

## **PARISH COUNCIL-MAINTENANCE REPORT –SEPTEMBER 2009**

### **1. Church**

Internal-- No current activity—quotations for new pews awaited (via CL).

External—No current activity

Porch/Entrance—no progress—awaiting outcome of Presbytery project.

**2. Pathways/walls** –main access area and paths have been repaired to make safe.

**3. Fire Risk Assessment**—the Assessment required by recent legislation has already been completed and a full report submitted to the PC. The assessment identified some shortfalls and set out how these needed to be addressed and relevant timescales

Additional upgrading of Electrical installation in Church/St Joseph's Hall has now been completed and tested and appropriate Certificates received. A quotation for additional work arising from the 17<sup>th</sup> Edition review was received which identified problems with the Emergency Lighting in the P/Centre as well as essential and recommended upgrade work. GD/JG reviewed and GD authorised switchboard upgrade and repair/testing of Emergency lights (and damage to overhead lighting caused (allegedly) by user activity (ballgames). Steps have been taken to ensure such games are banned. A separate quotation for overhead fan repair or replacement and resiting of spotlights over 'stage' is awaited.

Other Fire safety equipment (blankets/extinguishers) are now in place.

**4. Presbytery**-following the 'in principle' approval by the Diocese for construction of a new Presbytery/two maisonettes a further meeting is planned for 8<sup>th</sup> Sept 09 to consider the revised plan and agree implementation. The various points raised at the Open meeting will be tabled.

**5. Gardens**—Tony Grainger and team continue to maintain the Church and Presbytery gardens to a high standard. Work is in hand to create a 'Garden of Reflection' using the small area adjacent to the new Fire Exit.

**6. Parish Centre**---the rear wall has been repaired and anti vehicle concrete slabs placed to minimise any reoccurrence. The cost (£1450) will be recovered from insurers apart from the £300 excess. Various routine jobs completed or in hand. (And see above re Electrics)

**7. St Joseph's Hall**—. Some minor jobs completed.

**8. Parish Office**-----future location/needs included in **Presbytery Project** –see above

**9. Parish Centre Manager** –see Janice Varney's separate Hall Management report.

**10. Miscellaneous**—following further discussion at the Finance committee meeting a new ‘fault reporting’ procedure is being drafted to clarify ‘best practice’ for notification, pricing and completion of any work and associated invoicing. **-o/s - GD dealing.**

**Health and Safety Audit**—Fr John has received a letter from the Diocese offering a consultancy service on all aspects of H and S. at an annual cost of circa £1000. It was agreed at the Finance Committee meeting that we would not take up the offer. The Deanery has also considered this and invited a representative of the Consultancy to address its Nov 09 meeting.

However, there is a need to formalise our own approach i.e. in writing and conduct an annual review. There are severe personal penalties for officials of organisations who fail to carry out proportionate assessment and management of H and S. The legislation relates specifically to the H and S of employees (not the general public/parishioners) but our own approach recognises the need to adopt a consistent approach to all employees/ users/visitors to our premises and to the general public. We have dealt with some major issues over the last two years and so should be in a strong position to demonstrate our attention to H and S should an incident arise.

GD/JG have recently carried out a visual audit of all premises and GD has obtained a formal reporting process specifically for Churches/associated premises. A full written report will follow but GD/JG are currently satisfied that, apart from the need to introduce Fire Wardens for the Church itself, we can demonstrate ongoing management of H and S subject to implementation of better written records of the current assessment and completion of any recommendations made in it. These will be implemented progressively over the next 12 months.

**John Gavin and Geoff Doyle will provide a verbal update on any of the above issues at the Sept 09 PC Meeting.**

**ACTION**—JG or GD as stated above.

**Geoff Doyle**—on behalf of the Maintenance Committee. —Sept 09.