



Church Broughton Community Hall Management Committee

Meeting Notes

Thursday April 11th 2024 10.30-12.00

(Date of meeting changed from planned date of Tuesday March 26th)

1. **In attendance:** Sue Jones (Chair), Carole Twells (note taker), John Weil, Christine Prince, Dan Pedley, Jane Spalton
2. **Apologies received:** None
3. Previous minutes were agreed as a true and accurate reflection of the meeting.
4. **Incidents reported** – no incidents have been reported since the last meeting. There are 2 reported faults. Jane had reported the guttering at the back of the building was possibly blocked when she visited the hall recently in heavy rain. Dan said he would check it when he is able. John reported that the inside bolts on the chapel door, specifically the bottom one, were stuck. Jane said she would look at this. – post meeting note – Jane has removed some compacted dirt in the bolt holes and applied WD40 which seems to have improved things.
5. **Finance report** - we have not had anyone come forward for either the treasurer or chair vacancies so far.
 - Petty cash – we need to speak to Helena again about this. Carole to make arrangements to meet with Helena and see if there is a way forward which is workable for us all.
 - The budget for the coming financial year has been approved by the Parish Council
 - Revenue and costs are as expected and budgeted for
 - Bookings – it was felt that we could advertise more widely for private bookings. An example is with local undertakers who could recommend for wakes. Also, health related such as GP practices, local pharmacies and health groups. Sue and Jane to get together a list of potential interested parties to advertise to. Also, to regularly send out a village communication encouraging hall hire. John agreed to do this. It was felt that there would continue to be some events from health and wellbeing group such as soup and pud lunches.
 - Electricity use – on target with costs. There has been a price reduction due to switching to a fixed price deal which the PC has agreed for 3 years.
 - Members requested the possibility of reducing the shop rent which needs to be discussed separately with the shop committee as this would require a change to their agreement.
6. **Review of action plan from previous meetings – (actions recorded on action sheet)**

2 – Carole agreed to do some research later in the year about different models that can be used for running Community/Village halls so that we can have a discussion about the best way forward in the future.

12 – re: treasurers role. Sue asked if we really need a treasurer as the system for payments and bookings seems to be working well at present. It is more difficult dealing with out of pocket expenses as we have no petty cash for small costs. Carole to discuss this again with Helena to see if there is a way we could make this easier for all concerned. Carole and Sue have identified a Perspex box to place next to the post box outside for booking forms. This would mean forms could be collected at all times and not just when the hall is open. Carole to forward details to Dan and he will order it. No updates from Ivan yet about sign for post box.

Re: the lino, as we have decided not to fit this due to cost, and it was not a major health and safety concern to do so we need to remove the roll from the hall. It was donated by the Kents so we need to ask them if they want it back. If not we can take to tip.

13 – Dawn Hardy has found a landline phone for the shop area

32 – It was decided that painting the interior of the hall at this point in time is not necessary and to remove this action from the action sheet

34 – It was felt that removing the railings at the back and establishing the boundary around the side of the building should be done as part of the refurbishment now. Action therefore removed.

44 – Jane had received a quote from an electrician to install new sockets, amend the outside light and move the emergency lights for £380. We all agreed this was an unnecessary expense in the run up to the refurbishment and that risks had been minimised by rationalising the extension cables in the shop area. The outside light glare nuisance to neighbours had been reduced whilst still providing light to the perimeter of the hall and facilitating egress from the building. Emergency lights can stay as is until the refurbishment is done. The annual check of these is due and Carole will deal with this.

Carole went through the most up to date HSE document re: maintaining portable electrical equipment in low risk environments. This document states that there is nothing in law to say how or how often electrical equipment should be maintained. It also states that annual PAT (portable appliance testing) is not necessary but that user checks and visual inspection of any equipment should be done at regular interval. These do not have to be done by a qualified electrician. We have minimal equipment – kettles, tea urn, vacuum cleaner, heaters. Therefore, we agreed that organising PAT testing for the coming year was not necessary. User checks can be done by all users. A formal visual inspection will be needed for this year.

70 – The meeting with local residents was held and the summary of this is below.

On the back of this we decided to amend the opening times for the hall to 9am-11pm.

The meeting was held on 12th February 2024 with Malcolm Partridge chairing, Dan Pedley and Carole Twells attending from the management committee.

Hand delivered invitations had been given to all residents on Chapel Lane and addresses close to the hall.

Apologies were received from Christine Prince and Adam & Julie Wheatley and Jane Walker.

Adam and Julie provided their feedback prior to the meeting via Dan.



3 residents attended the meeting

Malcolm and Dan summarised the background to the meeting and that concerns had been raised in 2000, when the chapel was then a possibility for rental as a community hall, by local residents about noise especially from amplified music. As the hall has now been in use for 18 months it was felt that we should review the impact to date and refresh any thoughts local residents now have.

