

Annual Walk of Town Hall - 09/09/2021

1. Present: Cllr Handford and the Clerk Christine Downey.
2. Findings – as compared to condition on 09/04/2019. (There was no 2020 walk because building closed due to Covid).

	09/04/2019 findings and subsequent action	09/09/2021 findings
FOYER AND LANDING:		
Foyer – general condition	Remove the carousel of TIP literature because it is flammable. Done.	OK; foyer clear.
Foyer – general condition	-	Paint peeling next to sliding door, and may be damp.
Lift entrance - ripped lino outside lift.	Cannot be replaced by gripper, so stuck down with safety tape.	OK; stuck down with safety tape.
Disabled ramp needs resurfacing – worn and looks shabby.	Done by decorator Nov 2019.	Needs doing again.
Lights in foyer.	-	Three lights out.
Plaster front wall on stairs and landing	Done by decorator Nov 2019.	OK.
Lights on landing.	Light out on landing. Replaced.	OK.
Sliding door.	-	OK; running smoothly.
Roller shutter.		OK: now rolling to the floor.
GENTS TOILETS:		
Lights	One flickering light. Replaced.	One light out.
Taps		Quote to replace leaky taps accepted 26/07/21. HB plumbing asked to proceed 28/07/21.
Soap dispensers	Need replacing with plastic models. Done.	OK.
DISABLED TOILET		
Soap dispenser	Need replacing with plastic models. Done.	OK.
BALLROOM:		
Curtains	4 out of 7 curtains not closing properly.	Resolved 26/07/21 to obtain quotes for black out blinds and for light curtains to be hung in addition to blackout blinds, with a view to improving acoustics.
Windows	-	Resolved 26/07/21 to obtain quotes for both fixing the blown glass and also for installing complete new replacement UPVC windows.
Fans	-	OK; now cleaned.

Ceiling tiles.	-	Four tiles over window by stage, left side (facing stage) stained and need replacing.
Back stage – skirting board	Short run of skirting board missing.	Short run of skirting board missing.
Back stage - plaster		Plaster fell down at back of stage. Cllr Adams speaking to Ross Chesters.
BALLROOM KITCHEN:		
Monoxide detector	Installed.	OK.
Drains	Persistent bad smell.	OK; no longer a bad smell present.
Door to landing	-	Needs oiling.
LADIES TOILETS:		
Soap dispensers	Need replacing with plastic models. Done.	OK.
Taps	-	Quote to replace leaky taps accepted 26/07/21. HB plumbing asked to proceed 28/07/21
WENNINGDALE ROOM.		
Ceiling tiles	One broken – one with fire alarm attached. Tile replaced Jul 2020.	OK.
General condition.	Needs redecorating, but need to consider use fist.	Same as 2019.
WR Kitchen	-	Fan not working.
STAIRWELLS/ENTRANCES TO WENNINGDALE ROOM:		
General condition	Damp	Damp and paint peeling at bottom of stairs on both sides.
General condition	-	Store room at bottom stairs needs thorough clear out.
Stairs down on right (facing stage)	-	Rip in carpet on half landing.
GALLEY KITCHEN:		
Servery shutter	-	Fire stopping servery shutter installed - needs connecting to electrics. Quote accepted 26/07/21. Howsons asked to proceed 28/07/21.
LOWER HALL:		
General condition	OK.	OK.
CLERKS OFFICE:		
General condition.	OK.	OK.
BELL TOWER:		
Clock	-	Clerk pursuing quote for a repair.
Plaster	Plaster in bell tower falling off and landing on suspended ceiling.	Not checked but will be the same.

BASEMENT:		
General condition.	-	Needs a clear out. Contains lots of light bulbs. (Christmas lights?)
General condition.	-	Water running across floor - no idea where it comes from.
General condition.	-	Caretaker asked to remove litter and weeds from stairs down to basement.
UNDERPASS STORAGE AREA:		
General condition.	-	Needs a clear out.
General condition.	-	Light out.
OUTSIDE:		
Roof	Repair needed. Done Sep 2019.	OK as far as we know.
MISCA:		
Cleaners' storeroom.	Request for electric socket in store room to charge cleaner. Done.	OK.
Cleaning up equipment available to room hirers.	Very poor – request made for decent brush and shovel, washing up liquid, and dish cloths. Done.	OK.
Spinning locks.	Locks not working correctly in WR, BR, LH and GK. Considered and decided too expensive to replace the lock system.	As 2019.