

## Land & Buildings / Parish Hall Management Committee Report for 2019

**Committee members for 2019:** Peter Ward (Chairman), Chris Couper (Secretary), Charles Carefoot (to APCM), Marilyn Couper (to APCM), Jim Titterington, Barry Townsend, Richard Edney (from APCM), Jean Miller (Co-opted), Vicki Thornley (Co-opted): The Committee met on 3 occasions.

On behalf of the L&B/PHM Committee – a very large thank you to all who help maintain and manage our buildings and assets.

**Committee Terms of Reference:** - *Act on behalf of the Parochial Church Council for:* - **PARISH HEALTH & SAFETY** matters; **MAINTENANCE** of the following Parish Buildings and grounds: Parish Church, Parish Churchyard and boundaries Parish Hall Complex and grounds, St Martin's Chapel, St Martin's House 25 Northway - property, garden and boundaries and tenancy agreement and St Peter's Chapel; **MANAGEMENT** of the Parish Hall Complex and St Martin's House. **NB:** The PCC are Landlords of the Guide Building on Northway.

**Annual Parish General Maintenance Programmes:** Updating and reviewing the Parish Health & Safety Policy 2018; Compilation of Risk Assessments; Graveyard Headstones and Monuments Safety Surveys; Adopting any updates in the Fire Safety Regulations; Adoption of amended Insurance requirements; Annual inspections / maintenance and repairs to Gas apparatus, Electrical Portable Appliance Testing, Emergency Lighting, Fire, Roof, Intruder Alarm Systems, Fire Extinguishers and Central Heating and Air-conditioning Systems; 5-yearly Electrical Installation Inspections in all premises; Maintaining / managing keyholder lists;

**Licensing laws (Parish Hall Complex):** Licence holders Consumption of Alcohol - Church Club Committee Secretary; Theatre and Entertainment - Parish Hall Complex - Chris Couper; Performing Rights Society (PRS for Music) and Phonographic Performance Licence (PPL) - PCC of Broughton St John Baptist Church.

**St John's Parish Church:** Various building repairs and improvements identified for 2019 in the 5-year Inspection Report; Improvements to the Ian White Memorial Garden; Porch interior redecorated, notice boards recovered and lighting changed to LED PIR; Graveyard Headstones & Monuments Survey and handling general enquiries; 100 daffodils planted on Blundel Brook banking; Attempted theft of lead from the Vicar's vestry roof - Insurance claim finalised; Management of the *Light up a Life* scheme; Donation purchased a new St George flag; Compilation and management of the churchyard gardening rotas; Candle-lit Nine Lessons and Carols service. Management of appropriate Faculty applications and liaison with the Diocesan Advisory Committee. **St Martin's Chapel and Parish Hall:** Hire rates reviewed and no increase proposed: Water meter replaced; Parish Hall Supervisors scheduled checks and monitoring including the defibrillator unit; Committee Members Jim & Chris continued to work on Parish *Options Appraisal Group* along with Andrea Titterington and Fr Shaun: Complex closed 30<sup>th</sup> September for Health & Safety reasons.

**St Peter's Chapel:** No work done; **25 Northway: Improvements:** 2018 projects of new kitchen, intruder alarm system, driveway repairs and fir tree and stump removal from rear garden completed. Property used as Parish Office from September due to closure of the parish Hall Complex. Tenancy Agreement terminated.

**In progress:** Redecoration of the exterior of the Parish Church;

**NB: St Martin's Chapel & Parish Hall and Guiders' buildings:** For the redevelopment project please see Options & Appraisal Project Timeline for 2019.

Chris Couper L&B / PHM Secretary.