# **Burtle Village Hall**

### Hall Manager’s Report for 2020

# **Annual General Meeting - April 21st 2021**

Maintenance – regular maintenance of the hall infrastructure and internal facilities was undertaken including:

* Regular hall visits on a weekly basis due to the COVID-19 Pandemic
* Regular running of the water systems (Taps & Toilets) to help flush through the system – done on a monthly basis for 30 minutes
* PAT testing of all appliances
* Servicing of Air Conditioning/heating system
* Burglar alarm and fire alarm service
* Fire extinguishers and fire exit lights
* General maintenance of hall and grounds
* Hedge trimming, weed control and general tidying of hall surrounds
* Rodent control

Areas to be completed in 2021:

* Replacing bar floor
* Deep clean of kitchen area, bar and hall

**Summary**

We have seen hardly any usage of the hall in 2020 due to the Coronavirus pandemic and as such we have seen very little issues with the maintenance of the hall.

The hall is in a good state of repair and is being well maintained. It is important to keep on top of the maintenance, whether the hall is open or not. The on-going costs for maintenance have continued even though the hall has been in lockdown for most of 2020.We did have a few issues with rodent baiting this year and it was hard to contact the rodent man – this issue has now been resolved.

## **Hall Managers Report – Ieuan Day**