

Annual Report of Premises Committee year-end 31/3/24

The committee currently consists of Chris Bone (chair), Richard Sills, Juliette Riehl (house officer) and Mark Ferris. Peter Finbow also undertook on some DIY tasks.

The Terms of Reference have been updated and this includes an appendix about who is responsible for what.

The premises have been inspected regularly for any maintenance requirements. This includes the hall and stairwell of the upstairs flats. The heating has been set at a minimal level over the winter and the programme amended regularly to reflect room utilisation. The ventilation system has been fully operational. The gas supply contract expired and replaced with a three-year fixed rate tariff. The electricity contract also expired and was replaced with a one-year contract.

Miscellaneous projects include new front door lock, the fitting of a Brita water filter, a new key safe and various plumbing maintenance.

The fire alarm system is regularly tested. The gas boiler has had its annual service. Electrical devices have been PAT tested.

All Health & Safety responsibilities have been fulfilled. Patio paving has been steam cleaned.

All Housing Officer responsibilities have been fulfilled.

The Treasurer has maintained the premises budget.

CB 28/5/24