

		received a reply	
10.	Future meetings	<p>It was agreed to meet as follows at 9:00 unless otherwise stated:</p> <p>22 January (2:30pm) 29 January 12 February 26 February 12 March 26 March 9 April 23 April</p> <p><i>Are we inviting RG to next meeting?</i></p>	

Actions Required Before the Library Can Open

Ref	Action	Dates for Work to be Undertaken	Date Work to be Completed By	Who	Progress
1	Complete the railings panels for the ramp	w/c 14/01/2014	24/01/2019	Roger Greatrex	
2	Complete the Fire Exit paving		20/01/2019	Phil Dolloway	
3	Complete the railings for fire exit		24/01/2019	Roger Greatrex	
4	Complete landscaping Fire Exit and Field		24/01/2019	Carl Talbot	
5	Complete the hatching in front of Fire Exit		27/01/2019	Malcolm Fello	
6	Move the disabled access between the Youth Club and the Parish Council Office		28/01/2019	Malcolm Fello	
7	Complete the work on the downpipe		23/01/2019	Roger Greatrex	
8	Install the spotlights		25/01/2019	Paul Prince	
9	Install the bell for disabled access		25/01/2019	Paul Prince	
10	Install the Smoke Alarm		25/01/2019	Paul Prince	
11	Complete the electrical testing/certificates		28/01/2019		
12	Review the draft Premises, Fire, First Aid Risk Assessments and Emergency Procedures and sign off		30/01/2019	GLEAN	
13	Building Control Inspection		29/01/2019	SBC	
14	Entrust Inspection		30/01/2019	Entrust	
15	Install the Key Safe		31/01/2019	Paul Prince	
16	Install YC Carpet		31/01/2019	Stafford Carpets	
17	Install Signage		01/02/2019	Trevor Whincup	
18	Any further work as a result of the inspections		31/01/2019		
19	Reinspections, if required		01/02/2019		