

Wells City Archers

General Meeting Minutes

16 October 2024

Wells City Archers Club House

1. Apologies for absence
Alison Soars, Rob Walker, Sue Elkins, Philip Dawson, Dan Burden
2. Minutes of last general meeting and extraordinary general meeting
Minutes were approved
3. Matters arising
Item 9 Outdoor Range
 - a. George Govier asked: What actions have been taken or considered, by the committee, to mitigate the shooting restrictions placed on our outdoor range? He also made a further suggestion to locate an alternative outdoor range.
Secretary stated that there was nothing that could be done to mitigate the current range and the matter would be discussed at the next ordinary committee meeting.
 - b. George Govier asked: Has the club made any arrangements for compound archers to practice and prepare for competitions ? This would be in line with section 2 of the Constitution “to provide all its services in a way that is fair to everyone”.
Secretary stated that the same applies as to a) above.
4. Archery GB changes
The secretary reported that in August Archery GB made some changes in their membership categories and methods of joining.
There has since been some communications from AGB direct, and lots of comments on social media. This is an opportunity for club members to ask any questions on this matter.
In outline the changes are:
 1. There were previously around 9 membership categories each with different price points. AGB has simplified this into just 3 very clear categories
 - a. Senior member
 - b. U21 member
 - c. Disabled member
 2. In the past, club members paid their total fees to the club, and the club then kept part of the money, sent some to AGB and some to the county and region, sharing relevant data.

Under the new scheme AGB asked that members take responsibility for their own membership data via the Sport80 portal, and pay AGB direct
 3. The archery year has traditionally started on 1 October. That is the renewal date for everyone in this room. If a member joined part way through the year, they would pay a pro-rata fee and still renew on 1 October.

This changes this year. When a new member joins, that date becomes their renewal date. So renewals will be spread across the whole year, rather than being a single date for everyone. Your renewals will always stay at 1 October, but new members will have different dates.

The President added that these changes had been suggested many years ago, but had not been followed through. Many clubs are unhappy with the changes.

The secretary stated that the process had gone very smoothly. There had been some issues with juniors being added to Sport80 by parents, but everyone else had successfully negotiated the procedure.

George Govier raised some questions around storage and security of data. Members include Pam Rowse, GDPR Officer, assured the membership of the protections in place and that the club is compliant with all GDPR regulations.

5. Constitution

As a result of the AGB changes, the constitution has been updated to reflect the new membership categories as per item 4.1

Changes agreed unanimously.

6. AOB

- a. Sue Elkins: Can the Club buy a feather flag to take to tournaments.
Secretary suggested that this is a matter for the ordinary club committee and agreed to add to the next agenda.
Secretary stated that if any member has ideas through the year, they do not have to wait for a General Meeting to raise them. Members should contact the Secretary or one of the Member Representatives.
- b. Sue Elkins: Could we please have flags on the top of the outside bosses.
Secretary stated that the club has these flags.
- c. George Govier: Are we meeting the requirements of section 2 of the Constitution “to offer coaching and participation opportunities in Archery” for all members”.
E.G. the organised and coach led groups are there in plenty, but the participation appears to be missing. New archers are missing out on the chance to interact, and learn from, experienced archers. They are also missing the benefit of social aspects offered by archery, and variation of shooting distance, rounds and bow types.

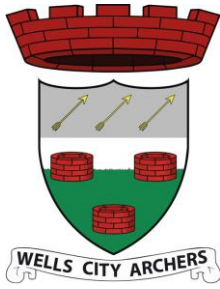
Some members stated that they did not shoot during the day because they worked, but were able to access the club and shoot at a variety of other times.

New members stated that they choose when to shoot and interact with a range of other club members, participate in coaching, tournaments and general shooting. They find the club inclusive and friendly.

The club championship encouraged members to try different distances and engage in practice outdoors.

The monthly tournaments allow members to shoot together and are very social events.

Meeting was closed at 7.40pm



Wells City Archers

Annual General Meeting

16 October 2024

Wells City Archers Club House

1. President's remarks
2. Chairman's report

I would like to thank the committee and members of WCA for their support this year.

I would also like to thank Carrie as the outgoing Treasurer for all her hard work in getting the finances sorted. This includes negotiating a much better electricity tariff which has saved the club a lot of money

I am standing down now as Chairman to concentrate on my archery and coaching, so I wish the best of luck to the next chairman.

