

## TRUSTEES and PROJECT BRIEF OCTOBER 2013

---

### 1 DORMER REPLACEMENT

1. *Manage, as customer, the replacement of the Main Hall dormers.* [H,T,JACB]
2. Generation of funding for the project from Land Fill Tax Credit Scheme. [H,V,?]

### 2 BOOKING AND HIRING

1. Review and revision of hiring policy. [M,V,?]

### 3 LICENSING

1. Review of bar operating policy. [H,V,?]
2. Review and manage increase in the TBC licensed capacity of the building. [H,T,?]
3. Review of Licensee's agreement/contract. [M,V,?]

### 4 CLEANING

1. Development of cleaning requirements. [M,V,?]
2. Review of cleaning agreement/contract. [M,V,?]
3. Management of the cleaning contract. [M,T,?]

### 5 HEALTH AND SAFETY AND SECURITY

1. Review of Trustees health and safety policy documents. [H,V,?]
2. Draw up policy, storage map and notices with respect to hirer's responsibilities in the use and storage of tables and chairs. [H,V,?]
3. Establish key holding for Trustees and regular users, ensure key holders register is up to date, map the key press, and establish a procedure for issuing a key to one off weekend hires. [H,V,?]

### 6 WEBSITE

1. Revise the current website. [M,V,?]
2. Design a new website with intuitive user access, record storage and easy maintenance and updating of information. [M,V,?]
3. Devise 'mobile' version of the website. [L,V,?]
4. Develop software for auto-extraction of data from the calendar to provide easily understandable access timings for the cleaners and maintenance engineers. [M,V,?]

### 7 EXTENSION SNAGGING

1. *Lift Shaft: Management of repair of the lift-shaft leak.* [H,T,JACB]
2. *Main Hall heating system: Organisation of a review and training session on the use and maintenance of the replacement heating system in the old part of the Barn.* [H,T,JACB]
3. *New Bar emergency lights: Follow-up replacement fittings and control sequencing.* [H,T,JACB]
4. *School Room and Automatic Foyer doors emergency exit lights: Manage replacement of inadequate emergency exit lights.* [H,T,JACB]
5. *Automatic Foyer door screen bolts: Management of the provision of metal bolt holes to protect the stone flooring.* [H,T,JACB]

6. *School Room emergency doors: Management of draft proofing to the south door and the provision of hinge safety covers.*[H,T,JACB]

## 8 MAINTENANCE

1. Draft a Tithe Barn Handbook for all Tithe Barn equipment setting out how to use it and how to maintain it. [M,V,?]
2. Review and update the Tithe Barn equipment maintenance diary (including equipment for safety, security, heating, lighting, utilities, cleaning, catering, access (doors, lift), etc. And including such as the need to check oak door fixing screws regularly). [H,V,?]
3. *Main Hall heating: Management of the installation of a thermostat and the upgrading of the boiler house wiring.* [H,T,JACB]
4. Manage the deep cleaning, repair, and re-protection of the sprung Maplewood Main Hall dance floor, after the completion of the dormer replacement. [M,V,?]
5. Manage the cleaning of the Main Hall roof beams after dormer replacement. [M,V,?]
6. Dorgard: Repair and maintain the Dorgards to ensure failures are recognised and replaced and the log kept up to date. [H,V,?]
7. *Damp wall in Ladies Lavatory: Management of the repair of the lime mortar re-pointing and cement flaunching repair.*[H,T,JACB]
8. Stage windows: Devise and fund a way to reduce the condensation on the stage windows (such as secondary double glazing or using light proof shutter vents or?). [H,V,?]
9. *PAT testing: Management and recording of annual PAT testing.* [H,T,AR]
10. *Bar: Installation of second ceiling vent over the refrigerators.*[M,T,AR]
11. *Bar: Upgrading of the heating pipes passing through the cooled room.* [H,T,AR]
12. Security Alarm: Replacement of control panel display.[L,V,?]
13. *Make table trolley secure by welding the assembly of flat pack items.*[H,T,AR]

## 9 IMPROVEMENTS

1. *Clear, repair and redecorate the old gardeners store suitable for a galss and freezer store for the bar.* [H,T,AR]
2. *Banister finials: Manage selection and installation of carved banister finials.* [H,T,JACB]
3. Design, value and cost the installation of WiFi internet access in the Tithe Barn. [L,V,?]
4. Design, fund and manage the installation of under-stage furniture storage trolleys. [L,V,?]
5. Design and fund the renovation of the stage area. [M,V,?]
6. Design and fund the renovation of the storage and canopy at the north end of the building. [M,V,?]

## 10 GROUNDS

1. Funding and management of the resurfacing and illumination of the rear car park area. [L,V,?]
2. *Improvement of noticing in the car park. (5mph, Barn Users Only, Allotment Users Only, Beware Children, etc).* [M,T,AR]
3. *Review and manage the boundary with Tesco* [M,T,PR]

4. *Review and manage the boundary with the King's Head. [M,T,PR]*

### **11 ALLOTMENTS**

1. *Management of the repair and maintenance of the southern boundary ditch including the pollarding of the trees. [H,V,RL/PR]*
2. Review the provision of facilities, including security, parking spaces and a hose tap etc. [M,V,RL]
3. Improve access security near the extension. [M,V,?]

### **12 PUBLICITY**

1. Design A4 tri-fold for prospecting wedding hirers. [L,V,?]
2. Design A4 tri-fold for general Tithe Barn hirers for use in such as newsagents, estate agents, library etc. [L,V,?]

### **13 TRUSTEES**

1. Review, archive (Gloucestershire CC Archives) or destroy old trust documents currently held at the Tithe Barn. [L,V,?]
2. Recruitment of Trustees. [H,V,?]
  - a. Chair [H,T,JACB]
  - b. Treasurer [H,T,JG]
  - c. Secretary [H,V,?]
  - d. Booking secretary [H,V,CP]
  - e. Allotment secretary [H,V,RL]
  - f. Maintenance secretary [H,V,?]