# Longford Village Hall Maintenance Working Group

# Terms of Reference

## Purpose

The Maintenance Working Group is established to carry out routine, non specialist maintenance tasks for the Village Hall. Activities include but are not limited to:

* Minor repairs to the fabric of the building
* Minor repairs to fixtures and fittings
* Cleaning tasks that are beyond the Terms of Reference for the appointed cleaner

Tasks that are not conducted by the Maintenance Working Group are:

* Specialist electrical work that requires a suitably certified electrician
* Specialist repair work on gas installations that requires a suitably qualified professional
* Specialist plumbing work that a suitably qualified plumber

## Tasks

The Working Group will at least annually conduct (or contract for) an assessment of the general condition of the building and produce a list of works that either the Group can carry out (non-specialist) or that will require the services of a professional. Taking the results of this assessment a list of tasks will be produced and a timetable for works created.

There will also be ad-hoc tasks that have come about as a result of:

* Fair wear and tear on the building and its fittings
* Damage caused in during the use of the Hall by HIRERS
* Tasks allocated to the Working Group as a result of direction from the Village Hall Committee

## Reporting

The Maintenance Working Group will report at each meeting of the Village Hall Committee on its activities in the previous period and works proposed for the next period. All works proposed for the next period will have an estimated cost associated with them for approval by the committee required to proceed with expenditure

## Financial Limits

The Maintenance Working Group have a limit on spending for single items to be used for non-scheduled tasks of £XX for those items that require immediate attention.

This limit may be breached if there is an urgent safety or security issue identified that needs immediate rectification. An out of committee approval can be gained with the approval of any 2 of the following:

* Chair
* Treasurer
* Secretary

## Current Limitations

Due to the ongoing community engagement process, which may result in significant upgrade or alteration of the structure of the Village Hall, the Working Group will only undertake or commission structural work that wont affect any potential work.