

## **Annual Report of Premises Committee year-end 31/3/23**

The committee currently consists of Chris Bone (chair), Richard Sills, Sue Smith, Juliette Riehl (house officer) and Phil Chaundy.

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 one-year fixed rate tariff.

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

All Health & Safety responsibilities have been fulfilled.

All Housing Officer responsibilities have been fulfilled.

Major maintenance expenditure during the year was the brick pointing/gutter replacement at the rear of the building which was causing a significant internal leak to the first floor flat.

Other projects have included new lighting and telecom for the flats entrance (funded from the communal fund as opposed to OBC funds), a new side gate and the patio slabs steam cleaned.

The Treasurer has maintained the premises budget.

CB 5/5/23