

## VILLAGE HALL DIARY AND MAINTENANCE SCHEDULE

Frequency	Action	Responsibility	Actioned/Notes
5 Yearly	Fixed wire test	B J Cowles	Due 2024
3 Yearly	Emergency lighting testing	Dean Magna Services	November 2022. Due 2025
	Electrical installation	B J Cowles	December 2022. Due 2025
Annually	PAT testing	B J Cowles	Actioned 5 <sup>th</sup> December 2023
	Fire appliance testing	Dean Magna Services	Actioned 3 <sup>rd</sup> November 2023
Monthly	Testing of emergency lighting	Competent person	Actioned 3 <sup>rd</sup> November 2023
	Checking of emergency exits	Competent person	Actioned March 2024
	Check fire extinguishers are in place and not tampered with	Competent person	Actioned March 2024
	Emptying electricity meter	Nominated person	Monthly
	Check First Aid kit	Competent person	January 2024
	Grass cutting over summer months	Committee members to organise	Ongoing
	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

<b>Frequency</b>	<b>Action</b>	<b>Responsibility</b>	<b>Actioned/Notes</b>
February	Health and safety risk assessment and fire risk assessments	Nominated person	June 2023. Due again shortly
March	Year end accounts 31 March	Treasurer	Actioned
April	Independent audit of accounts	Treasurer	June 2023
	Maintenance check (6 monthly)	Committee to organise	April 2023. Due again shortly
	Discharge of emergency lighting (6 monthly)	Competent person	Due May 2024
May	Village Hall Annual General Meeting	Chair/Secretary	Arranged for 29 <sup>th</sup> April 2024
June	Hall and kitchen deep clean (6 monthly)	Cleaning services	29 June 2023
	Clean exterior windows	Window cleaner	Done at work party 28.7.23
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 2023
	PRS/PPL Music Licence renewal	Treasurer	August 2023
	Gigaclear regarding next year's contract	Treasurer	Free connection continues until October 2024

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October	Maintenance check (6 monthly)	Committee to organise	Ocober 2023
	Discharge of emergency lighting (6 monthly)	Competent person	November 2023
November	Clean gutters, downpipes and drains Check water pipes	Committee members to organise	Done March 2024
December	Hall deep clean (6 monthly)	Cleaning services	8 <sup>th</sup> December 2023