Equipment/ Facilities Report WCA

The previous Subcommittee gave us a good start with the refurbishment of the kitchen and the decoration of the Foyer.

Using my skills as a tutor of C&G Property maintenance at a local building collage I was able to assess the remaining work required on the building to take it forward.

I was also fortunate to be able to utilise the knowledge and practical skills of David Mace, who as a former building surveyor was willing to offer his time free of charge.

Modern building standards require a broad knowledge of building structures and regulations but also requires the knowledge of the building standards, H and S, Fire regs etc, of what is a public building. David and I have given up somewhere between 50 and 60 hours of our time (if not more)and although a lot of it doesn't show on the outside, we have the knowledge that what we've done goes along way to providing a safe and compliant building for the members and visitors.

A building of this age will always be a challenge and there are always a number of things ongoing that will have to be done in the future and that is for other people to take forward.

Detailed list of completed work is attached.

Changes to the door lock.

It was estimated that to change the door lock and to cut 100 keys these days was going to be in the region of £550 – 600.

A more flexible solution was found and approved by the committee. The handle contains an electronic lock replacement. This can be reset every year at virtually 0 cost to the club in future years.

It also provides the club with better security as it provides the option to prevent access should a membership cease, or the fob is lost.

So, this year each member will be issued with a fob rather than a key. Just present the fob towards the top end of the lock and it will open. There is a 30 second delay before the lock closes again. More importantly it is safer from the point of fire safety as the handle still operates from the inside but remains locked on the outside. Members are asked to surrender their keys and in return will get a fob. Members who have yet to be assessed for a key will still need to pay £5. Lost fobs will attract a replacement fee of £5, As I've always said – **"this is not my club"** The club belongs to you, the members and we are very

fortunate to have this facility on our doorstep. However, it comes with a responsibility from the members to provide a safe and functional range for all to use. You are all members, and you all have a responsibility to do your bit in keeping the building in working and clean order.

So, If you see something wrong or broken or dirty or a full bin – do something about it – don't assume it's someone else's job. If it's beyond your skill set then let someone know - take the responsibility and do your bit.....It's your club !!!!

3. Treasurer's report

I will be reporting on the money into and payments made from the Wells City Archers' current and savings account. Our financial year is from 1st October 2023 to 30th September 2024

Let us start with the current account.

Money in;

Membership subscriptions 2023/24 - £8,025

Membership subscription 2024/25 - £11,347

Beginners' Courses (net of course expense) - £3,927

Range hire - £500

Prize - £250

Other - £418.39

Money out:

Affiliations (Archery GB, County and Regional) - £4,365.50

Electricity - £2,485.97

Indoor range - £2,112.11

Insurance & building valuation - £1,348.29

Outdoor range – £1,068.45

Rent - £920

Archery consumables - £848.43

Medals and trophies - £567.91

Equipment - £349.10

Water - £363.20

Other - £296.43

Electricity. On the 13th December 2023, WCA entered a three-year fixed term contract with our current electricity provider, EDF. The tariff has been fixed at 27.20 pence per kWh for daytime usage and 25.50 pence per kWh for evening and weekend usage. This represents a considerable saving from the rates we were charged during 2022/23. Plus it provides peace of mind that WCA is protected from what has been and no doubt continue to be a volatile energy market.

Insurance & building valuation. Includes the cost of a professional valuation from Coopers & Tanner of £600. Our clubhouse now has the correct declared valuation of £225k for day one reinstatement.

The WCA current account balance on the 1st October 2023 was £9,797.36 and by the 31st of September this

has risen to £15,654.97

The WCA deposit account balance on the 1st October 2023 was £6,037.07 and by the 31st of September this has risen to £10,138.01. An increase of £4,100.94, of which £100.94 in interest and £4,000 was transferred from the WCA current account. This represents approximately 1/6th of the capital WCA would need to replace the club house roof. Coopers & Tanner at the time of their report estimated a full roof replacement to be in the region of £50k to £70k.

Finally, WCA's finances are in a good position. This would not have been possible without the help of our volunteers who have helped the Club save money.

I am not certain about the total of volunteering hours during season, but if the total was 100 hours and applying the current minimum wage for those aged of £11.44 the value of this volunteering activity to WCA is £1,144.

Good luck to my replacement as WCA's Treasurer

4. Secretary's report

This year the club reached a membership peak of 102, and currently stands at 83 (compared to 57 at last year's AGM).

