13 – Malcolm has been working on getting Wifi installed. There are a few issues arisen regarding this. The building does not have a registered address which is needed before a contract can be taken out with a wifi provider (so they have a billing address). Royal mail are being asked to register after

SDDC have allocated us with an address. The Parish Council will need to use this address also as their registered address which will also make it easier to claim any tax back that we are entitled to. We will also need to install a post box to receive mail. We will then be able to book our chosen wifi provider to install the line.

14 – Carole updated actions from Fire risk assessment

She still needs to speak to Malcolm to discuss what was meant by the Evacuator alarm system but had followed the link provided on the FRA report and found this indicated we should purchase a type of alarm system. However, we remembered Malcolm discussing that the assessor thought the building was too small to have an actual alarm. Carole to check with Malcolm what was actually said at the time of the assessment.

Carole has updated the 'User rules' to incorporate the recommendations in the FRA report regarding 'in the event of fire' and hirers responsibilities around people with disabilities. All happy with this. She would like to get more information about the management committees responsibilities around providing PEEPS and if this is necessary.

Carole has added recommendations suggested in FRA about checking signage is still in situ to weekly checklist. She has installed two more fire action notices, John spoke to the pub to check they are OK with us using their carpark as an assembly point in case of evacuation, and they are.

John obtained 3 quotes for servicing the fire extinguishers. Belcher £26 +VAT, OHeaps £37 +VAT, City Fire £50 +VAT. John agreed to contact Belcher and organise a date.

John said he and Malcolm will provide summary for the shop committee which Carole said she is happy to help with if required.

23 – Carole has added exemptions to room hire costs to 'user rules' However, Dan felt this needed changing to say that any activity that generates revenue should be chargeable. Carole will change. Dan also felt that the sentence regarding amplified music needed to remove the comment that loud amplified music will not be permitted 'apart from in exceptional circumstances which will be considered on a case by case basis' even though we accepted this in the first draft of the rules last November. Dan felt this was not what was agreed at the residents meeting agreed January 2020. Carole to review.

Carole had also added in the section about cancellation and having exclusive use of the hall with access for the hub shop to disabled ramp, kitchen and toilet.

Dan has emailed an update to the community re hall bookings.

Jane has printed off some signs to pin to the outside door for when the hall is hired to stop general access.

28 – We discussed about creating a more comprehensive list of village committee members for ease of communication and liaison. Sue felt it would be beneficial for a representative from each of these committees to join up as a whole village committee which would make organising village events easier and more cohesive. Dan felt it is not the remit of the hall committee to lead this but we could pull the information together for discussion. Christine agreed to put this together.

32 – We discussed again about painting the interior of the hall to smarten it up. Another idea is to use some locally made art which could be displayed in the hall to improve the look of the hall interior in this interim period before refurbishment. John said he will talk to Gwen Spencer and Julie

Wheatley, Local artists, to see what they think and if they could contribute either any ideas or some pictures to display.

34 – Caroline and Dan have spoken to Colin Prince and he is willing to help with organising a working party to remove the railings to the side of the property. There needs to be discussion with Adam and Julie Wheatley next door when this is organised as this will open up the boundary next to their property.

35 – Dan has put up the small hall sign on the gatepost at the front of the building.

42 – The ramp is still a concern although the tape holding the edge of the covering in position seems to have helped. This has needed to be replaced just once and is being checked at least weekly. Dan still plans to build a new ramp using recycled floor boards and will look at options. Sue offered some oak flooring she has spare if of use.

43 – Nil to report re: kitchen floor in Malcolm's absence

44 – The PAT testing has been done on the 26th May – thank you Jane. Sue has agreed to continue with leading on the other actions regarding electrics. Sue and John to meet to look at socket placement. In regards to the Electrical Installation Conditions report we agreed that there were no urgent outstanding actions. Jane had also checked when the PAT testing was done and felt there were no undue concerns. The electrical appliances in use have been much reduced which has helped to reduce potential issues especially since removing excess extension cables and the high-level wall heaters.

47 - Pressure washing will be done after the railings are removed.

51 – John has sent a copy of the risk assessment for the shop to the shop committee for comment.

62 – Dan has adjusted the side gate so it opens more easily

66-69 – No update on these actions

70 – Dan felt he should not lead the meeting with the residents about events with amplified music but would be happy to support someone else. John wondered if Malcolm would be the best person to lead this as chair of the committee. To discuss with him.

