**Church Broughton Community Hall Management Committee**

**Meeting Notes**

**Friday 19th September 2025 14.00**

1. **In attendance: Sue Jones, Christine Prince (note taker), Jane Spalton, John Thorpe, John Weil (Chair)**
2. **Apologies received: Dan Pedley**
3. **Previous minutes** were agreed as a true and accurate reflection of the meeting.

* Jane put up a notice to say Food Bank donations should be left at the church
* John organised the servicing of the fire extinguishers.
* John and Jane have revised the main risk assessment, taking into account changes due to the shop closure.
* The cooker still requires a warning notice.

1. **Incidents reported**

* The Leonards seem to have had a problem with the hot water when cleaning but no one else has reported it and John and Jane have checked it.
* The vacuum cleaner has been reported as smelling of burning. Again this was checked but should be monitored.

1. **Finance report**

* Approved budget for the year 2025/26 is revenue of £2,848 with costs of £2,810 (including £1,000 for electricity)
* Monthly Bookings – Sue reported revenue of £1429 year to date. Monthly bookings are running around £220-£240 against a need of £238 per month to meet the budget. Unfortunately, yoga classes are being discontinued but art classes are about to start again.

1. **Risk assessment**

* The main risk assessment has been updated by John W and Jane and will be done annually.
* It is not on the website.

1. **Update from refurbishment group rep**
   * The refurbishment plans are back on track and proceeding well generally. A Project Manager has been appointed and we are nearly ready to ask for tenders.
   * A problem has been encountered with the bat survey.
2. **Check and Cleaning rota**

* Jane has drafted the new rota, including new volunteers and it is working well on the whole.

1. **Stop tap problem**

* Now the refurbishment is back on track, we agreed we could live with the problem.

1. **Review of regular inspections, risk checks etc**
   * John has reviewed this and is compiling a table for easy identification of due dates.
   * Jane will put the public liability insurance document on the notice board. **(JS)**
2. **Village Halls and Community Buildings Affiliate Scheme**

* We are now an affiliate member. This could be useful, for example for grant information
* The contact should be changed to Sue.

1. **Any other business**

* John has updated the booking form, adding the old chapel hall and changing the time for hirings.
* **Christmas**: We will do a similar fund raising / Christmas light switch on as last year on **7 December**. Dan has been asked if his band might be available. Sue will ask Malcolm re the Christmas tree.

1. **Date, time and place of next meeting: 14th November 2pm in the Hall**.