

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 to prevent damage to the wall.	20/6/22	Decorator in October 2022.	£ 8.49	n/a. minor maintenance.	
Fire doors stops into vestibule.	20/6/22	Decorator in Oct 22.	£ 12.59	n/a. minor maintenance.	
Fire door signs for doors to vestibule.	20/6/22	Contractor to fit.	£ 6.82	n/a. minor maintenance.	
Write Instructions for Audio Visual Equipment.	20/6/22	It was 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.			
One-off Septic Tank Survey and advice on maintenance.	20/6/22	MPM wet waste to survey and advise a maintenance plan.	Waiting quote from MPM As at 23/6/22	Required if over £100	
Request quotes for list of Electricity works	20/6/22	Asked 24/6/2022 Mark Cavill, Kevin Willey Steve Andrews.	Awaiting quotes	Required.	
Key box for outside.	13/6/22 (FC)	Contractor.	£ 14.95	n/a. minor maintenance.	22/6/22