

Pencombe and Little Cowarne Parish Hall

Building Maintenance Report 6th February 2023

Activities since the Last Meeting

1. The extension to the bar counter and additional shelf have been completed, including making good paintwork and the addition of 2 No. drink optics. The plug for the freezer under the counter in the Bar has been installed.
2. Three more blown double glazed panes have been replaced; two in the front lobby doors and one in the windows on the south elevation.
3. Falcon Induction Cooker - The left hand section (2 rings) of the hob are not working. Unfortunately, the cooker is 7 months out of Warranty. A service visit is due on Monday 6 February to hopefully resolve the problem. Tell you more at the Trustee's meeting on Monday 7th.

Actions needed

4. The Health & Safety Policy and Fire Risk Assessment are about to be completed by APM/AFN. We need to display a list of 'Responsible Persons', in the event a Hirer or Others using the Parish Hall have an issue or emergency. I have prepared a list to discuss and gain agreement and add missing telephone numbers.
5. Lime scale build up in the Dishwasher - APM and AFN will shortly be recharging both softeners, depending on usage of the Kitchen Dishwasher and the Bar Glasswasher.
6. Woofer speaker - Hole and box to be installed to accommodate cable from the control unit to the speaker when placed in the Hall. APM/AFN to carry out!
7. The Hall insurance is renewal reminder is due to take effect on 1 April 2023.
8. Fire Alarm Testing and Fire Extinguisher Servicing is due to be undertaken on 1 March 2023.
9. School long pole - to be fitted behind the the cinema screen housing.
10. Clean the soft paving outside the Kitchen which with moss build up is a 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? The ramp now has Solar Lighting activated by motion sensors.
12. Long term planning vis-a-vis Boiler life - APM has liaised with Richard Hill from Intellegy and is awaiting their report. Further work required to establish options and costs. Likely to require photovoltaics (solar panels) to reduce energy consumption costs.