

Pencombe and Little Cowarne Parish Hall

Building Maintenance Report 14th March 2023

Activities since the Last Meeting

1. Falcon Induction Cooker - The repair was completed following the last meeting ready for the Big Breakfast. A Letter of complaint was prepared and addressed to the the Chief Operating Officer of Aga Rangemaster. It was signed by Andrew Mottram as Chair of the Trustees and posted on Saturday 25 February 2023. We await a response.
2. Health & Safety Policy and Fire Risk Assessment - APM and AFN met to review, the former is ready for signature by APM and the latter will be ready for signature shortly.
3. List of responsible persons - The list was circulated and is being laminated and posted in the Foyer.
4. Woofer Cable and Box - APM/AFN drilled a hole between the Chair Store and the Hall to pass the Woofer speaker cable to a cable tidy box ready for use in the Hall. APM re-soldered the jack socket.

Activities to be Undertaken

5. Village Hall Insurance Policy - We have received our insurance renewal and before our current policy expires on 31 March 2023, can we please discuss potential savings to the cost of such insurance:
 - (a) Payment in full rather than in instalments - Saving £48.45
 - (b) Installation of CCTV - Saving 5%, approximately £40
 - (c) Hallmark Quality Assurance Accreditation - Saving £30
 - (d) thanMembership of a local Village Hall consortium - Saving 5%, approximately £40.

There are costs associated with achieving these discount savings; e.g. The CCTV would need to cover each of the 5 external doors; say that an installation may cost £400 and payback would be 10 years.

6. Fire Alarm Testing and Fire Extinguisher Servicing - Booked in to be undertaken on Thursday afternoon 16 March 2023.
7. Limescale build up in the Dishwasher - APM and AFN will be recharging both softeners i.e. the Kitchen Dishwasher and the Bar Glasswasher.
8. Plastic waste pipes - Replace old and damaged pipes and fittings.
9. School long pole - to be fitted behind the the cinema screen housing.
10. Soft paving outside the Kitchen - Clean the moss build up potential risk of slipping.
11. Paving from the South Fire Escape Doors and making good the road at the bottom of the ramp being looked at by the Parish Council?
12. Long term planning vis-a-vis Boiler life - APM has liaised with Richard Hill from Intellegy and will report on their findings.