The healthy numbers are a result of a range of strategies that have been implemented across the club.

Events

Monthly tournaments encourage club members to shoot together in a formal setting. Thanks go to Paul Grinham for taking over the organising of these shoots. We also had our first club championship with trophies. This was run as a handicap shoot to give all members an equal chance of competing. Thanks to Paul and Matt Rowse for crunching the numbers.

The Maria Eden event at the Bishops Palace was a glorious day and great fun. Thanks to Matt for organising that.

We put on a great show for the public and looked resplendent in our club shirts. Thanks to Idris Feather for organising the clothing.

During the winter we shot for the postal leagues, the seniors are slowly rising up the table; and juniors did us proud again taking first in the Portsmouth and second in the Frostbite leagues. Thanks to Matt for submitting the scores and to Dave Hudsmith for encouraging the juniors.

Many club members are also gathering lots of badges – 252s and classification badges. Again Matt is sorting the numbers for that.

It is amazing to see new and established archers shooting together and taking part in different rounds and competitions.

Outdoor shooting

We implemented new shooting rules outdoors, bringing the club into compliance with the AGB Rules of Shooting; and meeting the request of the Wells Football Club regarding the flag.

The flag and the banners on the fence seemed to have stopped the footballers jumping the fence and retrieving their balls while we are mid shot. I think the banners make the range look very smart.

Communications

A lot has happened this year with regards to how the club communicates internally and externally.

We have a newly designed website thanks to Louis Dugdale. It looks very professional. It also means that we can now take bookings and memberships via online forms which is so much easier than the old paper based system.

We have tightened up the club processes with regards to GDPR. We are now legally compliant and are able to tick the boxes required by Archery GB. Thanks to Pam Rowse for her diligent guidance. Thanks also to Steve

Bassett who set up the club emails – each committee member has a wells city archers email address, so no communications should come from or go to an individual's personal email. This means the communications stay with the club, even when committee members change.

Members are also able to talk to each other via our club Facebook page and the WhatsApp groups.

Also, we have the weekly newsletter, which is designed to keep members up to date with all that is going on as well as share important information.

Our member reps have also been on hand to answer questions from members face to face - thanks to Connor Pinder and Dave Hudsmith. They also attended the beginners courses to introduce themselves to our new potential members.

Coaching

Talking of beginner courses - bookings are coming in at a fast pace. Our November, January and February courses are full and participants have already paid. We have people already booked on the March course.

We have five newly qualified coaches and one almost there; plus the three established active coaches. It is thanks to them that we are able to run these courses and we are grateful for their time and resources – so thank you to Mike Philliskirk, Tony Henderson, Steve Bassett, James Fox, Nicky Everett, Matt Rowse, Richard Gregory and John Baker – all operating under the watchful eye of our Head Coach Tony Henderson.

We also dipped our toe in the water with the Archery GB Start Archery Week. We ran two taster sessions in the spring which went down very well with the participants.

Next Steps on a Thursday evening is flourishing. Mike also runs a coaching session on a Wednesday afternoon which has proved very popular.

Juniors

Our junior section has been thriving under the guidance of Dave Hudsmith. Regular fun activities as well as formal rounds and coaching sessions have kept the juniors on their toes through the year. All this whilst reflecting the safeguarding requirements of the sport. Thanks to Idris Feather for diligently ensuring the safeguarding of our junior members as well as our senior volunteers and members.

Member involvement

Whilst some key names have been mentioned here, it is also important to recognise the work carried out by all club members in keeping the club running. For every member who has picked up a broom, re-packed a boss, or emptied the bin – thank you very much. You have all made this a very successful and hopefully enjoyable year for Wells City Archers.

5. Election of committee members

This may be rather an anti climax to the meeting, as this year we have had the requisite number of accepted nominations for each of the roles on the committee.

Therefore there will be no need for voting on any position.

