

Pencombe and Little Cowarne Parish Hall Building Maintenance AGM Report 2023

Summary

Another busy year maintaining the Parish Hall, which can be seen from the list of works below, undertaken since the last AGM. This Hall has been open since 1999, and as well as we might maintain the building and equipment, sadly after 23 years items come to the end of their life and have to be replaced. We have seen this in the replacement of heaters that provide hot water to wash basins and double glazed sealed units. I list below the work activities carried out this year and the future known work to action in the coming year. So rather than go through each item I will just mention the headline areas:

- Repair to the Falcon electric induction oven - The left half of the Induction Hob ceased to work just before the Young Farmers Big Breakfast. Unfortunately, the oven was 7 months outside its warranty period. We quickly arranged a repair through a company in Hereford, which resulted in a cost of just under £700. The Trustees felt that it was poor that such an expensive item from AGA Rangemaster should have such a serious fault so early in its use. The Trustees drafted a letter of complaint, which ultimately resulted in AGA Rangemaster contributing £419 (60% of the cost).
- Health & Safety Policy and Fire Risk Assessment - These have now been updated, including the Location of Emergency Exits and Fire Fighting Equipment and the Evacuation Procedure (which are posted in the Entrance Foyer). Please note that when the building is occupied all Fire Escapes should be unlocked. That refers to the Foyer, Kitchen and Bar Doors to the outside; the two Emergency Exits from the Hall unlock by Push Bar. A special thank you goes to Suzanne Burge who undertook an audit of these documents, which led to them being updated.
- New Circuit and Double Socket Outlet - A new 32 amp double socket outlet was installed in the Hall to increase the amperage and hopefully eliminate any future tripping out of power circuit breakers that was experienced at the PYF Big Breakfast in February. Now we have a new circuit, the Electrician advised us that we must ensure we spread the load.
- Ricky Baker Glazing - Adjusted both leaves on both sets of Fire Doors in the Hall to improve security, free of charge. Ricky has now replaced two sealed unit panes in the South Fire Door and the one in a hall window. The side screens in the Entrance are hardly perceptible and it was agreed to leave those until next year.
- Maintenance/Health & Safety - Ongoing boiler servicing, fire alarm, emergency lighting and fire extinguisher testing and servicing was carried out. In 2024 we will be employing specialists to undertake the Electrical Installation Testing and P.A.T. Testing.

Finally, I would like to pay tribute to our retiring Chairman, who has been a stalwart in the maintenance of the Parish Hall for its use by the Community. Given he lives almost opposite at the Mulberry Dock, he has acted like a Caretaker for this building undertaking tasks such as; programming and re-programming the boiler controls, undertaking the weekly fire testing and safety regime, painting the School Store floor, re-charging the water softeners, managing the bookings, meeting and greeting hirers, etc.

Andy Hazlehurst has kindly agreed to help me take over Andrew's Maintenance type work, I am updating my Spreadsheet, which identifies the maintenance tasks, to incorporate those Andrew does at the moment. I will sit down with Andy and go through and create a rota going forward. I just hope it does not scare him off!

Activities since the last AGM

1. Disabled toilet - Leak repair completed, involving a new water pressure reduction fitting.
2. Committee room, Kitchen and Toilet Radiators - Further work to re-balance the radiators, including valve replacement completed.
3. Kitchen Dishwasher -
 - a) Technician attended and replaced the blue and green LED (which respectively indicate the machine is on and water temperature achieved).
 - b) Lime scale build up in the Dishwasher - APM and AFN recharged the water softener.
 - c) The chlorinated dish washer feed together with a wipe down internally (following each use) is helping keep the limescale under control.
4. School Store - Three coats of floor paint were applied by APM, assisted by AFN and completed during the Summer holiday.
5. Door closers - adjusted to slow closure and reduce sound on closing. Particularly the Bar and Hall doors.
6. The six monthly fire alarm and emergency lighting inspection and testing was carried out on 21 September 2022. The annual fire alarm, emergency lighting and extinguisher inspection and testing was carried out on 16 March 2023. A 6 litre fire extinguisher was replaced after reaching the end of its safe life. Next year we are likely to be required to replace the dry powder extinguisher in the Kitchen. On advice from Unifire no Emergency Lights were replaced. We will monitor the situation and, when required, replace the existing emergency lights with LEDs.
7. 1,000 litres of fuel oil was ordered from Ford Oils at a rate of 82.95p per litre. It was delivery Friday 11 November 2022. A big thank you to Bob Good who sourced the oil at this price. The price is now down to about 50p per litre and we need to judge the best time to order our next delivery.
8. We have replaced an external white plastic waste pipe, which had disintegrated from the Female Toilets. Thanks to Brasso for providing a pipe and elbow f.o.c.

