

CHURCH BROUGHTON MANAGENT COMMITTEE ACTION SHEET FROM MEETINGS

From meeting 1-11-23

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 in the new year.	Subcommittee	March	
12	Bookings – Meet with Helena, Sue, Dan, Caroline to discuss process for managing booking payments Utilise bookings officer to control bookings process and remove reliance on shop to take bookings – revise bookings process Put bookings info together once changes decided and post on noticeboard outside hall and update website Further discuss treasurers role after meeting with Helena Aspiration is to have an online booking form when this is possible	Sue Sue Sue & Carole All		
13	Wifi – post notices in the hall informing people of free guest account and password Look for suitable phone to use as landline Change lead contact on Sky contract to Helena	John Carole Malcolm		
14	Fire risk assessment Order CO2 extinguishers x2 and install Add annual cost of servicing fire extinguishers to budget line	John Caroline		Completed
28	Create a list of village groups Send out for comment to committee	Christine		Completed – Christine will keep up to date
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 ?after winter	
43	Replace kitchen carpet with lino Find a carpet fitter and get a quote for job	Malcolm	ASAP	
44	Electrics – – review electrics plan and update it now wall heaters removed/shop reorganised, get quote for additional sockets and move emergency lights so they are above the fire exits Get PAT testing invoice and inventory sent to us Ask if he can install additional sockets Ask him to replace/upgrade outside light	Jane	Priority	

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47	Pressure wash external paths to reduce risk of slipping	Carole	October	Completed
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		Completed
66	Create a process for petty cash – update TOR	Dan		Completed
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	Completed
70	Organise meeting with local residents to review agreement re amplified music and hall use Draft invite, organise date for January	Malcolm/Dan	January	
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 – apply for grant? Ask local businesses if they can help?	Dan		Highways dept unable to help at this time
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	Sue		Done
86	Extend tape on outside of external light	Dan	ASAP	Done
87	Organise community event for 1 st December Order Christmas tree Produce fliers to deliver to all local addresses – Dan to find list we used last time Send out save the date and add to village calendar Organise food and drink	Malcolm Sue and Carole Carole Jane		
88	Carole to send out further information about TENS	Carole		Done
89	Organise mail tray for post	Caroline		Done
90	Set up a booking system for hiring out tables and chairs			Done
91	Use noticeboard outside chapel door to post booking info	Sue/Carole		