



Church Broughton Community Hall Management Committee

Meeting Notes

Wednesday January 17th 2024 13.30-15.30pm

1. **In attendance: Malcolm Partridge (Chair), Carole Twells (note taker), John Weil, 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.
 - **Matters arising:** Following the meeting with Helena Steeples, clerk for the PC it was decided that it would not be feasible for us to have our own bank account due to the small amounts of money we deal with. Instead, all monies will continue to go via the Parish Council. The new booking system will ensure payments will be more easily transitioned. Sue confirmed that all booking payments will be made in arrears after creating an invoice.
 - Jane continues to chase the electrician. Requesting PAT testing list, repair faulty socket near kitchen door, move the emergency lights, install new sockets for fridges and replace outside light. Jane and Martin have replaced the PIR light above the main door which is now working.
 - Any issues the shop has with the wifi will be picked up by Dawn Hardy and dealt with appropriately. She has been added to the BT contract as a listed signatory. Information about the wifi has been added to the shop volunteer's handbook.
 - Re: landline phone, Malcolm wondered if we make the phone number available whether people could phone the shop to make enquiries. Malcolm will look into getting a phone.
 - Re: meeting with local residents. Malcolm has drafted a letter and suggests a Monday evening in February
4. **Incidents reported** – no incidents have been reported since the last meeting. There were three outstanding reports of faults which after discussion, have been resolved. (Drain outside kitchen door, leaking stop tap in toilet and PIR light outside main door). The stop tap and drain both need to be kept an eye on in case of further problems.
5. **Finance report** - Sue had sent us a revenue summary. There are several bookings in the diary. The forecast for January is £260, February £20 and March £32. Sue raised that chair based exercise book the hall for 1 ¼ hours and pays for 1 hour. However, often the group stay for approx. 2 hours. After discussion we agreed that they should just pay for the hour and if another booking comes in after them, we will let them know what time the room is required. The benefits to the community of the exercise group were very much recognised and supported by ourselves.

Carole explained that Helena had raised that in the absence of a treasurer in the committee, she would need to take the petty cash back. Carole handed this over last week. However, Helena also said that she would not have time to administer any petty cash. Therefore, we are currently without any petty cash. We felt that it would be difficult to operate without having access to petty cash. As no-one has yet to come forward to take on the role of treasurer, we discussed the main roles and whether we could cover those between us. These are

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

Sue felt she could take on some of the treasurer responsibilities especially re: bookings and revenue and felt there was greater control of monies now we are not dealing with cash for bookings. Carole said she was happy to hold the petty cash and maybe this could be added to the secretary's role as the accountable officer for this. It was felt that a collaborative approach could be adopted to sort out the annual budget, Dan, Sue and Carole agreed to be involved and meet to discuss next year's budget and summarise this year. Dan said he will discuss with Helena as to our proposal.

Dan said that the PC are currently setting the precept for the coming year locally and we are well within budget and have a surplus which will be put towards the refurbishment fund. The electricity budget is on target. Jane pointed out that setting next year's budget will be easier as we now have a much better idea of expenditure having a full year of outgoings and income on record.

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

12 – The new bookings process is now in place. Messages have gone out to the village and signs at the hall have been put up. Carole needs to create a larger poster for the outside noticeboard now the Christmas tree has been taken down. The shop volunteers have been thanked for their contribution in taking bookings until the new system began. Booking forms can now be collected from the main noticeboard in the hall when the hall is open. Completed forms then posted in the outside post box which will be checked by Sue daily who then actions the booking request. We discussed about buying a Perspex leaflet holder A4 size which can be placed next to the post box. This would mean booking forms could be collected at any time and not just when the shop is open. All felt this would be a good idea. Carole to look at purchasing the holder. Someone would need to seek permission to mount the holder on the wall.

Sue raised that there is an event on Friday and wanted to query about opening the hall and locking up. The hirer is known to us and is familiar with the hall. Sue is happy to open the hall. All agreed after discussion that the hirer could lock up and post the keys in the post box which will be put back in the key safe the next morning by Sue. Carole has one of the spare keys (as

secretary) which was given to Sue, who therefore can now open the post box without relying on the key kept in the keysafe. Sue also raised that the conditions of hire are that the hall opening hours are 9am-10pm. The hirer wanted to book the hall until 11pm. Sue had negotiated that the booking could be until 10.30 with the event closing at 10pm and 30 minute clear up time til 10.30. We reminded ourselves that the opening times were originally agreed with the local residents in 2020 who at the time were very concerned about potential noise in the run up to the chapel becoming a community hall. That agreement also states that private parties should end at 7pm (transposed into our conditions of hire/booking form). This highlighted the importance of organising the residents meeting we are planning.

