

CHURCH BROUGHTON MANAGENT COMMITTEE ACTION SHEET FROM MEETINGS

From meeting 5-9-23

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. Set up subcommittee to research options and put report together.	Subcommittee	Discuss at November meeting	
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 so removed from this AP
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	Email seems to be working Link being sent as stated
13	Refresh the 3 quotes for wifi including business rates Book chosen wifi provider to install – billing to PC FAO Helena Steeples	Malcolm Helena to order		Handed over to PC to order once position paper agreed at next PC meeting
14	Fire risk assessment -check 'user rules' contains explicit info re evacuating people with disabilities Order CO2 extinguishers x2 and install Ensure shop has summary of relevant actions and points raised re : fire Add annual cost of servicing fire extinguishers to budget line	Carole John John Caroline		Assessment completed 6-3-23
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	List created
32	Painting of hall interior??	Malcolm		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 this – find out when Colin and Rob might be free to help	Caroline	No urgency	
42	Replace ramp with newly built one Check if wood available from altar platform removal	Dan Dan	End of July	Completed

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	Check tape is secure as temporary fix at least weekly	All		
43	Replace kitchen carpet with lino Email village to see if anyone can fit lino in kitchen – ask Rita	Malcolm	ASAP	
44	Electrics – – 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	Sue	Priority	
47	Pressure wash external paths to reduce risk of slipping	Carole	October	
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		
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 and hall use Draft invite, send to committee with some proposed dates for early to mid October	Malcolm/Dan Malcolm	Early/mid October	
71	Communicate with shop committee via Adele for feedback re renewed shop license agreement	Dan	September	
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 ?add to refurbishment remit	Dan		Awaiting outcome of discussion with highways dept
81	Write a short protocol for hub volunteers for them to start using the key safe Print off and ask shop volunteers to sign	Sue Caroline	August Sept/Oct	Done
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 Send examples of templates we could use and decide which to use Dan to send Sue artwork he received for the hall signage	Sue Dan - done		
85	Send original agreement made with neighbours about use of hall	Carole	End July	Done
86	Extend tape on outside of external light	Dan	ASAP	

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87	Organise community event for 1 st December Order Christmas tree Produce fliers to deliver to all local addresses Send out save the date	Malcolm Sue and Carole		
88	Carole to send out further information about TENS	Carole		
89	Organise mail tray for post	Caroline		
90	Set up a booking system for hiring out tables and chairs	?		