

## UPTON VILLAGE HALL SCHEDULED ACTIVITIES PLAN last update 29 Sept 2018 PGP

ACTIVITY	DAILY	WKLY	MTHLY	2 MTHLY	QTRLY	½ YRLY	YEARLY	3 YRLY	5 YRLY	OTHER	RESP <sup>(1)</sup>	LAST DONE <sup>(2)</sup>	CONTRACTOR/COMMENT
<b>HEALTH &amp; SAFETY and SECURITY</b>													
Check & restock First Aid box			✓								SC		
Regular inspections of public areas			✓								All <sup>(3)</sup>		
General risk assessment							✓				SC	30/06/17	
Fire risk assessment							✓				SC	08/12/17	
H&S review of caretaker role							✓				SC	23/01/17	
H&S Manual full review								✓			SC	21/04/17	
Review Key Holders Register								✓			PON	12/11/16	
Issue keys & update Key holders. Register as required										✓	JJ		
<b>CLEANING</b>													
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	overdue
Deep clean kitchen S/S surfaces							✓				JJ	25/08/16	overdue
Clean cooker hood grill							✓				JJ	25/08/16	overdue
Dust internal roof trusses & beams							✓				JJ	01/08/15	
Clean skylights inside & out								✓			ND	01/08/15	Bob Dodd (Outside)
Clean carpets									✓		JJ	30/12/16	
Clean curtains									✓		JJ	01/08/15	new stage front curtains 2011
<b>MAINTENANCE</b>													
<b>Grounds</b>													
Clear leaves from gullies		✓									JJ		
Trim hedges & grass border				✓							CJ		
Weed Monica's garden					✓						CJ		
Trim back Monica's garden							✓				CJ		
Inspect grounds							✓				IH	09/02/18	

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Inspect notice board & refurbish as needed							✓				IH	09/02/18	new board 2016
Inspect car park & repair potholes as needed							✓				IH	09/02/18	resurfaced Aug2015
Paint container								✓			PON	01/08/15	
Treat un-tanalised fences									✓		ND	11/01/16	all now pre-treated
Camera inspect drains if problem suspected										✓	IH	yr2005	
<b>Hall Exterior</b>													
graphite external locks							✓				ND	01/08/16	overdue
Clear guttering & guards							✓				CJ	01/08/15	
Inspect building exterior							✓				IH	09/02/18	
Varnish external doors								✓			ND	01/08/15	
Paint external woodwork									✓		ND	01/08/17 pt	Bob Dodd/Bob Lark
<b>Hall Interior</b>													
Review, action & update the 'Log It 2 Fix It' list		✓									SC/IH		
Repolish hall floor			✓								JJ		mntn/buff wkly
Check understage store							✓				JS	10/03/17	
Inspect inside user cupboards							✓				JS	10/03/17	
Check and clear out UVH cupboard							✓				JS	10/03/17	
Inspect building interior							✓				IH	09/02/18	
Review all signage							✓				SC	26/06/17	
Repaint walls and woodwork									✓		IH	01/08/15	Bob Lark
Survey underside of hall floor									✓		IH		see 2003 survey
Repaint ceilings and beams										✓	IH	01/08/15	
Sand & reseal hall floor										✓	ND	01/08/17	
<b>Hall Equipment</b>													
Replace microphone batteries			✓								ND		
Inspect/Clean PA amplifier cabinet internals								✓			PGP	20/08/16	Charlie Broadhurst
Test loop system			✓								ND		
Test doorbell batteries and replace if needed							✓				ND	04/01/18	new system
Inspect/Service boiler							✓				ND	01/11/17	Grosv Htg
Service fire extinguishers							✓				SC	03/01/18	Jackson (Fire & Security) Ltd
Test emergency lights							✓				SC	03/01/18	Jackson (Fire & Security) Ltd

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PAT tests							✓				SC	03/01/18	Jackson (Fire & Security) Ltd
Check & certify electrical circuits									✓		PGP	30/07/13	Dave Bundy
<b>HALL BOOKINGS</b>													
Set up next year's calendar							✓				PGP	01/11/17	
Obtain signed Hiring Agreements from regular users								✓			PON	15/04/13	
Audit regular and ad hoc Hiring Agreements							✓				PGP	21/01/18	
Review size and spread of user base								✓			PGP	18/01/17	
<b>FINANCE, REPORTING &amp; HALL MANAGEMENT</b>													
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							✓				IH	10/07/18	
Hold Annual General Meeting							✓				IH	10/07/18	
Update & agree 10 year financial plan								✓			PON	06/11/13	
Review & agree minimum reserves level								✓			PON	06/11/13	
Review & agree hire charges								✓			PON	06/11/13	
Renew gas contract								✓			PON	21/04/15	
Renew electricity contract								✓			PON	01/07/15	
Renew insurance contract								✓			PON	25/01/17	
Review policies and procedures								✓			IH	22/12/16	
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.