13 – Wi-fi – Malcolm confirmed that the lead signatory on the Sky contract is now Helena Steeples. However, his name could not be removed (because he set the contract up) so he will remain as one of the signatories even though after this meeting he will be stepping away, for now, from the committee. We discussed purchasing a telephone to use in emergencies but it was also felt this might be useful for the shop for people to ring in and check what is available if we made the number known. Malcolm confirmed that the contract includes calls out to local numbers and mobiles and that he has disabled calls to international and 0800 numbers. Invoices are emailed and Malcolm has been forwarding these to Helena. Malcolm agreed to look for a suitable phone to buy.

43 – Malcolm has looked into getting the lino fitted in the kitchen but it will cost approx. £150. The fitters were also not happy to fit the lino we had been given. We therefore decided that at this point it is not cost effective to go ahead with changing the flooring in the kitchen and to keep the existing carpet tiles until the refurbishment. (original reason for changing was to a wipe clean surface as specified in H&S guidance)

44 – As discussed above, Jane is chasing the electrician for all actions needed.

70 – Agreed to fix a date for residents meeting for a Monday evening in February. Dan, Malcolm and Carole will attend. Aim is to review current hall use and any concerns residents may currently have. Malcolm has sent a draft invite to us which was agreed, Malcolm will send Carole the draft so she can format it and add the agreed date, print x15 and let Malcolm have them for delivery. (post meeting note – date confirmed for Mon 12th Feb @ 7pm)

79 – Dan has had recent discussions with both MEG (Lidl bottling plant) and their contractors and those discussions aim to encourage ways that the company can contribute to the benefit of the local community. This may feed into our wish to improve the road surface outside the hall. Await further feedback

87 – The community event went well on 1st December. Around 50-60 people attended. We had advertised widely including doing a leaflet drop around the whole parish. We served mince pies and mulled wine and the shop was open. Malcolm had bought the Christmas tree from the Mole store and installed it. We turned the lights on at 6pm after which those people attending with children mainly went home. We closed the event at around 7pm.

Malcolm managed to dispose of the tree in the compost bin and repurpose what he could for fire wood. Thank you Malcolm

91 – Carole has put some information on the outside noticeboard but needs to print off a larger poster

- 7. Update from Village Shop rep** - John reported the shop had a good December. They are trying different things to bring in business. They have a table top sale planned in March and have been selling local crafts. Sue suggested a fresh fruit and veg day – Christine and John said this has been tried before and felt there was too much wasted to make it viable. However, the donations of surplus from local community had gone well raising money for the local food bank. The later opening on Thursdays was continuing for now. John felt that they are keeping their head above water and are always open to new ideas and suggestions. They are currently discussing whether to invest in a card machine but are conscious this would mean a percentage loss of income. Carole felt the access to wifi in the hall should mean most people could pay by BACS via online banking whilst in the shop.
- 8. Update from refurbishment group rep** – No news yet regarding planning permission. Dan had been in touch with planning team and they are running behind schedule and hoping a decision will be made by 26th Jan. Dan will send out a communication when he has heard. The planning team are refunding the application fee to us as they have missed their 6 month deadline which will go back into our budget.
- 9. Any other business –**
- Post box – signage being worked on by Ivan Wall
 - Stop tap – Jane confirmed that Martin had tightened something up which seems to have helped. Carole couldn't see any leaking when she turned the stop tap on and off on Monday when she cleaned, but had left it turned off. As the weather is colder we will be turning it off anyway for cold weather protocol. Carole confirmed she had sent a note out to the shop committee and Jane had let the volunteers know it is still switched off. The event on Friday will need toilet facilities so Jane will turn it on when she is in the shop on Friday and monitor if its leaking.
 - Cleaning rota – Carole has picked up most of Malcolm's cleaning dates but can't do the May date on 20th. Jane said she could do this one.
 - Holly – Carole offered to trim the holly hedge behind the hall.
 - Vacancies – Malcolm sadly is needing to step down as chair. He would like to stay involved though and if there are any small jobs that need doing he is happy to be asked. He would like to continue to receive the meeting minutes. Carole thanked him on behalf of the committee for all he has so far done as part of the community hall committee. We decided we will rotate the chair for now and wait until we hear about the planning permission before sending a message out asking for interest for chair and treasurer vacancies. Once planning has been granted a next phase will begin for the hall which may attract new volunteers.
 - Carole raised the review dates for items that are coming up soon. The fire inspection/safety check is due in March. We had previously discussed that the annual review could be done by ourselves once the initial assessment had been carried out. John said he will look at this documentation and see what is required. He also asked when the fire extinguishers are due for service which is June.



10. Date, time and place of next meeting: Wednesday 26/03/24 at 13.30 – 15.30 in the Community Hall

Malcolm closed the meeting at 15.20hrs