



Church Broughton Community Hall Management Committee

Meeting Notes

Monday 2nd February 2026 14.30

1. **In attendance: Christine Prince, Jane Spalton (Chair), Carole Twells (Note taker), John Thorpe, Sue Jones, John Weil**
2. **Apologies received: None**
3. **Previous minutes** were agreed as a true and accurate reflection of the meeting.
 - Sue will message Malcolm to check he has submitted a claim for the cost of the Christmas tree **Action: Sue**
 - Jane has sent the donations from the Christmas event to Helena (£181.82). She noted there was less than in previous years. Next time maybe consider the necessity of a raffle and charge a set price for refreshments??
4. **Incidents reported** – nil reported
5. **Finance report - including bookings update**
 - Sue is grateful for Jane taking on the job of bookings officer
 - Our budget for the financial year is £2848 and to date we have raised £2837. With predicted income for the rest of the financial year from bookings we therefore expect to have a surplus by year end. Invoices have been sent out for January.
 - A smart meter was installed recently in the hall. We therefore have no need to read the meter ourselves any more.
6. **General admin etc: Cleaning rota, regular inspections, risk checks**
 - Jane reports the new cleaning rota is in place and the current volunteers have a copy. All seems to be working well.
 - All agreed that bicycles should not be brought into the building and that there is adequate space for parking them outside, including at the rear of the building
 - On a Monday, prior to yoga, Christine and Jane are happy to put the heating on at 9.30am.
 - It has been noted that some, but not all, regular groups are paying for extra time pre and post booking. For consistency we agreed Tia Chi will be told they no longer need to book the 15 mins prior to their session **Action: Jane**
 - It was discussed whether it was necessary to change the key safe numbers as previously planned. At this stage prior to refurbishment, it was felt unnecessary.
7. **Update from refurbishment group rep**

The Lottery fund received our detailed stage 2 application on 9th January for approx. £350K. They have told us we are unlikely to hear from them until next financial year. The next bat survey will be due around May time. The chosen contractor for the build requires 6 weeks notice prior to starting and estimates 16 weeks for completion. The committee noted the amazing amount of



work the refurbishment working group has put into the bid, especially Julia Williams who has contributed many hours.

8. Any other business

- The review dates for specified hall checks were looked at.
- John agreed to review and append the fire safety assessment with any updates required.

Action: John

- PAT testing – it had been previously agreed that formal PAT testing by an electrician should be done 3 yearly with a visual inspection yearly. There is now minimal portable electric equipment in use since the closure of the shop. All remaining items are in regular use and in good working order. New equipment will be in place after the refurbishment. As formal PAT testing is not due until May, no further action is required at this time.
- Main risk assessment – Jane and John reviewed this last year, John will append the HSE hall safety check document **Action: John**
- Jane raised about who's responsibility it is for gritting the ramp and entranceway as this is not the role of the village snow wardens. A grit bin is provided at the entrance of the building and can be used by anyone. All hirers of the hall have a responsibility for the safety of people attending their events and have access to the grit bin.
- Carole thanked everyone for covering the secretary role last year especially Christine for taking the minutes etc.

9. Date, time and place of next meeting: 23rd March 2026 @ 3pm in the Hall.