

Church Broughton Community Hall Management Committee

Meeting Notes

Wednesday November 1st 2023 14.00-16.00pm

- 1. In attendance: Malcolm Partridge (Chair), Carole Twells (note taker), John Weil, Caroline Prince (Treasurer), Sue Jones, Christine Prince, Dan Pedley, Jane Spalton**
- 2. Apologies received: None**
- 3.** Previous minutes were agreed as a true and accurate reflection of the meeting with the following amendment. A name corrected in action point 70. Sue suggested everybody send any amendments to Carole prior to each meeting to ensure the minutes are correct when we meet. All agreed.

Matters arising: None

- 4. Incidents reported** – no incidents have been reported since the last meeting.
- 5. Finance report** - Caroline reported that that it is not always easy to keep track on income raised. This is partly because some monies go straight to Helena and some bills are paid directly by Parish Council therefore bypassing her. Helena keeps a ledger of all income and outgoings which is consolidated at year end. Dan stated that the PC is clear about the amount of money ringfenced for the community hall. A question was raised about booking fees if the event was raising money for the hall as to whether this should be separate so it is easy to identify revenue raised from bookings. Malcolm felt that no booking should be confirmed unless a booking form has been completed and payment made in advance. Jane therefore felt that Sue, as bookings officer should receive and take bookings. Sue reported that she is having to chase up some bookings and they are not always being paid for in advance but that cash is being paid to the shop on the day instead. She said that an example is the chair based exercise class which is a regular booking in the diary but cash is paid on the day. No booking forms done and Caroline is only aware of payments made when Helena passes on receipt of payment into the PC account to her. The exercise class also does not always run despite the booking being made in the diary. As the PC has a paper based banking system there is often a delay in getting this payment information, Caroline felt of about 6 weeks. Sue asked if we could open our own bank account and receive payments direct to this? This would also enable us to check payments have been received in real time by using online banking. We would need to look into if this is possible and how many signatories would be needed. She stated that another event took place (for a music evening) without a booking form and no payment has been received. Caroline has been chasing this up as the payment may have been missed. Thinking about improvements to the current booking system we discussed the suggestions below
 - All bookings to go through the booking clerk
 - Booking Clerk deputy needed

- Diary in the shop is used for provisional bookings and checking availability for the date required or diary kept with booking clerk only
- Shop Volunteers would not have to deal with any paperwork or payment for hall bookings. Some of the volunteers do not like dealing with hall bookings and taking payments.
- Booking form filled in and left for the Booking Clerk to deal with (Posted in post box?)
- Electronic Booking form available on website and can be printed off from there.
- Details on how to book on notice board - Sue and Carole will put info together and post on board at front of hall
- Need a system in place to cover hours when shop is not open and if shop ceases to exist
- Drop box or shared calendar for Booking clerk and deputy
- Separate email address – Carole and Malcolm receive messages sent via the communityhall email address and any booking enquiries can be forwarded to Sue
- Hire payment made with booking not on event day (Check cancellation policy)
- Payments could be made directly to PC and not through the shop bank account
- Details of the PC bank account needs to be on the booking form if this is to happen
- When payment is made there needs to be some sort of recording between the booking clerk and Helena (This may be a problem as Helena only has access to the bank details when a statement is received)
- Once payment and booking form received the booking is secure and booking clerk records full details in the diary
- On line booking may help to solve some of this but would need a system setting up which may have a cost involved
- Update website etc when system agreed on

Sue suggested that we could reverse the current process we currently have for checking payments have been made by using the current booking spreadsheet to send future bookings to Helena who then has a reference point as to what payments to expect.

Plan is to set up a meeting between Sue and Helena, Dan will introduce them and Sue will then set a meeting to include Dan and Caroline to discuss above points.

Caroline reported that the finance spreadsheet seems to be on target. We will know in March when setting next year's budget if we want to change any of the projected costs for next year. Jane confirmed that we have not yet received the invoice from the electrician for the PAT testing. John has yet to receive payment for the fire extinguishers.

