Ian Clough Hall – Clerks report

Economy Committee 7th June 2018 & Governance Committee 11th June 2018

**Tenancy at Will**

The completed Tenancy at Will, maps and copy of instructions to BDMC’s legal team, were received on the 22nd of May 2018 from Nigel Gillatt. These have been forwarded to Wilson’s Solicitors for legal advice and I now wait for this stage to be completed. When received the documents will be signed off and returned to BDMC.

**Repairs and Maintenance**

I met with Darren Parkin from BDMC’s Facilities Management of Tuesday the 29th of May. We went through the original stocktake document and it was agreed that, except for the wiring on the stage, the listed repairs first identified, would be repaired / updated at no cost to the Council.

|  |  |  |
| --- | --- | --- |
| Entrance | Front door light not working | B |
|  | Fire hose condemned? | Now disconnected |
| Office | Heater not working for at least 8 months - using portable electric | B |
| Toilets | Hot to touch switch - hot water is disabled? | B |
| Hall | RH heater on entrance doesn’t work - cold.  | B |
|  | Ceiling needs repair | B |
| Stage | Exposed wiring to stage.  | B |
| DRCorr | Large hole in ceiling | B |
| LMR | Glass broken behind in first window (open) | B |

I also met with Simon Colclough the Senior Electrical Surveyor for BDMC re the electrics in the hall, especially the stage. At present the stage area is safe, as everything is disconnected, therefore, there is no requirement for any work on behalf of BDMC.

However, the electrical engineers will disconnect all of the unused appliances in the kitchen for free, allowing us to them remove them when we start clearance.

I did request a separate quote for the removal of the wiring on the stage and the installation of two flood lights on plugs, for the front of the stage area, as the lighting is very poor, and the front of stage can still be used safely. This has been quoted back at £367.05 and I have requested that this goes ahead.

I have been informed that repair work has already commenced on the hall this week, and I will receive an email update when work has been completed.

**Day to Day maintenance issues**

We have reported two maintenance issues to date;

* Female Toilet – leaking cistern
* Disabled Toilet – no hot water

**Day to day renting of the hall**

All of the current users have been contacted and updated about the work we have commenced. Ruth and Gary have started invoicing the users for payment, and Michael Hall has been caretaking for us on an ad hoc basis.

**Health and Safety**

The hall requires a weekly fire alarm test, and this week we have been contacted to allow access for a legionella risk assessment. This is conducted on behalf of BDMC and will be financed by them.

**Other issues still to address**

* Date for the clearance of the hall – old furniture, props etc
* Furniture from Jacobs Well to replace existing in meeting room and kitchen.

 I have emailed Nigel Gillatt for an update.

Daily cleaning of the hall still requires addressing and I have asked Andrew Wilkinson to meet me at the hall next week, to discuss their current contract and possible changes.

When we have completed these initial stages, I will be updating all present users and asking for their feedback on what further improvements they would suggest, from the small budget we have been given by BDMC.

**Louanna Winch**

**Town Clerk June 2018**