

## **Church Broughton Community Hall Management Committee**

### **Meeting Notes**

**Tuesday September 5th<sup>th</sup> 2023 13.00-15.10pm**

- 1. In attendance: Malcolm Partridge (Chair), Carole Twells (note taker), John Weil, Caroline Prince, Sue Jones, Christine Prince, Dan Pedley**
- 2. Apologies received:** Jane Spalton
- 3.** Previous minutes were agreed as a true and accurate reflection of the meeting with the following amendment. A couple of typos corrected and Dan had requested some minor changes to the wording regarding action point 13

#### **Matters arising:**

- Feedback from Stuart and Judy regarding the outside light shining into their window is that adding the tape has helped but not entirely resolved the issue. Dan said that he had taped across the light fitting where the bulb is situated but the light diffuses more widely so may be able to improve further by extending tape. He will do this.
- Malcolm has an invoice for the post box and keys which he needs to claim back. There are 5 keys. These have been allocated to Helena Steeples and Dan on behalf of the PC, 1 for the shop, 1 for the key safe and 1 for the hall committee which Carole will keep.
- Re: action plan point 5 – Malcolm queried as to whether the environmental survey if still required and Dan confirmed that it isn't so this can be removed from the action plan.
- Re: the recent live folk music event – Dan was going to speak to the neighbours prior but decided to do this after the event. There were no issues raised and they weren't even aware it was happening which is a positive.

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

- 5. Finance report** - Caroline reported the following for this month –

- Income for August - £68 room rental, £200 from shop lease
- Expenditure - £106.92 for materials for new ramp, £66 electricity
- Total budget available £3145, £2148.30 remains

Dan continues to read the meter each month and the electricity is charged by direct debit as per contract

Caroline sends the income line to Helena including surplus cash each month. She does not send expenditure but can do so. Malcolm also suggested it would be useful for the management

committee to receive this information each month. Caroline will copy us into the report she sends to Helena each month.

Sue now has a functioning computer and has taken over monitoring hall bookings from Carole. Caroline to send her spreadsheet re hall income from bookings to Sue from now.

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

2 – Malcolm talked about what the future ambition of the community hall will be once planning permission has been granted and how best we can pull this together to include all the key stakeholders. This would include views and feedback from the shop committee and from the refurbishment group. Christine pointed out that the shop committee had agreed that John is their representative on the hall committee. Dan also sits on the refurbishment committee and is able to represent at our meetings. Carole asked if we wanted this feedback to be reflected on the standing agenda. All agreed to this being added.

The larger issue is which management model we should use in the future eg should the hall be run as a charity and separate to the Parish Council or should we stay as a subgroup of the PC? Agreed that we will need a bigger discussion around this and research possible options which compares the risks and benefits of different models. A report could then be put together. Agreed that this is a piece of work in its own right and a subcommittee should be set up at the next meeting which can review the options.

5 – Action removed as it is the remit of the refurbishment committee and feedback re: planning permission will be available via revised agenda.

12 – The hall enquiries email address has been tested and Malcolm has received messages but Carole hasn't. She asked if people could send a message to [communityhall@churchbroughton.com](mailto:communityhall@churchbroughton.com) and see if it comes through to her (post meeting note – messages received, thank you). Christine felt that we needed to advertise more widely as people don't always read their emails. Carole explained that there is information on the village website. The questionnaire at the last open day had positive feedback regarding the fliers we delivered door to door but that only a couple of people found the posters most useful.

13 – Malcolm has completed a position paper for the parish council about best options and costs for broadband providers available. The report recommends BT as the best option with telephone line for emergency calls out. There would be a phone number allocated but we agreed that this would not be made known generally as we would not be using the phone for incoming calls. Malcolm stated that the phone equipment would all be provided by BT as well as line installation. We approved the paper which will be taken to the next PC meeting tomorrow for their approval. Once approved the ordering of the preferred option will be handed over to Helena Steeples to order in the name of the PC. Carole thanked Malcolm for his work on this action which has been a tedious task.

14 – Most of the fire risk actions have now been completed. Carole has added into the 'Conditions of Hall Use' document for hall hirers to consider evacuation in case of emergency for people with disabilities. There are no PEEPS needed from the hall committee but actions have been put in place to ensure safety especially now the ramp has been upgraded.

John has contacted suppliers for purchasing carbon dioxide fire extinguishers. 'Simply Extinguishers' can supply at £29.99 each plus VAT, delivery is free. We agreed to buy 2 and locate them next to the existing extinguishers. John said the company offers certification and do we want this? It is £6.50 for each certificate. Dan felt the insurance does not request this and Carole stated the extinguishers are serviced annually anyway. Dan requested that this annual charge is reflected in the budget line as an ongoing expense.

John stated that the shop volunteers have been provided with a summary of relevant fire safety information following the fire risk assessment.

28 – Christine has compiled an expansive list of village groups and who is involved with them. She felt the main thing that can be seen is how the same people are involved with several groups. Sue suggested sending a questionnaire out to the groups as to how we can encourage them to use the hall. Christine felt that all those groups who would hire the hall are already aware of it so sending a questionnaire out to them would not really be helpful. Malcolm wondered how we can build bridges to new people to use the hall and be involved. Sue said that lots of ideas had been given by people at the open day last year but that all these things needed someone to organise them. She felt that the remit of the CHMC would be to organise events and to use the revenue raised for ongoing events/activities. Dan and Carole said that the main remit to date has been to ensure the hall is safe to use and managed. Sue said the Terms of Reference do reflect this and Dan said we could look at broadening the remit of the management committee if we want?

