

PULVERBATCH VILLAGE HALL COMMITTEE

Chairman's Report to the Parish Council

Jan 2018

Committee Members (no change since July Report)

David Taylor (Chair), Sandra Ryan (Finance), Leonie Clarkson (Minute Secretary), Linda Russell (Bookings)
Paul Taylor, Carol Ashley, George Waters, Paula Higgins, Lynne Taylor, Kevin Colman, Sue Wakeley.

Procedural Matters

As reported in the July report, we have introduced the following procedures to ensure the committee meets their responsibilities with regard to health and safety;

1. Emergency lighting to be checked monthly and a formal record kept
2. Fire alarms to be tested weekly and a formal record kept
3. General Health and Safety check to be carried out monthly and a formal record kept
4. Village Hall Booking form updated to include hirer's responsibilities and a diagram showing emergency exits, fire alarms, fire extinguishers etc

All appliances are formally PAT tested and labelled as such.

In addition, we have introduced an Operator Procedure for the hall cleaner.

Finally, we have completed our first annual Risk Assessment (copy attached) which will be updated annually.

Financials

As at January 2018 the Scottish Widows account was £8962 in credit and the Lloyds current account £6164 in credit. A year on year finance comparison is being prepared to enable the committee to see any trends/spikes etc.

200 club draws are up to date

Events Since last report

Harvest Supper 14th October: Net profit £1501

Skittles Evening 20th January

History of Pulverbatch 10th March

Other Issues (Double Glazing & Asbestos)

Quotes received for replacing front windows and doors with double glazed units. Currently investigating possibility of obtaining Lottery funding

All public buildings must have an Asbestos Management Plan and obtain an Asbestos Management Certificate. If the building is 20+ years old it must be assumed that Asbestos is present unless proven otherwise.

A retired Council Building Senior Engineer looked at the hall and concluded there is no evidence of visible/exposed Asbestos and therefore there is no obvious risk provided we don't undertake building repairs/modifications.

We contacted DJ Surveying (Asbestos Specialists) who carry out non-evasive Asbestos Management Surveys for approx. £200. They confirmed that Asbestos doesn't pose a threat if left undisturbed and provided the survey found no evidence of visible/exposed Asbestos or Asbestos that is subject to wear and tear, they would issue an Asbestos Management Certificate. We would then need to ensure in our procedures that no building work is undertaken without further review.

We will agree the action to be taken at the next meeting.

David Taylor Jan 2018