



Palgrave & District Community Centre (PDCC) Building Management Policy

The Trustees of the Palgrave & District Community Centre own the premises known as the Community Centre in trust on behalf of the village. The trustees are mindful of their responsibility to maintain and develop the premises so as to provide a safe, clean, attractive, and useful environment for the whole community.

The Building

Maintenance of the fabric of the building is administered by the Building Sub- Committee, whose members are elected by the full Trustee Committee.

The Sub-Committee:

- meets regularly, under its chairman, to review the state of the building, and identify areas for repair and/or improvement;
- receives regular reports on maintenance, repairs and defects from the Caretaker/Cleaner and the key holder;
- provides reports on the state of the building and its environs to the full Committee on a monthly basis;
- arranges for minor works to be carried out, subject to fiscal limit set by the full committee;
- ensures that all work on the building is carried out with reference to policies on Health & Safety, Security and the Environment.
- Ensures fire and security inspections and tests are carried out in line with the relevant regulations.

The Sub-Committee has authority to spend money on minor works up to a limit agreed and set annually by the full Committee (£400) Recommendations for spending greater than the limit are brought to the full Committee, together with at least 2 quotes for the work to be carried out.

Contracts

The Charity has contracts in place for cleaning, maintenance and general grounds upkeep. The Building and Maintenance Sub-Committee has the following responsibilities to ensure these contracts are managed effectively:

- detailing and approving the tasks to be performed and scheduling them (as appropriate);
- approving spend for any equipment to be used in the general upkeep of the building on request;
- seeking advice on maintenance of the building and its' environs, and instructing contract staff accordingly;

Waste reduction and recycling

The Committee encourages the recycling of waste by:

- recycling its own waste products;
- using public facilities for the recycling of paper, glass, cans, etc.;
- arranging for the collection on its premises of recyclable glass;
- disposing of surplus jumble from sales to local charity shops or recyclers.

Adopted on: 18th October 2017

Reviewed: May 2019

Signed:

A handwritten signature in black ink, appearing to be 'P. Smith' or similar, written over a horizontal line.

Chairman of PDCC