It is my pleasure to announce the new 2024/5 committee:

President: (in the second year of the three year term) Lynne Evans

Chairman: Nicky Everett

Secretary: Sue Matthews

Treasurer: Paun Grinham

Welfare: Idris Feather

Digital Media: Steve Bassett

Equipment: Paul Hughes

Head Coach: Mike Philliskirk

Member Representatives: Connor Pinder and Frances Eyre

Records: Matt Rowse

Meeting closed at 8.10pm

Location	Trade Identifier	Ref:	Defect/Issue	Remedy	Progress	Date Complete	Actioned by
External General	Windows	CS	Windows dirty	Clean windows	Complete	24/10/2023	MP
External N.E. Elevation	Electrical	CS	Entrance light redundant as new solar light installed	Remove light together with redundant cable. This is good practice and has H&S implications	Complete	07/08/2024	DM
External N.E. Elevation	Structure	CS	Masonry paint not covering well on façade	Redecorate façade	Complete	02/06/2024	All
External N.E. Elevation	Walls	CS	Mastic seals around concrete panels past useful life.	Replace seals with an acrylic sealer	Complete	02/06/2024	All
External N.E. Elevation	Walls	CS	UPVC cladding does not have a drip and the protective film is still in place trapping moisture	Refit/replace cladding with new drip and remove film.	Complete	02/06/2024	All
External N.E. and S.W Elevation	Landscape	CS	Foliage close to building and against plinth - poor structure needs ventilation to avoid damp build up and with no DPC removal mitigates damp entering building	Cut back all foliage to a minimum of 1m away from building and weed/strim/Cut back all undergrowth from plinth	Complete	24/03/2024	All
External N.E. Elevation	Doors	CS	Front door missing retainer	Install existing arm on retainer	Complete	10/11/2023	DM
External N.E. Elevation	Fire	FRA	Entrance light is not working	Repair or replace light	Complete	21/11/2023	MP
External N.E. Elevation	Fire	FRA	Fire exit direction signage is missing directly outside fire exit door and on gate	Install new signage on tennis court fence and gate	Complete	30/11/2023	DM
External N.E. Elevation	Roof	CS	Barge capping piece missing on front façade	Replace with the existing capping	Complete	28/10/2023	MP
External N.W Elevation	Drainage	CS	No drain caps fitted on down pipes	Install correct drainage capping	Complete	26/09/2024	DM
External N.W Elevation	Fire	FRA	No lighting on Fire Escape	Install lighting to illuminate fire escape	Complete	30/11/2023	MP
External N.W Elevation	Fire	FRA	Gate on Fire Exit not compliant as a Fire Exit	Install push pad	Complete	02/06/2024	MP
External N.W Elevation	Rain Water Goods	CS	Section of gutter, end stop and gutter bracket missing at front of building	Replace missing gutter, end stops and brackets	Complete	01/11/2023	MP
External N.W Elevation	Rain Water Goods	CS	Guttering, clogged with debris, down pipes and brackets in poor condition, gutter joints separated or leaking	Clear gutter, clean joints and re-join as required then point up with silicone	Complete	30/11/2023	DM/MP

External N.W Elevation	Rain Water Goods	CS	Section of gutter, end stop, brackets and down pipe missing from rear of building.	Replace missing gutter, end stops and brackets	Complete	30/11/2023	DM/MP
External N.W Elevation	Roof	CS	Undercloak has slipped near kitchen	Fixed with expanding foam and cannot be moved	Note only	N/A	N/A
External N.W Elevation	Shed	CS	Ridge on metal shed bent and insecure	Straighten and replace ridge with new fixings	Complete	04/09/2024	IF
External N.W Elevation	Shed	CS	Shed generally is in poor condition	Carry out a general refurbishment/improvement of the shed	Complete	25/09/2024	IF/DM/MP
External N.W Elevation	Sundry	CS	Redundant telecoms shroud on wall	Remove	Complete	24/10/2023	DM
External S.E Elevation	Rain Water Goods	CS	Stop end missing at front of building	Replace stop end	Complete	21/11/2023	DM/MP
External S.E. Elevation	Drainage	CS	No drain caps fitted on down pipes	Install caps and unblock drainage.	Complete	07/10/2024	DM
External S.E. Elevation	Rain Water Goods	CS	Outlet off shelter is discharging onto plinth which has the risk of pooling water under building structure	Outlet should discharge into drain but it should at least be extended to discharge onto netball court	Complete	14/08/2024	Netball Club
External S.W. Elevation	Drainage	CS	Broken downpipe brackets allowing downpipe to hang free	Replace broken brackets	Complete	21/08/2024	DM
External Shed	Roof	CS	Persons climbing on roof of shed and deforming and damaging the roof covering	Install anti climb spikes and warning signs	H&S Issue	24/09/2024	MP
Internal Dist. Cupboard	Electrical	CS	No lighting	Install lighting	Complete	30/11/2023	MP
Internal Dist. Cupboard	House keeping	CS	Storage could risk damaging the distribution panels and reducing access to switches in an emergency	Consider restricting access, remove storage or store more appropriately. Consider cage around dist. panel	Complete	04/072024	DM
Internal Dist. Cupboard	Plumbing	CS	Internal hose tap has no drain	Remove tap as risk is too high that it could leak or is left on. At least turn it off by using service valve.	Service valve turned off	01/11/2023	MP
Internal Dist. Cupboard	Structure	CS	Enclosure incomplete	Make good as required	On review leave incomplete	08/12/2023	MP
Internal General	Doors	CS	No kick plates fitted on internal doors	Fit new kick plates	On review not required	08/12/2023	MP
Internal General	Doors	CS	Door furniture is in poor condition, brass deteriorated and holding onto dirt	Replace with modern chrome designed sets for easy cleaning and disinfecting.	Complete	25/07/2024	DM

