

CHURCH BROUGHTON MANAGENT COMMITTEE ACTION SHEET FROM MEETINGS

From meeting 18-7-23

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 – set up but not working – ask Matt for further info – disseminate email address to village once working properly. Disseminate booking information to village - send link to page on website each month when CHMC meetings date sent out to village	Sue/Christine Carole Carole	After wifi installed	
13	Refresh the 3 quotes for wifi including business rates SDDC to allocate an address - done Register address with Royal Mail - done Install post box - done Book chosen wifi provider to install – billing to PC FAO Helena Steeples	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 – check ‘user rules’ contains explicit info re evacuating people with disabilities 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 Order CO2 extinguishers x2 and install Ensure shop has summary of relevant actions and points raised re : fire	Malcolm Malcolm/John Carole/Malcolm Carole Carole Carole Carole John John John		Assessment completed 6-3-23 Done 18-7-23 Done June 23 Done May 23 Done May 23 Done May 23 Done July 23
23	<ul style="list-style-type: none"> Amend section about amplified music and exemptions to costs Add any exemptions from room hire costs to booking information 	Carole Carole		Completed

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	<ul style="list-style-type: none"> Add about cancellation policy to booking form – refunds at CHMC discretion Add about hirers having exclusive use of hall apart from disabled access to user rules Further disseminate booking information to village - send email in the first instance 	Carole Carole Dan		
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 Send out for comment to committee	Christine Christine	July 23	
32	Painting of hall interior?? Decorate with pictures/posters?? Discuss with local artists	Malcolm John		Await refurb timeline
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 July	
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 Email village to see if anyone can fit lino in kitchen	Malcolm Malcolm	May 23 July 23	
44	Electrics – 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 Ask if anyone knows of an electrician who can help install additional sockets Review electrical report recommendations – nil pending so action removed	Jane Sue Malcolm 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 – completed shop risk assessment to be sent to hall committee	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		Action removed as not required
68	Consider if a parcel locker based outside the hall could bring revenue in	Caroline	On hold	Action removed until after refurbishment

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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 Draft invite prior to setting date	Malcolm/Dan Malcolm	? in September	
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	
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	
85	Send original agreement made with neighbours about use of hall	Carole	End July	