

CAISTER ON SEA PARISH COUNCIL

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79 Seafield Road North
Caister on Sea
Great Yarmouth
Norfolk NR30 5LG

16th October 2024

Dear Councillor

You are hereby summoned to attend a **HALL COMMITTEE MEETING** at **THE COUNCIL HALL, Yarmouth Road, Caister**, on **Monday 21st October 2024 at 1830 hrs.**

Yours faithfully

E DYBLE
Parish Clerk

Agenda

- 1 Apologies for Absence
- 2 Declaration of Interest
- 3 Current hall maintenance requirements;
 - Roof Leak and slipped slates on roof
 - South side of hall guttering
 - Ground level rear of Men's toilet
 - Bird netting over men's toilet
 - Rear trees over hanging neighbouring properties to the East
 - Floor near hall Fire Exit
- 4 South Side boundary - Propose writing to neighbour to confirm they are accessing their land over Council land which they have no legal right to do so and that access can be removed at any time by the council.
- 5 To produce a list of routinely required external inspections & maintenance activities;
 - Fixed Electrical testing
 - PAT testing
 - Fire Alarm service
 - Fire Extinguisher Servicing
 - Emergency Lighting servicing
 - Intruder Alarm Servicing
 - CCTV Servicing
 - Gas boiler servicing
- 6 Consider the need to carry out a maintenance/health & safety inspection, sample template attached. WCCC-1172289586-1441.doc
- 7 Date for next meeting
- 8 Closure of meeting