If we are looking for bookings for private parties how realistic/attractive would this be before the refurbishment is done?

34 – Discussed what the timeline is for removing the railings. Dan said as things stand there is no particular urgency. We would need a working party of maybe 3-4 people. Caroline said Colin and Rob Prince are happy to provide machinery and remove the spoils but they have no capacity at the moment. Malcolm asked if it would be possible to get a general idea of when they might be free so we can plan a working party round this?

42 – New ramp installed. Malcolm asked if we need hazard tape on the edge nearest the bins. It was felt this was not necessary. It was asked if there should be a handrail on the left as well as right. John said this would restrict access to the bin area. The handrail has been reinstated to the right hand side. Malcolm wondered if we need the small wooden ramps currently stored in the toilet. Carole said Jane felt we should keep them for disabled access to the toilet and she will check with her if this is still the case. (post meeting note – Jane feels we should keep them)

43 – Malcolm has sent a message out to the village, no-one has responded yet. We wondered if there was anyone in the village who fits carpets?? To ask Rita if she knows anyone

44 – Sue had arranged for an electrician to meet her at the hall but he didn't turn up. She wondered if anyone else would like to take this action forward or if we had another contact she could try. John said the socket placements are all marked up. Jane was going to send Sue the contact details for the electrician who did the PAT testing which Sue said she has received.

47 – We had discussed getting the paths pressure washed last year and decided to leave it until the weather was better and then put it off until the railings were removed. As we're not sure when this will be now Carole said she will pressure wash the paths before then weather closes in for winter. Several people have a machine and Julian originally said he would help (hence why we had an outside tap fitted)

70 – We discussed about organising a meeting with local residents about future use of the hall for events. The last meeting was in 2000 when the hall purchase was being proposed and neighbours expressed some concern about potential noise levels. We discussed who should be invited – it was agreed Chapel Lane residents, Jim on Main St, Judy and Stuart across the road. To arrange for early to mid October. Malcolm will draft invite and send round to us with some proposed dates. Malcolm to lead the meeting with Dan to support. Carole offered to take notes if they wanted her to?

71 – Dan has put together an agreement with the shop which he based on a standard template that was available on line. He said it contains no additional responsibilities from last year and contains the same principles as last year including no change to costs. Caroline pointed out that it has changed from one page to several pages. John stated that the shop committee were querying some aspects of it. Dan has liaised with Adele and awaits feedback. The shop committee members present here are not aware of her thoughts so it was felt that we need to await Adele's feedback.

79 – The safety of the road surface outside the hall is going to be an ongoing problem. Sue wondered if we could include this in the refurbishment plans?

81- Sue has written a short protocol for use of the key safe. This is mainly to ensure confidentiality of the number. Sue will send to Caroline who will print it off and ask the shop volunteers to sign. In the meantime Caroline has sent a Whatsapp to the volunteers which covers the confidentiality issue. Dan asked Christine if anyone is still collecting keys from her and she said there are a couple of people who aren't using the key safe yet.

82 – Sue felt that opening a café at the moment without wifi and facilities isn't really feasible. We all agree that having a café on site will help with hall promotion and also use of the shop.

83 – Sue has been working on setting up some templates which includes branding. She showed us some examples of how this might look for a consistent image for the hall. She asked if we wanted to include a strapline as part of this? She will send round some examples for us to comment on and decide how we want this to look and any ideas for straplines we may have.

Carole will be able to use the templates for any documents and on the website.

85 – Carole has sent the document out. She confirmed that this was the original document that formed the basis of some of the 'user rules'. Dan stated that our current 'user rules' form the basis for our discussion with the neighbours and the original document is for our information only.

## **7. Planning for events in the run up to Christmas**

We discussed having another open day type event at the hall. Malcolm suggested the purpose of doing this would be for 3 main reasons. For marketing the hall and its use, to engage with the local community and to update the community on how things have been going. We felt we could tie this in with some sort of start of Christmas celebration. We decided on an evening event on Friday 1<sup>st</sup> December 5pm – 9pm. Room was booked from 2pm for set up. We discussed tying this in with switching the Christmas tree lights on outside the hall. We had previously discussed maybe having a joint light switch on with the park committee but Christine is not sure what is happening this year. Malcolm said he will order the tree again from Mole Store, we already have lights etc from last year. We will need to produce some fliers to deliver door to door. Carole said she had a copy of the one from last year and Sue agreed to look at updating this for this year with Carole.

#### **8. Temporary Event Notices**

Carole has done some further research around Temporary Event Notices. She has some concerns about whether we need to have TENS for cinema screening and live music events as this is what the national government guidelines would indicate. She also has concerns about what constitutes 'free' alcohol at events as she has read that including 'free' alcohol included in the ticket price for events may be classed as alcohol sales. She will send round the statement she found for comment as to how we can ensure we are compliant. This may affect the forthcoming wine tasting event. Caroline said she will speak to the organiser of this and ensure we are compliant for this.

#### **9. Any other business**

- Dan said that Ivan Wall is sorting out a magnetic sign for the letter box that will attach to the front of the box
- John said that there are new A boards being made for the shop also.
- Carole asked if we should have a designated place to put mail from the post box. Caroline said she will set up a mail tray in the shop. Dan will speak to Helena about collecting mail
- John asked if we felt we should have a system for hiring out our tables and chairs. We discussed this and decided that we should have a booking system and ask for donations for lending tables and/or chairs out to the local community.

#### **10. Date, time and place of next meeting: Wednesday 01/11/23 at 14.00 – 16.00 in the Community Hall**

Malcolm closed the meeting at 15.10hrs