

### VILLAGE HALL DIARY AND MAINTENANCE SCHEDULE

Frequency	Action	Responsibility	Actioned
5 Yearly	Fixed wire test	B J Cowles	Due 2024
3 Yearly	Emergency lighting testing	Dean Magna Services	November 2022
	Electrical installation	B J Cowles	December 2022
Annually	PAT testing	B J Cowles	Due December 2023
	Fire appliance testing	Dean Magna Services	Due October 2023
Monthly	Testing of emergency lighting	Competent person	November 2022
	Checking of emergency exits	Competent person	November 2022
	Check fire extinguishers are in place and not tampered with	Competent person	November 2022
	Emptying electricity meter	Nominated person	November 2022
	Check First Aid kit	Competent person	
	Grass cutting over summer months	Committee members to organise	
	Hall cleaning	Committee members	Ongoing
Weekly	General tidying and cleaning of hall and checking grounds including the removal of any combustible materials	Committee members	Ongoing

## Appendix 2

Frequency	Action	Responsibility	Actioned
February	Health and safety risk assessment and fire risk assessments	Nominated person	March 2023
March	Year end accounts 31 March	Treasurer	
April	Independent audit of accounts	Treasurer	April 2023  November 2022
	Maintenance check (6 monthly)	Committee to organise	
	Discharge of emergency lighting (6 monthly)	Competent person	
May	Village Hall Annual General Meeting	Chair/Secretary	1 June 2022
June	Hall and kitchen deep clean (6 monthly)	Cleaning services	November 2022
	Clean exterior windows	Window cleaner	
July	10 July – electricity contract renewal	Treasurer	10 July 2021 (contract till 10 July 2024)
	12 July - Insurance renewal	Treasurer	11 July 2022 (3 year contract till 11.7.2025)
August	Post Annual Return on Charity Commission website	Treasurer	November 2022
	PRS/PPL Music Licence renewal	Treasurer	August 2022
	Gigaclear regarding next year's contract	Treasurer	Free connection continues until October 2023

## Appendix 2

Frequency	Action	Responsibility	Actioned
October	Maintenance check (6 monthly)	Committee to organise	October 2022
	Discharge of emergency lighting (6 monthly)	Competent person	November 2022
November	Clean gutters, downpipes and drains Check water pipes	Committee members to organise	November 2022
	Hall and kitchen deep clean (6 monthly)	Cleaning services or volunteers	November 2022