

	need to ensure these times are strictly observed.	
5	<p>Improvements</p> <ul style="list-style-type: none"> Review of Red Box Fire Risk Assessment. There is nothing urgent, but some simple things to be done, e.g. improving notices, moving the bin cover. Agreed: a separate meeting will be held in October to review the report in detail, especially the importance of record keeping. Disabled access to the hall. JB has contacted Sarah Dragonetti, who suggested finding a free-lance occupational therapist who could look over the hall and make recommendations. The Management Committee should consider options and document them. Bin cover. As already noted, there is a need to relocate the bins and the cover, as well as providing a lock, to mitigate fire risk. Action: The cover should also be treated with Danish Oil to protect against weather. Light switch (main hall). JB has replaced this and ordered some additional bulbs (one is not working). 	All JMG, RS, JB
6	<p>Maintenance</p> <ul style="list-style-type: none"> The generator needs servicing. Estimated cost: £100. Action: carried over, JB to arrange. The fire risk assessor was happy with the arrangements for storing fuel. List of maintenance tasks. JB has drafted an improved list and will review it with AD. There is a need to determine other responsibilities, e.g. for insurance. Never Never cupboard lock. Resolved. Plumbing/toilets. Work carried out on the day of the meeting. 	JB JB, AD
7	<p>Administration</p> <ul style="list-style-type: none"> Deadline for Charity Commission and HMRC submissions. 1st October. Action: KB and JB will complete and submit returns. Community First Oxfordshire (CFO) are still finalising guidance over the implications of 2023 changes to Trustee Law. 	KB, JB
10	Next meeting 20:00 Thursday 5 th December 2024	