Internal General	Electrical	CS	Temporary labels on switches	Apply new printed labels	Complete	08/12/2023	DM
Internal General	Electrical	CS	Items of redundant cable and conduit left after re-wire	Remove and make good redundant electrical installations. This is good H&S practice	Complete	21/03/2024	DM
Internal General	Fire	FRA	Fire Exit signage not complete	Fit new signage to approved locations	Considered sufficient	17/11/2023	N/A
Internal General	Fire	FRA	Soft furnishings including the back stop material not marked as being fire retardant	Seek out a fire retardant coating and apply to all soft furnishing. Failing that replace or accept risk	Found to be fire retardant	04/09/2024	MP
Internal General	Fittings and Furniture	CS	Some chairs are damaged and need repair and plastic feet are missing which scrapes painted floors	Repair and replace plastic feet	Complete	02/09/2024	All
Internal General	Furniture and fittings	CS	Items that look like they should be hung on the wall are littered around spaces	Either hang them or dispose of them	Disposed of	27/03/2024	DM/MP
Internal General	Plumbing	CS	Part cold water system is not fixed and supported	Install appropriate brackets. Pipe burst required complete replacement in kitchen and re-insulation together with trace heating to alleviate issues.	Complete	15/03/2024	DM/MP
Internal General	Plumbing	CS	Cold water system is uninsulated in some places and the insulation that is there is not sufficient	Increase insulation	Complete	19/08/2024	DM/MP
Internal Lobby	Ceiling	FRA	Builders debris above ceiling including WC ceiling	Remove as it is a fire risk	Complete	08/12/2023	DM
Internal Lobby	Ceiling, Walls	CS	Holes in walls	Fill holes	Complete	01/11/2023	DM/SB
Internal Lobby	Ceiling, Walls	CS	Decoration poor	Decorate	Complete	24/08/2024	DM
Internal Lobby	Doors	FRA	Closer missing on internal door. Fire Issue.	Fit new 'delayed action' closer	Desirable but not essential	08/12/2023	MP
Internal Lobby	Doors	CS	Gearbox faulty on Entrance Door	Replace gear box with new	Complete	07/07/2024	MP
Internal Lobby	Doors	CS	Keys an issue as they cannot be controlled to stop access and are expensive.	Install toggle access	Complete	16/10/2024	MP
Internal Lobby	Electrical	CS	Manual switching of light is inconvenient, disconcerting and could cause an accident	Replace with movement detecting light	Complete	07/08/2024	MP