9. 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.
10. Health & Safety Policy and Fire Risk Assessment - APM and AFN met to review and complete the update of these documents ready for signature. We have updated and laminated the drawing showing the Fire Escape routes, including Fire Extinguisher types and locations, as well as the location of the electric switchboard and external oil tank. Please note that when the building is occupied all Fire Escapes should be unlocked. That refers to the Foyer, Kitchen and Bar Doors to the outside; the two Emergency Exits from the Hall unlock by Push Bar.
11. List of responsible persons - The list, as required by the Health and Safety Policy, was agreed laminated and posted in the Foyer, along with the Evacuation Procedure.
12. 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.
13. Village Hall Insurance Policy - The policy was renewed which covers the building and contents, third party liability and Employer's Liability and we managed to obtain a 5% discount for being a member of Community First.
14. Boiler Service - Grange carried out the boiler service on 4 April 2023. They made one fire risk observation that we should cut back the hedging within 1.8m of the oil tank on the eastern boundary? It was agreed to do that once the nesting season is complete.
15. Falcon Induction Cooker - After contacting AGA Rangemaster, they have agreed to pay £419 (60%) of the cost of £698.40 required to repair the Induction Cooker Hob, which was 7 months outside its Warranty period
16. New Circuit and Double Socket Outlet - A new 32 amp double socket outlet was installed in the Hall on Tuesday 9 May 2023, to increase the amperage and hopefully eliminate any future tripping out of power circuits that was experienced at the PYF Big Breakfast in February. Now we have a new circuit, the Electrician advised us that we must ensure we spread the load. For example: Don't run the two Burco boilers, on the same circuit as the kitchen, while other appliances are plugged in because it will place a huge load on the system.
17. Ricky Baker Glazing - Adjusted both leaves on Fire Doors in the Hall both north and south and has much improved the security. He carried out this work out free of charge. However, he has identified 5 windows with blown sealed units. Three in the Hall and two in the side screens to the main entrance. Ricky has now replaced the two sealed unit panes in the South Fire Door and the one in a hall window. The side screens in the Entrance are hardly perceptible and it was agreed to leave those until next year.
18. HDMI Socket Outlet Box - The HDMI socket, from the audio visual equipment in the Chair Store, to enable the use of Computers and the like for presentations had a poor fixing in the box and was kindly improved by Mr Allan Drew.

Future Actions Needed

19. School Playing field - Use of the school Playing Field in future for Parish Hall events will involve entering in to a hire agreement with the School and ensuring that theirs and our insurances cover all eventualities for such usage.

20. Electrical Installation Testing and P.A.T. Testing will be arranged and carried out by a Specialist in 2024.

21. Making good and painting where the ducting taken off in the Kitchen for the recent new electric circuit.

22. External plastic waste pipes - Replace further old and damaged pipes and fittings.

23. Soft paving outside the Kitchen - Clean the moss build up potential risk of slipping.

24. 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?

25. Long term planning vis-a-vis Boiler life - APM has liaised with Richard Hill from Intellegy and has reported on their findings to the Parish Council. Monitor existing boiler.

26. School long pole - If required by the School, for plays or other performances, we will replace the long pole at ceiling level. To be fitted behind the the cinema screen housing.