

Buildings Maintenance Committee – Meeting held Tuesday 25th February 2014

Present: Terry Kinch (Chair), Ben Coe, Tim Leigh, Dave Golding, Marco Rummery, Laurence Woodhams, Keith Phelps

Health & Safety Report

Shoreham Premises:

1. Ref Section 5.1; Ben to assess and cost for roof void fire barrier 150mm double sided run down below joists 12mm plasterboard above wall between kitchen and restaurant – schedule for July/Aug 2013 – Alan to price no later than Easter for internal or sub contracted completion – Alan job specification emailed 110413 – Terry Kinch to contract these works with Andy Bunker all together this summer – Terry Kinch will proceed to estimate and quotes for this work to be done autumn 2013 – Terry holding fire until bar refurb agreed
2. Ref Section 5.3 & 5.7; Ben & Bernie to assess requirements (plasterboard and intumescent foam in ceiling voids and price for sub contractor to undertake in 2013/14 financial year – Bernie to price no later than Easter for internal or sub contracted completion – Alan to email job spec and estimate before departure – Terry Kinch to contract these works with Andy Bunker all together this summer – Terry will proceed to estimate and quotes for this work to be done autumn 2013 – Terry holding fire until bar refurb agreed

Southwick Premises:

1. Southwick work off agenda until after asbestos and dilapidation survey which is awaiting a third quote from Parson, Son & Basley recommended by MarcoR. Ron to obtain said quote

Projects

1. Restaurant Floor – Ben to plan this work to be done by Peter in summer (tie in with bar refurb if possible) using Dulux Diamond Glaze and paint pads hiring in a floor sander – Ben to schedule Peter for this work – Outstanding pending Bar – Tim to schedule two/three weeks early January for this work to be done liaising with House and Caterer/Bar. Maybe tie in with bar work if they are ready. To be done for AGM which could be put back one week – Work now planned for second half of January 2014 to be completed prior to AGM 1st February – awaiting bar refurb, quotes agreed
2. RER tea station – Tim to plan for tea station with formica top and space for storage, bin and fridge under in north west corner of RER – Quote requested awaiting receipt – estimate still outstanding – Work will cost c£3k and is in the budget draft for 2013/14 – This plan is currently with Giles Weston/Dave Golding to progress and advise House/BMC – Dave Golding to action 3rd quote asap
3. Roof Survey – Tim to try and obtain old survey from Derek Copeman via Laurence Woodhams. Commodore feels that this survey should be good for another few years as should be no more than 6/7 years old – LW/DR are chasing this with DC – Still chasing

4. CCTV to be installed at west entrance with dedicated electric and entryphone - TL to arrange with Colin Hinchcliffe, link to bar and office tv. Upgrade tv in office to cope with extra cameras and off site data storage. Quotes obtained and being split between available budgets by Terry & Tim. Tim to implement west entrance entry system immediately, others to await budget holder approval
5. Ben to address bladder store lighting per TerryK advice at meeting asap
6. Tim to contract to have flood lights (led) set up along south elevation of Shoreham Clubhouse to provide better lighting in this area following concerns to Main Committee
7. Tim to buy 3 x toilet seats, thin plastic commercial grade soft close for Southwick toilets
8. West Entrance works: Discussion on these works, being taken forward by Flag Officers and Directors

Next meeting – Post Southwick survey