

UPTON VILLAGE HALL SCHEDULED ACTIVITIES PLAN - 'need attention' shown in red & comment 21 Dec 16 as checked IH record updated PGP

last update 18/1/17

ACTIVITY	DAILY	WKLY	MTHLY	2 MTHLY	QTRLY	½ YRLY	YEARLY	3 YRLY	5 YRLY	OTHER	RESP ⁽¹⁾	LAST DONE ⁽²⁾	CONTRACTOR/COMMENT
HEALTH & SAFETY and SECURITY													
Check & restock First Aid box			✓								SC		
Regular inspections of public areas			✓								All ⁽³⁾		
General risk assessment							✓				SC	26/06/16	
Fire risk assessment							✓				SC	18/01/17	
H&S review of caretaker role							✓				SC	25/01/16	
H&S Manual full review								✓			SC	17/03/14	
Review Key Holders Register								✓			PON	12/11/16	
Issue keys & update Key holders. Register as required										✓	JJ		

CLEANING

General cleaning	✓										JJ		
Clean and buff hall floor		✓									JJ		
Clean windows internally				✓							JJ		
Clean windows externally				✓							PON		BR Windows
Springclean kitchen cupboards							✓				JJ	25/08/16	
Deep clean kitchen S/S surfaces							✓				JJ	25/08/16	
Clean cooker hood grill							✓				JJ	25/08/16	
Dust internal roof trusses & beams							✓				JJ	01/08/15	repainted
Clean hall lighting diffusers NOW DEFUNCT													
Clean skylights inside & out								✓			ND	01/08/15	Bob Dodd (Outside)
Clean carpets									✓		JJ	30/12/16	contractor
Clean curtains									✓		JJ	01/08/15	new stage front curtains 2011

MAINTENANCE

Grounds

Clear leaves from gullies		✓									JJ		
Trim hedges & grass border				✓							CJ		

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Weed Monica's garden					✓						CJ		
Trim back Monica's garden							✓				CJ		
Inspect grounds							✓				PGP	07/11/16	report on web
Inspect notice board & refurbish as needed							✓				PGP		new board 2016
Inspect car park & repair potholes as needed							✓				PGP	07/11/16	resurfaced carpark 2015
Paint container								✓			PON	01/08/15	
Monitor boundary fences									✓		ND	11/01/16	
Camera inspect drains if problem suspected										✓	PGP	yr2005	
Hall Exterior													
Graphite external locks								✓			ND	25/06/13	
Clear guttering & guards							✓				ND	01/08/15	check end fall 2016
Inspect building exterior							✓				PGP	07/11/16	report on web
Varnish external doors								✓			ND	01/08/15	
Paint external woodwork									✓		ND	30/11/12	Bob Dodd/Bob Lark
Hall Interior													
Review, action & update the 'Log It 2 Fix It' list		✓									ND		
Repolish hall floor			✓								JJ		mntn/buff wkly
Check understage store							✓				JS	16/03/16	
Inspect inside user cupboards							✓				JS	16/03/16	
Check and clear out UVH cupboard							✓				JS	16/03/16	
Inspect building interior							✓				PGP	07/11/16	report on web
Review all signage							✓				SC	26/06/16	
Repaint walls and woodwork									✓		PGP	01/08/15	main hall + repainted
Survey underside of hall floor									✓		PGP		see 2003 survey
Repaint ceilings and beams										✓	PGP	01/08/15	
Sand & reseal hall floor										✓	ND	09/08/13	booked Aug 2017
Hall Equipment													
Replace microphone batteries			✓								ND		
Clean PA amplifier							✓				PGP	20/08/16	booked for Aug2017
Test loop system			✓								ND		
Test doorbell batteries and replace if needed							✓				ND	01/09/15	

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Inspect/Service boiler							✓				ND	01/11/16	KDE Ltd
Service fire extinguishers							✓				SC	06/01/16	Jackson (Fire & Security) Ltd
Test emergency lights							✓				SC	06/01/16	Jackson (Fire & Security) Ltd
PAT tests							✓				SC	06/01/16	Jackson (Fire & Security) Ltd
Replace fluorescent tubes in hall NOW DEFUNCT								✓					
Check & certify electrical circuits									✓		PGP	30/07/13	Dave Bundy

HALL BOOKINGS

Set up next year's calendar							✓				PGP	31/10/16	
Obtain signed Hiring Agreements from regular users								✓			PON	15/04/13	with users
Audit regular and ad hoc Hiring Agreements							✓				PGP	21/12/16	
Review size and spread of user base								✓			PGP	18/01/17	on homepage

FINANCE, REPORTING & HALL MANAGEMENT

Record receipts and bank cash & cheques		✓									PON		
Invoice regular users			✓		✓						PON		
Pay for goods & services and reimburse trustee expenses										✓	PON		
Reconcile bank account			✓								PON		
Report actual income & expenses vs budget to the Board					✓						PON		
Produce annual budget							✓				PON	11/05/16	
Produce annual financial statements							✓				PON	12/07/16	
Get annual accounts independently examined							✓				PON	12/07/16	
Make annual submission to the Charity Commission							✓				PON	19/01/17	
Produce UVH Annual Report							✓				PGP	12/07/16	on web
Hold Annual General Meeting							✓				PGP	12/07/16	
Update & agree 10 year financial plan								✓			PON	06/11/13	due 1Feb17 Board mtg
Review & agree minimum reserves level								✓			PON	06/11/13	due 1Feb 17 Board mtg
Review & agree hire charges								✓			PON	06/11/13	due 1Feb17 Board mtg
Renew gas contract								✓			PON	21/04/15	
Renew electricity contract								✓			PON	01/07/15	
Renew insurance contract								✓			PON	25/01/17	

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Review policies and procedures								✓			PGP	05/06/13	90% done 22Dec16
Revaluation for Insurance									✓		PON	09/11/16	

(1) The responsible party can be either the trustee that carries out the activity personally or the one responsible for organising a contractor or work party to do the job.

(2) Date last done only recorded for activities with a frequency of yearly or longer.

(3) Inspections carried out by trustees on a monthly rota organised by SC.