Internal Lobby	Flooring	CS	Missing carpet tiles to both sides of lobby	Paint floor where tiles missing	Complete	24/08/2024	MP
Internal Lobby	House keeping	FRA	Flammable used targets and other flammable items in space together with cleaning and metal detectors left loose in what is a Fire escape.	Remove flammable items, erect notice 'keep area clear'. Consider cupboard for cleaning equipment and put metal detectors on hooks.	Complete	01/11/2023	DM/MP
Internal Lobby	Insulation	CS	There is no insulation on the front elevation behind the UPVC Cladding	Review insulation in this area and install additional insulation	Work required out weighs benefit	07/08/2024	DM/MP
Internal Lobby	Walls	CS	Lower part of wall adjacent to entrance door rotten and collapsing	Replace panel with water resistant material	Complete	07/07/2024	DM
Internal Range	Asbestos	CS	Fibrous material found wrapping front of timber structure at high level	Check for asbestos content ASAP and then follow recommendations of Asbestos Surveyors.	Removed	17/11/2023	DM/MP
Internal Range	Asbestos	AMP	No signs warning archers that if they hit the roof with arrows they are to report it immediately so an inspection can be made. This is a requirement of the Asbestos Management Plan	Install signs	Complete	12/12/2023	MP
Internal Range	Ceiling	AMP	Risk of arrows etc. damaging asbestos cement roof	Risk is very low so risk will be managed via a risk assessment	Complete	24/08/2024	DM/MP
Internal Range	Cupboards	CS	Damaged cupboard door hanging off one hinge	Install repair plate and rehang door	Complete	08/07/2024	DM
Internal Range	Doors	CS	Fire door does not latch properly at bottom	Adjust/adapt Fire Door as required	Complete	10/11/2023	DM
Internal Range	Doors	CS	Door stops loose	Refix door stops	Complete	28/08/2024	DM
Internal Range	Electrical	CS FRA	Older style radiant heater fixed directly to fibre board under mezzanine	Remove heater and circuit back to distribution board. Heater is never used so is surplus to requirements.	Complete	07/08/2023	DM
Internal Range	Electrical	CS	Faulty switch to LH heater	Replace switch	Complete	07/08/2023	DM
Internal Range	Fire	CS FRA	Old fibrous material which could be highly flammable fixed across face of mezzanine.	Remove material completely	Complete	17/11/2023	DM
Internal Range	Fitting and Furniture	CS	2 loose mirrors	Fix mirrors to wall or dispose of them. H&S issue	Disposed of	25/09/2024	MP

Internal Range	Flooring	CS	Concrete floor is in poor condition, is marked and has redundant line markings.	Repaint and re-line	Complete	02/09/2024	All
Internal Range	House keeping	CS FRA	Dirty and unclean appearance	Carry out deep clean.	Complete	02/09/2024	All
Internal Range	Structure	CS FRA	There are numerous bits of timber and casings attached to the steelwork which are redundant	Remove redundant timber around steelwork. Reduces fire risk.	Complete	07/02/2024	DM
Internal Range	Structure	CS	Steelwork littered with debris from previous installations	Remove debris	Complete	07/02/2024	DM
Internal Range	Structure	CS	Steelwork in good condition but decoration poor	Aesthetic issue only	Note	N/A	N/A
Internal Range	Structure	CS FRA	Side panels in poor condition and do not seem to have a purpose. No support at joints so boards uneven.	Refix loose panels and redecorate.	Complete	02/09/2024	All
Internal Range	Structure	CS FRA	Portal frame nearest butts blocked in with timber which is in poor condition and not aesthetically pleasing	Either remove timber or at cover with sheet material such as plywood. Could reduce fire risk by its removal.	Decorated	02/09/2024	All
Internal Range	Walls	CS FRA	Decoration poor and some areas not decorated	Decorate areas as required	Complete	02/09/2024	All
Internal Social Space	Ceiling	CS	Ceiling tiles missing under water pipes	Replace ceiling tiles under water pipe	Not replacing helps to avoid leaks in winter	22/03/2024	DM/MP
Internal Social Space	Ceiling	CS	Exposed timber where old partition once stood	Make good and decorate exposed timber	Complete	24/08/2024	DM
Internal Social Space	Cupboards	CS	Formica trim coming away from edge of corner unit	Refix	Complete	05/04/2024	DM
Internal Social Space	Doors	CS	Kitchen cupboard doors misaligned, some panels loose and cupboards fitted at different positions from front	Adjust and refix doors, panels.	Adjustment not possible. Cup'ds poorly fitted	05/04/2024	DM
Internal Social Space	Electrical	CS	Faulty heater removed at front of building	Install new heater	Complete	01/11/2023	MP
Internal Social Space	Electrical	CS	Heaters grilles clogged with debris	Clear and clean grilles	Complete	30/11/2023	DM
Internal Social Space	Electrical	CS	New heater not connected into heater circuit	Connect into heater circuit	Complete	30/11/2023	DM/MP

