



Church Broughton Community Hall Management Committee

Meeting Notes

Monday 23rd March 2026 15.00

1. **In attendance:** Christine Prince , Jane Spalton, Carole Twells (Note taker), John Thorpe, Sue Jones (Chair), John Weil
2. **Apologies received:** None
3. **Previous minutes** were agreed as a true and accurate reflection of the meeting.

Matters arising

- Sue checked Malcolm has requested reimbursement for the Christmas tree
 - Jane has informed Tai Chi re: not needing to book extra time for setting up the class
 - John has updated the fire safety assessment – thank you. The next review date will be decided dependant on outcome of funding bid for refurbishment.
 - John has looked through the health and safety checklist. He updated the original assessment last year. There have been no significant changes since then. If the refurbishment goes ahead this year a new health and safety checklist and risk assessment will need to be done from scratch after completion of works.
4. **Incidents reported** – nil reported
 5. **Finance report - including bookings update**
 - Jane reports a healthy income for February and March. Our budget for the year is £2848 which is our required income to break even. We are set to have a year end surplus of £1302. All invoices for March have been sent out ready for year end
 - Jane has taken bookings for a pet 1st aid class in June. The hirer is aware there is a possibility the hall will be closed for refurbishment. She has also taken an enquiry about using the hall for a support group for families with children who have special educational needs. No booking as yet for this.
 - There were 2 cancellations for March only of our regular groups.
 - Electricity – agreed at last meeting there is no need to read the meter now on smart meter. John T said Helena Steeples will be aware of any changes to the expected bill. Carole to ask Helena for info about electricity provider and end date of fixed deal for the committees records **ACTION: Carole**
 - Discussed setting budget for next financial year. As there are no significant changes set budget as this year with any tweeks and John T suggests adding a 5% uplift to account for inflation. Sue has electronic version of sheet and will forward to Carole **ACTION: Sue**. Carole will amend and send round for comment. **ACTION: Carole**
 - Carole will ask Helena for end dates of contracts with broadband and electricity providers **ACTION: Carole**



6. General admin etc: Cleaning rota, regular inspections, risk checks

- Jane reports cleaning rota going well.
- Up to date with health and safety assessments. Carole will do the annual emergency lighting check when she cleans next week. **ACTION: Carole**

7. Update from refurbishment group rep

There are no new updates. Awaiting outcome of funding bid.

Dates have been arranged for the next stage of the bat survey. 25th May and 15th June both between 8.30pm and 11pm.

8. Any other business

Jane commented on the Rural Action Derbyshire information Carole receives and disseminates to the committee. Jane feels that some of the topics raised will become more relevant post refurbishment such as Village Halls Week and we could be more proactive in taking part in these ideas in the future.

Christine has had a request if the toilet can be used for children using the park now the nights are getting lighter. We agreed that the toilet will be left unlocked and the stop tap left on. Review weekly when cleaning done. Jane to let those on cleaning rota know. **ACTION: Jane.** Christine will send a message to the person who made the request **ACTION: Christine**

9. Date, time and place of next meeting: 11th May 2026 @ 3pm in the Hall. Christine to chair.