

UPTON VILLAGE HALL SCHEDULED ACTIVITIES PLAN last update 8 May 2021

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	15/01/21	
Fire risk assessment							✓				SC	15/01/21	
H&S review of caretaker role							✓				SC	15/01/21	
H&S Manual full review								✓			SC	21/04/17	
Review Key Holders Register								✓			PON	15/01/20	
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							✓				SF	30/01/19	
Deep clean kitchen S/S surfaces							✓				SF	30/01/19	
Clean cooker hood grill							✓				SF	30/01/19	
Dust internal roof trusses & beams							✓				SF	30/01/19	
Clean skylights inside & out										✓	ND	01/08/15	Bob Dodd (Outside)
Clean carpets									✓		JJ	30/12/16	
Clean curtains (stage curtains new 2011)									✓		JJ	20/06/20	date should be black
MAINTENANCE													
Grounds													
Clear leaves from gullies		✓									JJ		
Trim hedges & grass border				✓							CJ		
Weed Monica's garden					✓						CJ		
Trim back Monica's garden							✓				CJ	30/01/19	
Inspect grounds							✓				IH	05/04/21	

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Inspect notice board & refurbish as needed							✓				IH	05/04/21	new board 2016
Inspect car park & repair potholes as needed							✓				IH	05/04/21	resurfaced Aug2015
Paint container								✓			PON	05/04/21	painted aug20
Treat un-tanalised fences										✓	ND	11/01/16	all now pre-treated
Camera inspect drains if problem suspected										✓	IH	yr2005	
Hall Exterior													
graphite external locks							✓				ND	18/11/18	
Clear guttering & guards							✓				CJ	01/03/19	Jfletchers men
Inspect building exterior							✓				IH	05/04/21	
Varnish external doors								✓			ND	01/08/19	
Paint external woodwork									✓		ND	01/08/17 pt	Bob Dodd/Bob Lark
Hall Interior													
Review, action & update the 'Log It 2 Fix It' list		✓									SC/IH		
Repolish hall floor			✓								JJ		mntn/buff wkly
Check understage store							✓				JS	06/03/19	?
Inspect inside user cupboards							✓				JS	06/04/21	
Check and clear out UVH cupboard							✓				JS	06/03/19	?
Inspect building interior							✓				IH	05/04/21	
Review all signage							✓				SC	06/02/20	
Repaint walls and woodwork									✓		IH	20/08/21	walls
Survey underside of hall floor									✓		IH	02/03/21	Timberwise
Repaint ceilings and beams										✓	IH	05/04/21	inspected
Review hall floor sand & seal if needed							✓				IH	05/04/21	inspected
Hall Equipment													
Replace microphone batteries			✓								ND		
Inspect/Clean PA amplifier cabinet internals										✓	PGP	sum 2020	CSP -AV now
Test loop system			✓								ND		
Test doorbell batteries and replace if needed							✓				ND	04/01/18	new system
Inspect/Service boiler							✓				ND	12/02/21	Grosv Htg 2021 done
Service fire extinguishers							✓				SC	15/01/21	Dee Fire
Test emergency lights							✓				SC	15/01/21	Dee Fire

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PAT tests							✓				SC	15/01/21	Dee Fire
Check & certify electrical circuits									✓		PGP	22/02/19	Dave Bundy
Dish washer service											ND	11/10/19	need latest date
HALL BOOKINGS													
Set up next year's calendar							✓				PGP	01/11/19	
Self-Audit signed Hiring Agreements from regular users								✓			PGP	21/12/19	new HA Nov'19- still chasing
Self-Audit records for ad hoc Hiring Agreements							✓				JJ	27/03/19	
Review size and spread of user base								✓			PGP	18/01/17	
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	14/07/20	
Produce annual financial statements							✓				PON	14/07/20	
Get annual accounts independently examined							✓				PON	14/06/19	
Make annual submission to the Charity Commission							✓				PON	09/01/20	
Produce UVH Annual Report							✓				IH	09/07/19	
Hold Annual General Meeting							✓				IH	09/07/19	
Update & agree 10 year financial plan								✓			PON	16/01/20	
Review & agree minimum reserves level								✓			PON	19/02/20	planned for board mtg
Review & agree hire charges								✓			PON	19/02/20	planned for board mtg
Renew gas contract								✓			PON	20/11/17	
Renew electricity contract								✓			PON	01/12/18	
Renew insurance contract								✓			PON	08/01/20	
Review policies and procedures								✓			IH	31/01/20	
Revaluation for Insurance									✓		PON	09/11/16	
Renew HALLMARK registration								✓			PON	12/02/20	planned
Review GDPR proceedings						✓					PON	04/11/19	

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(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.