71 – Not due for review until August

73 – Caroline reported that Helena will send her the requested report

74 – Dan has emailed the latest refurbishment plans to us

75 – Dan has replaced the no parking signs at the front of the building

76 – Caroline has asked Colin if he wants the old chapel sign and to please collect it for himself or dispose of it along with the altar top rail.

77 – Carole has removed the wooden strip behind the partition and taped the edge of the carpet to reduce trip risk. She reported that it appeared the strip was there to stop the partition from swinging backwards when the bolts are undone. To stop this the end bolt needs to be permanently locked down, the partition opens easily with this in situ. For future reference she felt if the partition is being kept as part of the refurbishment it may be best to install a permanent fix rather than rely on the bolt.

78 – Jane emailed out about the lost property none of which was reclaimed. It was therefore reallocated to the bric-a-brac stall

79 – Dan reported that the parish council are seeing if the highways dept will adopt the road especially as there is now a public building on it.

80 – John had arranged for us to visit the village hall at Repton. It was a useful and interesting exercise not just to see the café which was our primary reason for visiting but also to see how they run the hall itself. Christine provided a summary of the visit.

Visit to Repton Village Hall 25 May 2023

General

- Advertises in parish magazine
- 2 part-time caretakers
- Booking sec
- Chairman
- Treasurer.
- Youth club
- £20 per hour, £15 for Repton residents
- No evening adult parties
- No weddings now
- No teenage parties – children over 11
- Try to leave room in bookings for villagers
- Hall is owned by a Charity (like our Park?)
- Use “Hall master” software for booking, invoicing. £200 per annum.
- Online booking created problems, as did having the calendar online.
- Events tend towards women’s activities.
- Table tennis and karate are exceptions. Karate very popular.
- All switches (eg boiler) in cupboards or locked covers so users cannot fiddle
- All technology must link up – hearing loop, computer, TV, sound system.
- Hall has PRS licence. Use temp licences for alcohol.
- Have dado to make fixing small paint problems caused by chairs.
- Air conditioning essential
- Sound insulation important.

Kitchen

- Size about 375 x 400.
- Budget about £5000
- Used Howdens, including their design service.
- Domestic dishwasher
- Automatic shutters on hatches in case of fire.
- Café has 2 freezers and v large fridge.
- Under counter size fridge as guest fridge.
- Nespresso coffee machine. Coffee wasn’t very good – semi milk???
- Sarah Farrell
- Hot water boiler rather dangerous.

Café

- Open Thurs Fri (until 3pm) and Sat (until lunch)
- The café generates ½ turnover of Hall but does not pay any rent or other costs – electricity, etc.
- 5 volunteers at a time in the café, with two shifts.
- Originally only tea and cake but now also do lunch
- Is a registered food business.
- Lacking a Leader.

- Good at social media and good at social projects – eg Ukrainians.
- Sound insulation tiles essential for cafe
- Have v stable tables as worried about old people tipping them by leaning when getting up.

To do

- Visit Marchington village shop

If we did decide to run a café at our hall we felt it should be part of the hall and probably not a separate entity. Sue volunteered to lead on this and Jayne Walker said she would be willing to help Sue. Thank you.

7. Joined up planning for activities/events – Discussed above in action 28

8. Advertising and Marketing

Sue wanted to raise this and is happy to lead on branding and marketing for the hall to increase awareness and generate hall hire. She discussed what we might want our advertising and strategy to look like and how we can get our branding out into the village. She felt it is important to create an identity and we could be using the new signage to create an overall look. Dan to send Sue the artwork received from Ivan Wall to attach to posters and communications etc. Sue will work on first draft of the strategy

9. Any other business

- a) Sue reminded Carole she had offered to write the process for using the key safe, who should have access, how often to change code etc. Added to action sheet
- b) Carole asked if everyone is happy with the reviewed risk assessment sent to all for comment. Any outstanding actions are on the action sheet. No further additions as present. Many risks identified have been eliminated or reduced. To review again in 6 months. (October 23)
- c) When doing the weekly check in the hall Christine felt any hub related issues could be directed though her for the hub to deal with.
- d) Christine wanted to raise about the use of Temporary event notices which are obtained through SDDC to enable alcohol sales for specific events. In the past these have been applied for by the Parks Committee for various events. No-one felt this would be an issue and Carole will add this into the 'User Rules' stating that it would be the responsibility of the hirer to apply for the TEN. Carole will also check what the rules are for number of temporary licences can be granted and if this is per venue or per applicant.

Dan closed the meeting at 11.50am

10. Date, time and place of next meeting: Tuesday 18/7/23 at 13.30 – 15.30 in the Community Hall