Internal Social Space	Electrical	CS	Loose socket on wall bounding netball courts	Refix socket	Complete	08/12/2023	DM
Internal Social Space	Electrical	CS	3 ceiling lights are not working	Repair/relamp lights that are not working	Complete	08/12/2023	DM/MP
Internal Social Space	Electrical	CS	Layout of lights odd and one fitting shared with Dist. Panel Cupboard	Re-arrange lights to a more appropriate layout	Layout considered acceptable	08/12/2023	MP
Internal Social space	Electrical	CS	Smoke detector outside dist. Cupboard falling due to wrong ceiling tile being used.	Refit smoke detector into appropriate ceiling tile	Complete	07/08/2023	DM
Internal Social Space	Fire	CS	Fire blanket not hung on wall	Hang on wall together with requisite label	Complete	28/11/2023	MP
Internal Social Space	House keeping	CS	Accident book and First Aid boxes do not have a specific place	Fix First Aid boxes on wall together with a holder for the accident book	Complete	16/11/2023	MP
Internal Social Space	House keeping	CS	Open shelves missing doors and generally in untidy condition together with the space	Replace doors and tidy shelves and space	Shelves cleared, reuse in shed	27/03/2024	DM/MP
Internal Social Space	Walls	CS	End of fire place and inside of fire place unfinished	Make good end of fire place with render or panelling and cover blockwork in fire place with plaster board and decorate	Work required out weighs benefit	08/12/2023	MP
Internal Social Space	Walls	CS	Gap in corner of wall by sink	Fill gap and touch in paintwork	Minor not required	15/03/2024	N/A
Internal WC	Ceiling Walls	CS	Hole in side wall where electrical fitting once filled	Fill hole	Complete	05/11/2023	DM
Internal WC	Ceiling Walls	CS	Paintwork is flaking and in poor condition on ceiling and side panel decoration is in poor condition	Make good flaking paint, redecorate and point up ceiling to wall junction with caulk/sealant	Complete	10/07/2024	DM
Internal WC	Doors	CS	Handle, latch and turn buckle in poor condition and unhygienic. Turn buckle incomplete	Replace with a modern chrome designed set for easy cleaning and disinfecting	Complete	10/11/2023	DM
Internal WC	Doors	CS	Redundant towel roller on back of door	Remove	Complete	01/11/2023	DM
Internal WC	Drains	CS	When flushed the WC U Bend syphons out indicating lack of ventilation in the drain	Seek plans of drainage system and either reinstate vent pipe or fit new 'durgo' type valve into drainage	Air admittance valve allows air in the system	04/07/2024	MP

Internal WC	Electrical	CS	Movement detector in wrong place and lacks sensitivity	Move detector and adjust or install new	Adjusted	02/11/2023	DM
Internal WC	Electrical	CS	WC is totally enclosed with no ventilation. This is a Public health and building regulations issue.	Install small fan in external wall wired into lighting circuit	Complete	07/08/2023	MP
Internal WC	Electrical	CS	Movement detector poor and erratic	Replace with movement detecting light	Complete	07/08/2023	DM
Internal WC	Fittings	CS	Toilet roll holder loose	Refix	Complete	02/11/2023	DM
Internal WC	Fittings	CS	Battery light not working and redundant	Remove	Complete	01/11/2023	DM
Internal WC	Flooring	AMP	Asbestos containing vinyl tiles exposed on threshold and in part within WC.	Lay on a thick covering of concrete paint over existing coating and monitor for damage regularly.	Complete	12/07/2024	MP
Internal WC	House keeping	AMP	Floor not clear - disabled access	Remove items not essential from the floor to maximise disabled access and help with hygiene control.	Complete	23/11/2023	DM
Internal WC	House keeping	CS	Walls appear to be dirty	Clean and disinfect	Complete	08/11/2023	DM
Internal WC	House keeping	CS	Over supply of toilet sundries making the area difficult to clean and use	Remove all non essential sundries	Complete	08/11/2023	DM
Internal WC	House keeping	CS	Toilet brushes in very poor condition	Replace	Complete	23/11/2023	DM
Internal WC	House Keeping	CS	WC essentials and cleaning products stored in kitchen	Install new cupboard in or near the WC	Complete	10/01/2024	DM/MP
Internal WC	Plumbing	CS	Cold water system is uninsulated	Insulate pipework	Complete	19/08/2024	DM
Internal WC	Sanitary ware	CS	Loose tap and wash hand basin	Refix tap and WHB	Complete	17/01/2024	DM
Internal WC	Sanitary ware	CS	Sealant in poor condition behind wash basin	Replace Silicone sealing	Complete	09/07/2024	DM
Internal WC	Signage	CS	Poor temporary sign and non compliant accessible sign	Replace with appropriate compliant signage	Complete	15/11/2023	DM

AA - Access Audit, AMP - Asbestos Management Plan, FRA - Fire Risk Assessment, CS - Condition Survey

