

Maintenance and Projects report for Trustees meeting date 26 Sept 22

Maintenance

August shutdown:

Boilers and gas: The three gas fired boilers were serviced, a gas tightness check carried out and the gas emergency trip valve tested. No faults were found. The large Potteeton boiler continues to operate satisfactorily despite its age and replacement is not planned. The work was carried out by Barlows at a cost of £300.

Fire alarms and emergency lighting. The statutory 6 month "Competent person" test was carried out by Barlows and included a 100% check on all fire alarm smoke and heat sensors and a three hour test of the emergency lighting. This is an annual contract (with six monthly visits) and is invoiced in Feb. One emergency light (AM room door exit sign) failed the three hour test and was replaced at a cost of £198.

Fire extinguishers. The annual "Competent person" checks were carried out and no faults were found. This is an annual contract with Barlows and the cost £128. Note that this work will be much more expensive next year as 5 fire extinguishers will need to be replaced (end of 5 year life)

Craven Room and Arthur Meredith room door handles. As one handle had failed the handles on all three doors were replaced by Northwich Glass (who supplied the doors) at a cost of £838. The lock cylinders were reused so new keys did not need to be issued to users. The new cylinders have been retained.

Specialist cleaner "Zero Dry Time" was hired to deep clean the following floors: CR, AM kitchen, main kitchen, Committee room, foyer ladies toilet and foyer gents toilet. The CR floor was also re-sealed. Zero Dry time also shampooed and cleaned all 176 MH chairs. The work cost £1455.

Carpets and slatted blinds: The MH, AM room, foyer and Committee room carpets were cleaned by AL and AY. The slatted blinds in all rooms were repaired by TY.

Work by James Blackford: Missing feet were replaced on 10 MH chairs and some minor touching up carried out. Other re-decoration has been delayed until Xmas. An invoice for £540 has been received from JB covering all his work for the period Feb 22 to the end of Aug.

Weekly cleaning by MM. As the TCC was still being hired by users during Aug, MM carried out their normal weekly cleaning. No special cleaned by MM was requested.

Month end checks were carried out by KW and TY. This included flushing of the H&C water taps and measurement of hot and cold water temps for legionella prevention.

The total cost of the August shutdown was £3558.

Other maintenance:

Tree surgery. The work carried out by Monkey Business in April has still not been invoiced. A tree survey was carried out by retired CW&C Tree Officer Peter Murray and his report is still awaited (chaser sent). The trees adjacent to the SPAR pole mounted transformer have been heavily pruned by SP Power Networks at no cost to TCC. Some tree complaints have been received from neighbours surrounding the field but action has been delayed until the survey report has been received.

Projects

New radio microphone system. This was supplied and installed by Makerfield Systems in Aug at a cost of £1074. and comprises two new receivers, a new hand held mic, a new lapel mic and a new head mic. The old system has been retained as an instantly available back up in case of problems. The new and old systems will be shared by the principal users namely Rotary films, U3A, TAST, Flower Club and RSCDS. Representatives of these groups have been trained in the use of the upgraded system. U3A has offered a £250 contribution to the system.

New double glazed UPVC windows for the MH car park side. These have been ordered from Northwich Glass who were the lowest bidder at a cost of £2712. Each window will have two side hinged opening windows and a central fixed pane. Each will be equipped fitted with slightly obscure glass so the slatted blinds can be scrapped. Installation should take place in Dec or Jan at the latest. Most of the cost will be met from £2304 remaining from the Coop grant used to install acoustic panels in the CR, so the cost to TCC will be £408. The current Coop grant application is to convert all the remaining TCC windows to modern UPVC double glazing and the results will be announced in Oct.

Leasing of TCC field land to TPC for re-development of play areas. Discussions were held with Bates Wells in May and June and it was agreed that the lease terms should be fully agreed in advance, the construction carried out using an "Agreement for lease" and the full lease signed thereafter. TPC has now advised that due to the high capital cost (estimated at £350K) the work will probably be carried out in phases. Bates Wells has advised that this can be covered by entering into a licence with the Council for all 5 areas. Once all phases are complete, the licence would be terminated and the full lease entered into. It is not yet known if this would be acceptable to TPC. Bates Wells has invoiced for the full budget of £1800 and this has been paid. The land surveyor budget of £1140 is unspent. A further Bates Wells budget will be required to continue the discussions in the new financial year. A progress meeting between TPC and TCC is planned for early Oct when the revised proposals and leasing arrangements will be discussed.

Powering the TCC from an emergency diesel Generator: TPC requested that we provide a quote for powering the TPC using a diesel emergency generator. Following discussions with Barlows a quote for just under £4000 has been received and has been forwarded to TPC. No discussions have yet been held with diesel generator hire companies.

Cavity Wall Insulation: Cooney Insulations has carried out a survey of the TCC and found that all the walls have empty cavities apart from the CR and AM extensions where the cavities are filled with mineral wool insulation. They have provided a quote for £3645 for installing CWI in all the empty cavities. This should significantly reduce the heat losses from the older parts of the building. Cooney were recommended by Roundhouse and have installed CWI on my house.

Energy

Gas from Opus Energy: The gas meter automatic meter reader has been faulty since May and Opus have submitted incorrect invoices which have been challenged. Meter readings with photographic evidence have been emailed at the end of each month, but these readings have been largely ignored. As some credits have been made, the account is not hugely in error so the Direct Debit has not been suspended. The matter has now been escalated to a formal complaint and all the payments made to Opus are being checked.

Electricity from Scottish Power. AMR working monthly, bills correct.

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Tarporley Community Centre [Type here]

Tony Yeates 24 Sept 22