

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 to prevent damage to the wall.	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.	Bought 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	Pending	10 <sup>th</sup> October PC meeting
Request quotes for list of Electricity works	20/6/22	Mark Cavill	Village Hall PV Panel survey & cleaning, survey building, service fire alarm £ [REDACTED] Village Green survey and RA £ [REDACTED] Pavilion Survey and install Defib £ [REDACTED]	Required.	
	24/6/22	Kevin Willey	I have had a good look through your requirements and feel that I am unable to quote for the works for the following reasons:- I know absolutely nothing about PV panels and their operation so I could not do this part of the works There is an amount of fire alarm works involved and this area of works requires registration for the certification which I am not The electrical surveys I could do, but you are asking for a three year contract and I am not sure if I will still be working then as I am looking at retirement pretty soon. <b>Please note that I would be prepared to carry out these surveys this year free of charge and advise accordingly what would be required to meet current legislation but fully understand if you want to put the works out as a 3 year contract</b> That leaves the replacement of a socket in the cupboard and the PAT testing which I could easily do but don't want you to feel I am just cherry picking the works and that you would prefer to put the works out as a package. If you required me to carry this out my <b>price would be £ [REDACTED] for the socket and £ [REDACTED] for the PAT testing</b> I thank you for the opportunity to price the works and apologise for not being able to help. Please note that you can always call me if you have any urgent	n/a	Pending.  Kevin has been asked to carry out: 1. Socket replacement 2. Survey of VH, Pavilion and VG electrics. 3. Installation of Defibrillator and cabinet at pavilion after survey.

Village Hall Working Group – Non-Annual Tasks and Issues Diary.

			situations that I could help with. <b>With regards to the surveys you have asked for, I note that I would be prepared to carry out these surveys this year free of charge and advise accordingly what would be required to meet current legislation but fully understand if you want to put the works out as a 3 year contract</b> Should you wish to discuss any of the above items please call me		
	24/6/22	Steve Andrews.	No response as of 4/10/2022.	n/a	n/a
	22/9/22	Kobe Contracting - info@kobecontracting.co.uk	No response as of 4/10/2022.	n/a	n/a
	22/9/22	████████ ramptonelectrical.co.uk	No response as of 4/10/2022.	n/a	n/a
	21/9/22	Steve - Peak Electrics	I am a one-man contractor, and within sight of retirement, so I am trying to slow-down my commitments somewhat. Although I would be happy to consider any one-off, or urgent requirements, I'm afraid I feel I am unable to commit myself any further.	n/a	n/a
	21/9/22	Brian - BF Keane	Unfortunately, we are not a maintenance company so this would not be the sort of work we would undertake. You could contact Eddie Badham on ██████████ to see if he would be able to help you.	n/a	n/a
	27/9/22	Eddie Badham – ██████████	Left phone messages.	n/a	n/a
	22/9/22	Jonathan Flegg (Ground Point Electrical) ██████████	No response as of 4/10/2022.	n/a	n/a
	22/9/22	DC Li - Joe	I would like to help but unfortunately my particular qualification does not cover your requirements.	n/a	n/a
	22/9/22	T2Southern Ltd – Dave Thomas	Unfortunately although we do cover some of the items you have mentioned, we do not cover them all. We do not deal with solar, nor fire alarm systems or pat testing. We can however help with test and inspection of properties and the remedial works, however I'm not sure if just doing this will help you. We are happy to do what we can if you are happy to find another contractor who can cover the other items of which we do not cover,	n/a	n/a
	22/9/22	bspanswick ██████████	No response as of 4/10/2022.		
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 <sup>th</sup> October 10.00 arrival.	Yearly contract	