

CAISTER ON SEA PARISH COUNCIL

21th October 2024

A HALL COMMITTEE

meeting was duly convened and held at The Council Hall at 1830 hrs.

Present: Councillors C Kirk (in the chair)
P Hammond, A Robinson, P Sleet, S Wilkinson and K Wood
Parish Clerk Mrs E Dyble

01 Apologies for Absence

None

02 Declaration of Interest

None

03 Current hall maintenance requirements:

- Roof Leak and slipped slates on roof – **Clerk to obtain tenders for repair**
- South side of hall guttering – **Estimate accepted by Council at meeting on 7.10.24**
- Ground level rear of Men's toilet – **Clerk to get Handyman to check**
- Bird netting over men's toilet – **Clerk to request Handyman to repair**
- Rear trees over hanging neighbouring properties to the East – **Clerk to contact Tree Surgeon to look at trees**
- Floor near hall Fire Exit – **Clerk to contact Men's Shed regarding repair**
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04 South Side boundary of Hall

Propose writing to neighbour to confirm they are accessing their land over Council land which they have no legal right to do and that access can be removed at any time by the council – **Clerk to forward letter accordingly**

05 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

06 Maintenance/Health & Safety Inspection

Council to consider carrying out a maintenance/health & safety inspection, sample template attached. WCCC-1172289586-1441.doc

Resolved Clerk to arrange for Building to be surveyed for Asbestos

07 Date for next meeting

The next meeting will be convened on Monday 10th January 2025

08 Closure of meeting

The meeting closed at 19:05 hrs.

Chair:.....

Date:.....

DRAFT