

# Pencombe and Little Cowarne Parish Hall

## Building Maintenance Report 30th October 2023

### Activities since the Last Meeting

1. Kitchen under sink heater - The water heater was replaced by Richard Leveson (Plumber and Heating Engineer) at a cost of £355. When it was removed it was found to be in a terrible state and overdue to be replaced. We need to consider the condition of the under sink heater in the Ladies?
2. Fire Alarm - An intermittent fault was investigated by Unifire at their recent inspection and could find no specific fault, everything else during inspection checked out ok, with the exception of two emergency lights, which are very dim to non-existent. I have received a quotation for £95.60, plus VAT, to replace the two with LED units. I have queried the quote and await a response.
3. Weekly fire alarm testing and extinguisher checks - Similarly at the beginning of each week we carry out Fire Alarm and Emergency Lighting Tests and once a month a visual check of the Fire extinguishers. Again Andy Hazlehurst has sat in on this and can undertake the tests and inspections.
4. Boiler/Heating Programming - From 1 October the heating for events and hirings has been programmed, for each zone, using the schedule for the coming weeks use of the Hall; each week has to be programmed at the beginning of each week. Andy Hazlehurst has sat in on the programming procedure, so he can also undertake the programming.
5. Insurance for Bouncy Castles - As well as following up with ACRE and Community First, I have also spoken with our current insurers as well as Norris and Fisher (an alternative insurer) and the advice is much the same: i.e. our hire agreement is good that it covers the requirement for the hirer/their Bouncy castle provider to cover Third Party Liability, however, we must satisfy ourselves that they have the correct and current insurance, by asking for a copy of their insurance when concluding the hire agreement. We should send it to our Insurer/Broker to check same. The insurers' say they can provide Bouncy Castle Insurance but only when we are supervising the event.
6. Kitchen Sink Drain - There was a smell in the kitchen when we arrived for the last LinC Lunch. After taking the Kitchen sink waste bottle trap apart and re-installing the source of the smell was not detected. Thanks to Eddie Prince for assistance. On consideration the problem may be that the fan in the Kitchen is not switched on to extract cooking smells, steam and the like. If the doors have been closed, then a smell can linger! Please remember when users of the Kitchen arrive, must switch on the Extract Fan (controls inside the Cleaner's Cupboard). The same applies to the Bar.

### Activities to be Undertaken

7. Plastic waste pipes - Replace old and damaged pipes and fittings.
8. School long pole - to be fitted behind the the cinema screen housing?
9. Soft paving outside the Kitchen - Clean the moss build up potential risk of slipping.
10. 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?
11. Long term planning vis-a-vis Boiler life - For the time being service and monitor existing boiler.