

Annual Report of Premises Committee year-end 31.3.2021

The committee has not met as the premises have been closed although the Junior Oxford Bridge Club (JOBC) has had some sessions when restrictions permitted. These are run by Holly Kilpatrick.

The committee currently consists of JA (chair), Richard Sills, Tilly Dearden, Tessa Goddard (house officer) and Chris Bone. Tessa Goddard has resigned but is willing to remain in post until the club re-opens. The House Officer position has been advertised but remains open.

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

The premises have been inspected regularly and the cleaners go in for two hours every fortnight. This includes the hall and stairwell of the upstairs flats. The heating was set at a minimal level over the winter apart from when needed for the JOBC. The ventilation system has been off for most of the year. The fire alarm system and the gas boiler had an annual service and the electrical devices had routine PAT testing.

The fire equipment (extinguishers etc) will need an annual inspection when the club re-opens.

The front door key code pad has been replaced and it is now functioning properly. The batteries need to be changed every few months. The damp in the wall of the front room has been repaired as have the broken guttering and impaired drainage that gave rise to the problem in the first place. The air-bricks at the base of both front bay windows need to be kept clear to prevent rising damp in the future.

The low wall between the forecourt and the pavement has been removed and the ground made level to facilitate parking especially for the flat-dwellers. The light over the front door to the flats has been replaced with a sensor light. Both these items were funded from the communal fund and not OBC funds directly.

The treasurer has maintained the premises budget. The club did not have to pay business rates for most of last year and had a discount on the water rates. There have been savings on cleaning and heating while the premises have been closed.

JA/5.6.21