

CHURCH BROUGHTON MANAGENT COMMITTEE ACTION SHEET FROM MEETINGS

From meeting 11-04-24

Shaded rows will be removed as they are completed/no longer required

	Action	Who by	When by	Outcome
2	Explore future options for managing the community hall and the pros and cons of different structures.	Carole	September	
12	Bookings – Further discuss treasurers role with Helena specifically petty cash Order perspex leaflet holder A4 size to have outside hall Check this can be mounted next to letter box Organise signage for letter box – Ivan Wall has this in hand	Carole Dan Dan Dan		
13	Wifi – Look for suitable phone to use as landline			Dawn Hardy will provide
32	Painting of hall interior??			Agreed not required
34	Organise removal of railings and put new fence on actual boundary to property in consultation with neighbours. – Form a working party to arrange this – find out when Colin and Rob might be free to help	Caroline		Removed and add to refurbishment remit
44	Electrics – Chase PAT testing inventory Identify items that need formal visual check this year Perform annual 3 hour check of emergency lights	Jane Carole Carole		
70	Organise meeting with local residents to review agreement re amplified music and hall use Draft invite, organise date for Feb	Malcolm/Dan/ Carole	February	Completed
79	Consider options for improving safety outside the building caused by the uneven transitions between road surface and pathway at the front of the hall ?add to refurbishment remit – apply for grant? Ask local businesses if they can help?	Dan		Removed. Remit falls under refurbishment committee
82	Scope the possibility of running a community café in the hall	Sue		Removed for now as not feasible until refurbishment completed
91	Use noticeboard outside chapel door to post booking info	Carole	ASAP	Completed
92	Monitor stop tap in toilet	All	Ongoing	
93	Trim holly hedge when weather permits	Carole	Feb?	Completed
94	Advertise Chair and treasurers role to community	John	May	
95	Review fire risk assessment	John/Sue	Due March	
96	Check guttering at back for blockages	Dan	June	
97	Advertise hall for potential bookings: Put together list of interested parties who hall we can advertised to	Jane/Sue		

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	Send regular communications to village as a reminder for hall bookings	John		
98	Ask the Kents if they want the lino back – if not dispose of it			
99	Change opening times for hall in Conditions of hire document	Carole		
100	Reply to Janet Arthurs email	Carole		
101	Pass on action to shop committee about having a process to secure the shop when hall is hired out	Christine		
102	Thank John Osbourne for replacing window pane	Carole		