

Maintenance and Projects report for Trustees meeting date 29 May 23

Maintenance

Fire a

nd Safety

Nick Oates and I have met with Tim Fletcher and gone through the report in detail. The most important items are the missing fire retardant certificates for all the upholstered chairs, curtains and the stage tabs and curtains. If this evidence can be found the assessed fire risk drops to "tolerable" from "moderate". If the certificates cannot be found the items in question will have to be re-proofed by a specialist contactor or replaced. There are wide range of other recommendations in terms of further specialist surveys and improvements. Some of these are in the TADs area and Nick and I have already had discussions with JB. We need to have a separate meeting to discuss all the recommendations in more detail and start planning the further surveys and improvements. It would be good to get as much as possible done during the Aug shutdown, but some of the work may be deferred to the Xmas 2023 or the Aug 2024 shutdown.

Broken window

On Sat 13 May 23 youths kicked a football against one of the MH windows so hard that both the outer and inner panes broke. This happened at the start of an event in the MH, namely a THS 10 year reunion. I dialled the 999 service and reported the damage to the police (wo did not attend, I just obtained an incident number). One of the THS ex-pupils attending the event was a current teacher in the school and he recognised the culprits. Both the teacher and the event organiser agreed to talk to the Police later. I arranged for the window to be boarded up the same evening by an emergency glazing contractor at a cost of £344. KW discussed the damage with Northwich Glass and was quoted £210 to replace the sealed unit. The Police have discussed the matter with the parents of the culprit who have agreed to pay all the costs. The culprit will send us a letter of apology. All this is under the Police "Restorative Justice" programme.

I was alarmed to see that the inner pane broke into large shards of glass which could have seriously injured persons standing close to the window. There was also broken glass over a lot of the carpeted area adjacent to the window. For this reason KW has negotiated with Northwich Glass to replace 11 double glazed sealed units to toughened glass. This covers all the car park facing MH units and also the main kitchen window. This will cost an additional £1200 and will be incorporated into the installation work commencing next week or as soon as possible thereafter.

In view of what has happened I regret not specifying toughened glass for all the new windows. Note that toughened glass is so called because it breaks into tiny fragments which will not cause injury, and not because it is less likely to break.

New "NO FOOTBALL" notices will be posted on the east walls of the TCC next week.

We should also email all users advising them to report any instances of youths kicking footballs against the back wall of the building.

Problems with the AV system: One of the users has reported problems with the head and lapel mics which depend on the belt packs for power. Sound amplification has failed after 15 minutes two months running. The belt packs (and the hand held mics) are radio transmitters so that batteries run down quite quickly. It is essential that brand new top quality **Duracell Plus** batteries are placed in the hand held mic and in the belt pack at the start of each usage session. Used batteries must be discarded and not left in the AV cupboard. If this is done both the handheld mic and the belt pack mics will operate for over an hour of continuous use. All AV system users have been informed of this.

Projects

New double glazed windows. The 19 new double glazed windows will be installed by Northwich Glass in the week commencing Tues 30 May. The work is being planned by Ken Wood in liaison with Northwich Glass. The new toughened glass windows will hopefully be done either at the same time, or a short time later.

Cavity Wall Insulation. The cavity wall insulation will be installed by Cooney Insulations on Wed 16th Aug. The work will take one day. Cooney have agreed to discount their price to £4045 which brings it in line with our budget.

Leasing of land to TPC for the new play area. On 25th May I showed the BA Commercial surveyor Nick Edwards round our building and field and explained what is required in terms of assessing the fair rent for the field. In view of the previous BA Commercial contact Melissa Hastie having left the company he has asked for a up to date summary email. He will also talk to Bates Wells as requested by them. We can expect a result in the next couple of weeks.

Electricity Smart meter: The electricity smart meter will be installed on Fri 2 June by the Scottish Power metering contractor. Note that this is a revised date.

Gas flow totalising meter for Potterton boiler: This will be installed by Barlows Oldham (Craig Swindon) during the Aug shutdown. With these items in place the next 12 months will be used for data gathering so as to inform our decision taking on energy systems.

Tony Yeates 28 May 2023