

Church Broughton Community Hall Management Committee

Meeting Notes

Tuesday July 18th 2023 13.30-15.35pm

- 1. In attendance:** Malcolm Partridge (Chair), Carole Twells (note taker), John Weil, Jane Spalton, Caroline Prince, Sue Jones, Christine Prince (from 14.00hrs), Dan Pedley
- 2. Apologies received:** Christine had informed us she may be late

At the start of the meeting the committee were pleased to welcome Judy and Stuart Taylor. They had made it known to us some time ago that the dusk to dawn light that had been installed on the corner of the hall was causing some issues for them, as it shines noticeably into their bedroom. They fully understand the reason for us needing to ensure safety of people using the hall and have been trying to tolerate it but wondered if there is anything we can change which would help them such as having the light on a timer so it switches off after 11pm for example???

Dan suggested that he can fix some tape on the side of the light facing Main Street to see if this will stop it shining into Judy and Stuart's window and they are happy to let us know if this resolves the problem. They then left the meeting.

- 3.** Previous minutes were agreed as a true and accurate reflection of the meeting with the following amendment. The village shop which was recommended for us to visit at our trip to Repton was Marchington and not Draycott in Clay – amended accordingly.

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 – there is £90 of petty cash remaining with only minor outlay for out of pocket expenses. There has been income from village shop of £200 and income from ballroom dancing classes. The invoice for the fire extinguisher service has gone straight to Helena Steeples. There will be an invoice for the purchase of the post box. Dan stated he will speak with Ivan Wall about a sign to place next to the post box.

Dan reported that the Parish Council has signed up to a fixed term deal for electricity. He will send us the spreadsheet he's created regarding meter readings which highlights reduced usage during recent months presumably because the heaters are not being used, which is what we would expect.

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

2 – Although we have stated a review date of November for this action Malcolm suggested there is no reason why individuals could not be thinking about it would be best to manage the hall going forwards so we can discuss at the November meeting.

5 – Dan stated that the application for planning consent had now gone in and is hopeful we should know by the end of August if this is favourable or not. He has been told that an environmental statement will be required but that this could be done at a later date and should not affect application outcome at this stage. Dan has been keeping the immediate neighbours to the hall up to date with the progress of plans. Malcolm wished to thank Dan on behalf of the management committee and the village for his work on this. Malcolm also commented that once planning permission had been confirmed it would be a good time to review priorities for improving the current hall and reducing any remaining risks. (Secretary adds - Main risk assessment will be up for review in October anyway)

12 – Generic email has been set up by Matt Harlow. Carole said she had sent a test email to the address which should have been forwarded on to her and Malcolm. However, this hasn't happened so she is not sure it is working. She has emailed Matt to check the address he used and to query why its not working. Awaiting reply which she will chase up. The poster is on the 2 main village noticeboards about how to hire the hall. Not sure if its on the board outside the church.

13 – Malcolm has bought and installed a post box. Dan retrospectively checked with the owner of the building that they were ok with this being on their wall which they are. The address of the hall is now registered with Royal Mail and written confirmation has been received and sent on to the committee. Malcolm will therefore now be able to proceed with wifi installation. He will refresh the 3 quotes and send these with the preferred option for approval by the PC. He hoped we would not have to wait for a PC meeting for this to be given the go ahead. Dan felt that the budget has been approved and the installation has been approved in principle so this should not be a delay. Malcolm can then go ahead and arrange the installation. We agreed that an option with a landline would be preferred so emergency calls could be made if necessary from the hall which has poor mobile coverage. The bill should be in the name of the Parish Council FAO Helena Steeples.

14 – Almost completed all necessary actions from Fire Risk Assessment now. Malcolm and Carole had met and discussed the 'evacuator style alarm system and Malcolm had checked with the assessor what was meant by this. He stated that raising the alarm of a fire in the hall could be done by shouting 'fire' and no fixed alarms are necessary. This has been put in writing to us as confirmation.

Carole has done some research about Personal Emergency Evacuation Plans (PEEPS) and found some assessment forms used elsewhere. We discussed what our responsibility is as a management committee and agreed that the onus of responsibility lies with the organiser of any event to check that anyone with a disability can evacuate the building in the event of fire or emergency. Carole to check 'user rules' again to ensure this is explicit.

John has had the fire extinguishers serviced – the person who did this was surprised we did not have a CO2 extinguisher for electrical fires and felt we should. John will check prices and order two to sit alongside the existing water extinguishers. Certificate of servicing given to Carole to put in secretary's folder.

A summary for the shop volunteers is currently being put together by the shop committee and Caroline will ensure that it will include information on 'what to do in the event of fire'.

23 - Carole has sent the 'user rules' out for comment with the agreed additions. She had slightly changed the sentence on amplified music and exemptions to cost. It was generally felt that it should now be left as is, until after we have met with the local community around September time. By then we will have held some events with some amplified (but not very loud) music and we can ascertain if there have been any issues raised as a result. Jane felt that we could inform neighbours routinely if there is an event using amplified music. Dan said that he intended to do this for the rehearsal planned this week for a folk group.

