

## ORWELL VILLAGE HALL MAINTENANCE REPORT 26 October 2021



### ESSENTIAL MAINTENANCE UNDERTAKEN

Heating oil topped up.

Heating system valve replaced.

Electrical appliances PAT tested. Microwave oven failed.

Cooker repaired as it was affecting electrics generally.

Rainwater gutters and pipes currently being repaired and upgraded by Ben Neaves.

### ESSENTIAL WORKS PLANNED

BNS and MC to update familiarization manual

There are planned suggestions for the future of the back committee room;

- It is suggested that this room be upgraded to be offered as a business meeting room
- The flooring requires replacing as the current carpet is badly stained.
- When County Broadband is installed in the village, the Village Hall will have 300 mbps speed of connection, free of charge. This will be utilised for business purposes in the meeting room and for social uses in the main hall.  
We do not have a date for this installation at the moment.
- The lighting will be upgraded with LED fittings.
- A laptop or PC will be installed. (Screen currently in position)
- The Orwell Players are to donate a substantial amount of money for this purpose.

### KITCHEN

It is proposed to upgrade the existing kitchen with new units and a rearranged plan.

Barry and Ashley to investigate this in the near future and report back to the committee.

When the new broadband is up and running; it will be suggested to the Parish Council that the current ariel post along the left-hand side be removed.

Barry Sharman – October 2021