

REVIEW JANUARY 2020

		Activity	Responsible Group/Person	Completed 2019	2020 and After
GENERAL MAINTENANCE	Exterior Refurbishment	Review Exterior Refurbishment needs	Hall Committee	Mar-19	MARCH 2020
		Repaint Exterior Steps to Hall Entrance and to Shed	K Southcott	May 19 & Sept 19	SEPT 2020
		Arrange Window Cleaning Quarterly	G Poole & Bill Lingham	Ongoing from Sept 2019	Ongoing: Jan, April, July, Oct
		Arrange Cesspit Cleansing	K Southcott & Abba Cleansing	May 2019 & Dec 2019	Twice Annually or As Needed
		Replacement of Stained Glass Panes	K Southcott & Steve Rose	Nov-19	Review Putty Nov 2020
		Shed Roofing Felt Replaced	J Godfrey & Jack Scotton	Feb-19	c/f Review 2021
		Gatepost in Graveyard Repaired	J Godfrey & Jack Scotton	Feb-19	c/f Review 2021
		Graveyard Maintenance	K Southcott & Parish Council	Ongoing	Ongoing
		Maintain Gravel Parking Area & Hall Edging	K Southcott & Volunteers	Aug-19	Ongoing
	Interior	Cleaning Arrangements Under Review	Under Review with Hall Committee	Organisation transferred from J Godfrey to A Sherring	Arrange fortnightly/monthly paid cleaner
		Regular Hall Cleaning	A Sherring organises rota for volunteers	From Sept 2019 ongoing	Ongoing
		Floor Resealed and Restored	K Southcott & Total Floor Care	Aug-19	2021-2022 May need to source replacement floor blocks
		Arrange Interior Window Cleaning Once Annually	G Poole & Bill Lingham	Completed 2019	Mar-20
		Two New Heaters Purchased	J Godfrey	Feb 19 & May 2019	As Required
		Fireproof/Fire Retardant Kitchen Blinds Being Researched	K Southcott & G Poole	Ongoing	Ongoing
		Repairs to Kitchen & Toilet Taps	K Southcott & M Southcott	Completed Sept 2019	
		Purchase & Installation of New Interior Noticeboard	G Poole & D Poole	Purchased Nov 2019	Ongoing
		Waste Disposal Arrangements	JDS & A Sherring & P Diment with DWP	Reviewed in line with DWP-online account established August 2019	Ongoing
		Deep Clean of Kitchen	P Keogh & J Dixon	Nov-19	As Needed

		Replace Smoke Alarm Batteries	K Southcott & M Southcott	Dec-19	As Needed
		Replace Kitchen Hand Dryer	K Purvis		Jan-20
		PAT Testing	K Purvis & Hall Committee	Oct-19	Jan-20
BUILDING WORKS	Exterior	Management of Damp	Hall Committee	Ongoing	Ongoing
	Interior	Review Interior Paint Renovations	Hall Committee	Ongoing	Ongoing
		Treat Mould around Interior Doorstep	K Southcott		Jan-20
		Encourage Use of Dehumidifier	Hall Committee		Jan-20
HEALTH & SAFETY		Review Storage Requirements	Hall Committee	Ongoing	Ongoing
		Replace Kitchen White Goods	K Purvis		Jan-20
		Carry out Annual Risk Review	Hall Committee	Interim completed Oct 2019	Jan-20
		Annual Fire Risk Assessment	K Southcott	Interim completed Oct 2019	Jan-20
		Ensure Annual Electrical Tests are Carried Out	Hall Committee	Interim completed Oct 2019	Jan-20
SUPPORT FOR DISABLED	Support for Disabled	Evaluation of Disability Access Arrangements	K Southcott	Interim completed Oct 2019	Jan-20
PUBLIC HEALTH	Public Health	Transfer of Registration to Current Hall Committee	P Diment-Postal Address, Jan Dixon-Telephone Contact, JH Village Hall-email address	Completed Nov 2019	
		Public Health Inspection	Jan Dixon & P Diment with PH Inspector	5 star awarded on inspection Sept 2019	As Required
COMMITTEE	Committee	Continue to Review Committee Requirements & Recruitment when Necessary.	Redistribution of Responsibilities further to J Godfrey & P Watts leaving Committee K Berry & J Dixon Join Committee	June 2019 & Nov 2019	AGM
		Maintain & Improve Hall Website	K Southcott & Hardown Web Design	Ongoing	Ongoing
		Review Mission Statement	Hall Committee	Interim completed Oct 2019	Jan-20
		Review Best Value Statement	Hall Committee		Interim to complete Oct 2020 & c/f Jan 2021
		Distribute Welcome Pack for People moving to the Village	A Bartlett takes over from J Godfrey and now liaises with P Keogh	Ongoing	Ongoing

EVENTS	Community Activities/ Support	Review & Revise Welcome Pack for New Arrivals when Necessary. Review activities, frequency & ages of clubs/events	Hall Committee in liaison with Ann Bartlett	Ongoing	Ongoing
		Produce and Distribute a Monthly Newsletter to Notify Villagers of Events	JDS, M Legg, P Keogh & P Diment	Ongoing	Ongoing
		Review Hall Activities: frequency and type and ages of attendees at clubs/events held at the Hall.	Chair and Hall Committee at AGM	AGM June 2019	AGM
	Fund Raising	Develop new events in order to raise funds	Hall Committee	For Examples please see attached sheet	Ongoing at Committee Meetings
		All activity reviewed and discussed at AGM	Chair, Hall Committee and Villagers	AGM June 2019	AGM
		Ideas for new events invited via Newsletter	JDS	Feb-19	Annually
		Renew Premises Performance Licence	A Sherring		Jan-20
		Range of activities supported on daily, weekly, monthly basis along with information provision to support other local organisations and charities. See attached sheet	Chair, Hall Committee and Villagers	For Examples please see attached sheet	Ongoing at Committee Meetings
FINANCE	Finance	Breakdown of income & expenditure. Presented at monthly committee mtgs	Treasurer: Avril Sherring & Hall Committee	Monthly Report has Been Presented at Committee Meetings	Monthly Report will be Presented at Committee Meetings
		Accounts Audited on Annual Basis	A Sherring & Auditor- Thelma	Completed April 2019	Annually
		Monthly Grand Draw	A Sherring & Hall Committee	Drawn at Committee Meetings and Results announced in Newsletter	Ongoing