The key points raised were:

No-one had reported being adversely affected by events at the hall

Needing to be open to trying new things at the hall

Should be supporting local events and private parties

That amplified music as a term does not define what the concerns truly are around unacceptable levels of noise. Amplified music could be anything produced via a speaker which ranges from background music to loud rock band type music. The main concern relates to loud music which can be heard from neighbouring properties and is intrusive.

Any new events we try are monitored and this monitoring is ongoing. If disturbances occur then not repeat them.

It was felt that noise at bedtime when sleeping would be unacceptable – as there is no outdoor space for attendees to use at the hall this would mainly apply when people are leaving the hall later in the evening. Also being mindful in summertime if windows are open about noise levels.

Parking was discussed and that the committee have tried to implement controls to stop people parking on Chapel Lane. All in attendance did not feel this would be an issue for them. The committee acknowledge that they have received a couple of complaints regarding parking but are limited in controlling this issue.

Opening times for the hall – those in attendance felt 10.30 or 11pm would be acceptable so long as people left the building quietly and responsibly

Other comments Can we open a café at the hall? Yes, we would like to and Jane Doe is interested in helping with this.

Can we develop a 'speaker' programme for talks at the hall?

Malcolm closed the meeting at 8pm

79 – The issue of uneven road surface outside of the hall was discussed again and the committee decided this was a wider issue for the refurbishment committee and not for the hall management committee. Therefore, action removed from our remit.

82 – Although we all agree a community café is an ambition for us in the hall, this is not a feasible option until the refurbishment is done due to the quality of facilities we currently have. This action removed from our action plan for now.

91 – Carole has posted hall hire information outside the hall. She will keep this up to date.

92 – Leaking stop tap – this seems to be manageable as is, without incurring the expense of a plumber to correct. Martin Spalton identified the switch off for the water mains outside the building and it would not be an easy job to fit a new stop tap. We feel that it has probably been leaking for some time. Carole has checked with shop volunteers and most try not to use the loo. The main issue leaving the stop tap off will be if there is an event in the hall where the toilet may be used. Carole felt that so long as any leakage is under the lino and not causing a puddle people can slip on, we can manage for now. (All the toilet plumbing will be ripped out as part of the refurbishment). Carole has lifted the corner of the lino under the stop tap to ensure any leaks are directed under the lino. All to continue to monitor.

93 – Carole trimmed the holly

94 – John agreed to advertise again the chair and treasurer role within the village

95 – John raised that the fire risk assessment review is due and he would appreciate some support with this. Sue agreed to help with this.

7. Update from Village Shop rep - the shop keeps trying new things to bring in customers. One of these is a weekly Anoki delivery for collection from the shop after collecting orders. The shop is keeping head above water, they had needed to use some of their contingency but have managed to top this up again since. If there is any negotiation around monthly rent this would help.

8. Update from refurbishment group rep – the architect has produced a set of drawings and requirements are currently being refined. Once finalised they can be sent out to local contractors for quotes and then can start applying for grants and funding.

9. Any other business –

- Rotating the chair for now, manage without treasurer for now.
- Boards from shop at the back of the hall – John says these belong to him and he will collect them at some point so do not dispose of them. Help offered to move them.
- Carole had been sent information about a grant application but we are not in a position to apply yet and the deadline has passed.
- Message from Janet Arthur – She had sent some good ideas through to various people who organise activities in the village. Many of these ideas have been tried before and one of the key issues is needing to have volunteers to run them - even if this means ensuring access to the hall and locking up afterwards. It was suggested that activities in the hall can be put on the agenda for the next parish meeting. Carole agreed to respond to Janet's email and let her know this.
- Yvette had sent a message through asking if the chair based exercise instructors could have the key safe code. Sue says this has been discussed with Yvette. The main risk is for the shop and how the shop can be secured. Christine says the shop needs a process and will take to the shop committee.
- Hire of tables and chairs – we have been having a whatsapp conversation about this and all agreed that all community events should be free of charge. All private hire should be asked for a donation which can be paid by BACS directly to the PC to avoid handling cash. Requests for hire need to be added to the bookings diary.
- May Day – it was discussed about hall opening for this event. We could open the hall 11am-3pm to tie in with shop. Allow access to toilet, put some chairs and a couple of tables out. Put some display boards up with old village photos for people to reminisce about. Also, final plans on display.
- We are very grateful to John Osbourne for replacing the double glazing panel in the hall. Carole said she would send a belated thank you on behalf of the committee.



10. Date, time and place of next meeting: Friday 07/06/24 at 10.00 – 12.00 in the Community Hall – John to chair next meeting

Sue closed the meeting at 12midday