Plan to meet with invited local residents (immediate neighbours) and review all the potential issues and also review the original agreement made in early 2020. Carole to send this agreement out to the committee.

28 – Christine has been working on cataloguing all the members of the village groups. She felt it would be useful to list the committees and also members for some of these and how these correlate together. She has some additions still to make. She noticed that many of the people attending events tend to also be the people involved in organising them. To send out for comment and to check if anything has been missed.

Sue raised how we can engage new villagers. Malcolm questioned if this was the role of the hall management committee but agreed that it is our role to facilitate the use of the hall.

32 – Malcolm feels there is some ambivalence about decorating the hall following discussion with others. He feels it would be best to await a tangible timeline from the refurbishment group which will be after planning permission has been obtained.

John has spoken to Gwen and Christine Emery about putting up some of their paintings. He has explained to them that they would be displayed at their own risk and can put them up for sale with separate private negotiation for this.

34 – This action is in hand by the Prince family

42 – Dan has completed the new ramp construction, he has been able to use all reused timber from the altar platform other than one piece of wood. He thanked Martin Spalton for his help. He just needs to finish fitting the rubber matting and installing at the hall. Well done Dan.

In the meantime the current ramp is deteriorating but the taped edge is holding and is being renewed as necessary especially during wet weather periods.

43 – Stuart Kent has donated a piece of lino. Malcolm has measured and it is too small to cover the whole of the kitchen but would fit the toilet floor. It was felt that the kitchen is the priority and to see how it will best fit in there. Malcolm will send a message out to village if anyone is able to fit it for us.

44 – Sue has been unable to progress this action. Jane will send the name of the electrician she used to do the PAT testing and see if he can help with the installation of additional sockets. Malcolm said he can add to the email about carpet fitters if anyone can help with electrics also.

51 – John informed us that the risk assessment for the shop has been integrated into the main risk assessment for the hall adding in the key issues that are relevant for the shop such as food handling and lone working. Carole asked if as the hall committee we should see the shop risk assessment? John said he could let us have a copy.

67 – Discussed again about keyless locks and the risks weighed up against the cost and benefit when all doors will be changed when hall refurbished. Agreed that we have mitigated risks as far as we can and have checks in place to maintain risk mitigation. Therefore this action was removed.

68 – We agreed that the possibility of raising funds by installing a parcel locker is a good idea but we cannot action this until after the refurbishment as it is uncertain where it would be located or how big a space there would be where it could be located. This action therefore removed for now.

70 – Malcolm agreed to draft an invite to local residents to discuss any positive/negatives with the hall, both current and future and send to Dan for review before setting a date (probably in September)

71 – Dan reported that the license with the shop has been agreed in principle following discussion with Adele Meyer. Dan needs to write the agreement up to create a formal document.

79 – No feedback from Highways dept yet

81 – Sue is working on this action

82 – Briefly discussed setting up a community café. It was felt we do not need to wait until the refurbishment is done to start work on this. Sue is interested and Jayne Walker expressed interest at being involved when she visited our last meeting.

83 – Sue unfortunately has had problems with her computer which she is waiting to be resolved so has not had the opportunity to progress this action yet. Sue has been thinking about branding for the hall however, to develop a basic consistency in look and we felt we could set up basic letter templates we could all use for any communications with the village. Dan has sent the artwork to the committee from Ivan Wall we can use.

84 – Carole had found some information from .gov website. TENS are given per VENUE therefore the hall can have a total of 20 TENS per year. A TENS can be applied for in order to sell alcohol but may also be needed for some music events and dancing which is something we may need to consider in the future. She has added to the 'user rules' that it is the hirers responsibility to organise a TENS if required although the management committee will need to monitor numbers of TENS granted on the premises to not exceed the permitted number. The application also needs to be made in good time to give 5 clear days before the event. The successful application notice must be displayed in the hall.

7. Any other business

- The outside light issue was discussed at the beginning of the meeting.
- Malcolm and Carole had received a complaint about parking outside the hall. Carole had contacted the person and he felt that people were not abiding by the signs telling people not to park on Chapel Lane if they were attending the hall. Carole had responded by sending a reminder out via the village email and whatsapp to remind people to be mindful about parking when using the hall. She also informed the complainant that people with disabilities may sometimes be seen to park opposite the hall gates and that this is acceptable to the hall committee.
- Caroline asked if it was OK to go ahead with fitting some roller blinds in the shop. We agreed this was fine so long as they are fire retardant and that consideration is given to needing to install the secondary double glazing so the

blinds need to be in front of the windows and not recessed into the window opening.

- Sue raised that we need to start thinking about events in the run up to Christmas. This may include another open day as an annual event and a Christmas party. Carole suggested this needs to tie in with any plans the park committee may have so that events do not clash and that maybe we could collaborate for example having tree light switch on together? Agreed that we will have on the agenda for the next meeting to discuss in detail.

Malcolm closed the meeting at 15.35hrs

- 8. Date, time and place of next meeting: Tuesday 05/09/23 at 13.00 – 15.00 in the Community Hall**