Caroline confirmed (following a message to the committee last week) that she will be standing down as treasurer. She is not certain that we need a treasurer moving forward as the financial accounts are held by the PC. Malcolm felt we should try to find a replacement as Caroline has the overview of our finances. Sue had offered to help if Caroline had stayed. We could ask for expressions of interest from the village. Christine suggested this may not be fruitful as no-one came forward for other committees recently. Caroline had sent us a list of treasurer's responsibilities she undertakes for us (as below)

1. Keep petty cash and report each month to PC (£31.92 in hand at 29/10/23) Carole agreed to temporarily hold the petty cash for now

2. Prepare budget for March year end
3. Update budget on a monthly basis and compare actual to budget
4. Obtain information from PC for any costs/income paid via bank
5. Prepare a monthly report to the management committee
6. Report monthly hall hire income to PC and booking clerk
7. Report monthly cash account to PC (Breakdown for Vat purposes)
8. Keep cash receipts and give to PC at the end of March each year
9. Go and meet and report to the PC auditor for the March year end

Plan to further discuss financial/treasurers arrangement after meeting with Helena.

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

- 2 – Malcolm felt there is still a lot of overlap for the management committee eg with refurbishment group and knowing what other groups are actioning. However, there is an agenda item now for other group reps who are involved in hall activity to feed back to us. Dan stated there has been no recent activity for the refurb group as we are awaiting planning permission. Dan reminded us that this action is specifically about looking at a model of ownership and how we want to manage the hall moving forward. We discussed at the last meeting about setting up a subcommittee to research options and we decided that we would now do this in the new year.

12 – Already discussed as above

13 – Wi fi is now installed and working. At present we should offer this as free guest access. John will do two signs to inform people about the password and availability.

Jane suggested that we will need a process or instructions for the shop volunteers in case of any issues arising.

Malcolm explained that the installation arrangements changed from what was planned. He took over the installation as Helena was not able to. BT had stopped installing new lines when he went back to them so went with Sky, as they were. Monthly fee of £24.99+VAT. The bill is being paid directly by the PC. There is an option for 1 landline but need to buy a phone. Carole said she would look for a suitable option. Reason for having a phone is for emergency calls only. Malcolm says he has blocked international calls from being made. He says he will change the lead person on the account to Helena now and we will need to add a representative from the shop to liaise with about any wifi issues for the volunteers. Currently have Malcolm as lead signatory with Helena, John, Christine and Dan as contact names on the contract.

14 – Fire – CO2 cylinders now installed. John awaits reimbursement. Invoice sent to PC. All fire risk actions now complete.

28 – List of village groups – Christine says she will keep this up to date

32 – Not discussed further

34 – No urgency to remove railings and not a job for over winter

43 – No volunteers have come forward to help with fitting the lino, kindly donated. The need to replace the kitchen floor (as cheaply as possible) was brought up on the HSE checklist as a health and safety requirement that kitchen floors should be wipeable in case of spillages. Christine suggested as we have underspent in other areas could we pay for a carpet fitter to do the job for us. Agreed that we should look at the cost of this. Malcolm will look into this.

44 – Re: electrics. Jane is awaiting reply from electrician about invoice and inventory from PAT testing. Sue asked if someone else would be able to take over the actions regarding electrics. Jane agreed to do so and will ask the electrician who did the PAT testing if he can install the additional sockets we wanted in the shop area. She will also see if she can arrange for the emergency lights to be moved so they are on separate sockets and are above the emergency exits.

47 – Carole and Julian pressure washed the paths to reduce slip risk over winter.

51 – John has added shop risk assessment to main risk assessment. Carole has refreshed the integrated document after reviewing it last month. Almost all identified risks have now been addressed. She suggested that if everyone is happy with it we review again in 1 year. Agreed.

66 – Dan updated the TOR to incorporate about petty cash

69 – Dan wrote a short process re: frost protection over winter. All agreed it meets our needs and is clear. All agreed that the stop tap does not need turning off under the kitchen sink when the frost protection setting is on the radiator in the kitchen. Dan asked that someone else takes the lead on this over the coming winter. Checking if below zero temperatures are expected and following the process. Christine agreed to do this as she lives nearby and Jane agreed to be back up if Christine is unavailable.

