

Village Hall Working Group – Non-Annual Tasks and Issues Diary.
RECOMMENDATIONS OF MAINTENANCE WORK TO BE DONE TO THE VILLAGE HALL.

Task	Identified:	By Whom:	Approx Cost:	Council approval:	Completion Date:
Fit two door stops in the entrance hall.	20/6/22	Decorator in October 2022.	£ 8.49	n/a. minor maintenance.	11-sept-2022
Fire door stops into vestibule.	20/6/22	Decorator in Oct 22.	£ 12.59	n/a. minor maintenance.	15/9/22 Rubber door stop
Fire door signs for doors to vestibule.	20/6/22	Contractor to fit.	£ 6.82	n/a. minor maintenance.	Another set for porch doors. 15/9/22
Write Instructions for Audio Visual Equipment.	20/6/22	VHWG recommended that no instructions are written and that Hall hirers must advise the Booking Manager if they want to use the AV equipment, in which case one of the following must be in attendance at the booked event for the equipment to be made available: Viv Blandford, Trevor Johnson, Ross James.		Council decided that instructions should be written. Jul-22 / 6367	VHWG put on hold. 12/9/22
One-off Septic Tank Survey and advice on maintenance.	20/6/22	MPM wet waste to survey and advise a maintenance plan.	2 x £140	10 th Oct, M:6425	November emptying?
Request quotes for list of Electricity works	20/6/22	Mark Cavill	Village Hall PV Panel survey & cleaning, survey building, service fire alarm £1,100 Village Green survey and RA £200 Pavilion Survey and install Defib £350.	Required.	Used Steve Andrews instead.
	Oct 22	Anthony's contact	PV Panel Cleaning		
	24/6/22	Kevin Willey	Kevin has carried out: 1. Socket replacement 2. Survey of Pavilion and VG electrics. Installation of Defibrillator and cabinet at pavilion after survey. Total cost £480.	n/a Legal requirement for H+S.	October 2022
	24/6/22	Steve Andrews.	Will survey the hall w/c 31 st Oct 2022. Will also check issue with Serving hatch not closing with fire alarm.	n/a	Survey completed 31 st Oct. Hatch not repaired.
Key box for outside.	13/6/22 (FC)	Contractor.	£ 14.95	n/a. minor maintenance.	22/6/22
Fire Alarm Servicing	Annual	Southern Fire Protection	13 th October tested. Serving hatch shutter not working with Alarm. recommend a fire risk assessment to ascertain the system category and if any further devices are required. No auto detection currently in the electrical cupboard, roof void and store room. No vads in both wcs Recommend zone chart by fire panel and all manual call points have protective covers fitted x4	Yearly contract	Pending Should Clerk arrange a professional Fire Risk Assessment is carried out?
Service hatch Servicing	Annual	Tekta Uk Ltd.	Takta uk have been contacted and asked to advise the earliest date they can attend to service the kitchen hatch.	Yes - £350	Pending
Decorating Snagging	2022	Mark Ayers	Fire door not shutting and issue with loft hatch in the lobby.	Not required	Pending.

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