70 – Malcolm has been thinking about the residents meeting and wonders if we could invite our hall neighbours to the next management committee meeting. We felt that this would not be the best option as the whole meeting would need to be given over to this discussion. A separate meeting would be better. Dan explained that the most contentious subject raised when the change of use of the chapel to a community hall was discussed, by the local residents, was about noise, specifically amplified music. Now we are a year into the use of the hall after purchasing the chapel we should review how it has been received by the neighbours and set clear parameters how we should be moving forwards.

Malcolm has drafted an invite and suggests an evening in January, he and Dan will choose a suitable date, maybe 1st or 3rd Monday evening after the new year?? The plan would be that this is the final review for prospective use of the hall with the neighbours.

71 – License agreement now sorted with the shop

79 – Dan has heard back from the highways dept and they will not adopt the road unless it is up to the spec required by the highways team. Therefore, the only option would be to do this work ourselves. Possible option is to apply for a grant as part of the refurbishment works. Dan also wondered if Lidl bottling plant may be able to help having seen the tarmac works they are installing?

81 – The shop volunteers have all been sent a message about the key safe code and its security

82 – Plans for café on hold

83 – Sue has drafted some branding templates for the hall. We agreed logo should be top right with footer to include address, email and website. To be used on all correspondence moving forward to create a visual identity.

86 – Dan had extended the tape on the outside light to stop it shining into the neighbour's house. Unfortunately, this has made the end of the lane very dark when leaving the hall in the evening. We felt the best option is to either replace the lights with something more suitable or have it on a timer to cover the hours the hall is open. Dan felt he would not be able to do this so we should add it to the electricians list of jobs needing doing.

87 – Event been planned for 1st December. Was originally thought 5pm – 9pm but now thinking 5pm to 7.30pm. Flyer drafted and design chosen. Carole will finalise and send to John for printing. She will send a message out to the village. We will also deliver flyers using the list we used last year. Dan will try and find it. Sue suggested a budget of £100 max. Mince pies and mulled wine/wine. Non alcoholic drinks from the shop on sale or return. Tea/coffee??
Background music?

Tree not ordered yet but Malcolm sorting this. Get together before to finalise arrangements.
27/11/23 2-3pm.

88 – Carole had sent further information out about TENS. This included the SDDC application form. We were aware that different council areas have different requirements. SDDC have concessions for community halls including no requirement for a TENS for entertainment such as cinema screenings, live music and events (applies to our normal opening hours). Regarding events serving alcohol, so long as the alcohol is not included in the ticket price or is being sold, we do not need a TEN. Agreed that if hirers intend to serve alcohol, we should advise them it must be without charge and not included in the ticketing price if the event has a cost. Eg a ticketed event costing £30 should not say 'includes a glass of wine'. Carole will ensure Hirer agreement is clear.

89 – Mail tray now set up in shop for post box

90 – If there are requests for hiring the tables and chairs it needs to be written in the bookings diary to ensure it doesn't clash with a planned event which needs them. Donations will be requested from private hirers but not village groups eg the church.

7. Consensus on action for TENS - discussed above

8. Update from Village Shop rep - shop having some reorganisation, secondary glazing installed

9. Update from refurbishment group rep - no meetings have been held as waiting planning permission so nothing to update

10. Planning for events in the run up to Christmas - discussed as above

11. Noticeboard for outside hall - there is a noticeboard next to the Chapel door which we can use. Carole suggested any new noticeboards may be best placed once we are clear about the refurbishment. Carole and Sue will arrange for some booking information and a poster sized flyer for the Christmas event to go onto the board.

12. Cleaning rota – Carole will be renewing the rota for the coming year. All happy to continue as before.

13. Any other business – Complaints process. We had another complaint re: parking outside the hall. Malcolm has acknowledged this and replied that we would discuss today. We have clear signage outside the hall and have sent out messages to the village previously. Further reminders have been given to shop volunteers. Future complaints will be responded to by Malcolm and then added to the next meeting agenda for discussion about appropriate action by the committee.

14. Date, time and place of next meeting: Wednesday 17/01/24 at 13.30 – 15.30 in the Community Hall

Malcolm closed the meeting at 16.20hrs