

REVIEW SEPTEMBER 2021

		Activity	Responsible Group/Person	Completed 2020 & 2021	PLAN FOR 2022
GENERAL MAINTENANCE	Exterior Refurbishment	Review Exterior Refurbishment Needs	Hall Committee	Aug-21	Sep-22
		Repaint Exterior Steps to Hall Entrance and to Shed	Kay Purvis	Mar-20	Sep-22
		Arrange Window Cleaning Quarterly	Gerry Poole & Bill Lingham	Jan, April, July, Oct	Ongoing: Jan, April, July, Oct
		Arrange Cesspit Cleansing	Hall Committee & Abba Cleansing	Dec-19	Twice Annually or As Needed
		Replacement of Stained Glass Panes	Hall Committee & Steve Rose	Jan-20	Review Putty As Needed
		Shed Roof Replaced	Chris Lambie	Jan-21	Completed
		Shed Repainted	Hall Committee	April & Aug 2021	Sep-22
		Graveyard Maintenance	Henry Barlow	June & Oct 2021	April, July & Oct 2022
		Maintain Gravel Parking Area & Hall Edging	Ruth Worsley, Carol Brown & Volunteers	June, August, Sept 2021	Monthly on first Sat pcm, Spring-Autumn incl.
		Installation of Key Pad and Safety Box	Avril Sherring	Sep-20	Completed
	Interior	Regular Hall Cleaning	Avril Sherring with Hall Committee	As required according to government covid guidance	Fortnightly according to rota
		Installation of Invoice Box	Karen & John Berry	Sep-20	Completed
		Floor Resealed and Restored	Hall Committee & Total Floor Care	Aug-19	Review May 2022 May need to source replacement floor blocks
		Arrange Interior Window Cleaning Once Annually	Gerry Poole & Bill Lingham	Completed 2021	Ongoing
		Heating requirements reviewed.	Avril Sherring	Control timers fitted 2021	As Required
		Fire Retardant Kitchen Blind Installed	Kay Purvis	Mar-20	Completed
		Repairs to Kitchen & Toilet Taps	Karen & Mark Southcott	Mar-20	Completed
		Purchase & Installation of New Interior Noticeboard	Gerry & Des Poole	Oct-20	Completed
		Waste Disposal Arrangements	Avril Sherring with DWP	Reviewed in line with DWP-online account established August 2019	Ongoing
		Deep Clean of Kitchen	Hall Committee	Apr-21	As Needed
		Replace Smoke Alarm Batteries	Gerry & Des Poole	As Needed	As Needed
		Replace Kitchen Hand Dryer	Karen & Mark Southcott	Mar-20	Completed
		Annual PAT Testing	Kay Purvis	Feb 2020 & July 2021	Feb-22
BUILDING WORKS	Exterior	Management of Damp	Hall Committee	Repainted Pete Gruitt, Aug 2020 & Chris Hunt Sept 2021	Ongoing
	Interior	Review Interior Paint Renovations	Hall Committee	Repainted Pete Gruitt, Aug 2020	Ongoing
		Treat Mould around Interior Doorstep	Gerry & Des Poole		As Needed
		Encourage Use of Dehumidifier	Hall Committee	As Needed	As Needed
HEALTH & SAFETY		Review Storage Requirements	Hall Committee	Ongoing	Ongoing
		Replace Kitchen White Goods	Kay Purvis	Mar-20	As Needed
		Carry out Annual Risk Review	Hall Committee	Jan 2020 & June 2021	Jan-22

		Annual Fire Risk Assessment	Hall Committee	Jan 2020 & June 2021	Jan-22
		Ensure Fixed Item Electrical Inspection is Carried Out	Avril Sherring & Peter George	Oct-20	Oct-25
SUPPORT FOR DISABLED	Support for Disabled	Evaluation of Disability Access Arrangements	Hall Committee	Jan 2020 & June 2021	Jan-22
PUBLIC HEALTH	Public Health	Review of Registration to Current Hall Committee	P Diment-Postal Address, Jan Dixon-Telephone Contact, JH Village Hall-email address	Registered Nov 2019	Jan-22
COMMITTEE	Committee	Continue to Review Committee Requirements & Recruitment when Necessary.	Redistribution of responsibilities further to K. Southcott, M. Legg leaving Committee Sept 2020 & P. Diment, P. Keogh & J. D-S leaving Sept 2021 A. Bartlett & D. Hewson join committee Sept 2021	Sept 2020 & Sept 2021	AGM 2022
		Establish formal link to Parish Council	Julia Eager and Hall Committee	Oct-20	Ongoing
		Maintain & Improve Hall Website	Hall Committee & Hardown Web Design	Ongoing	Review Autumn 2021
		Review Mission Statement	Hall Committee	Jan 2020 & June 2021	Jan-22
		Review Best Value Statement	Hall Committee	Jan 2020 & June 2021	Jan-22
EVENTS	Community Activities/Support	Distribute Welcome Pack for People moving to the Village	Ann Bartlett	Ongoing	Ongoing
		Review & Revise Welcome Pack for New Arrivals when Necessary. Review activities, frequency & ages of clubs/events	Hall Committee in liaison with Ann Bartlett	Ongoing	Oct-21
		Produce and Distribute a Monthly Newsletter to Notify Villagers of Events	Karen Berry	Newsletters were sent out Jan, Feb & Dec 2020 then resumed monthly from June 2021. Emails were sent out as required during interim.	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 Sept 2020 & Sept 2021	AGM 2022
	Fund Raising	Develop New Events for Fund Raising & Social Purposes	Hall Committee	Due to Government Covid-19 restrictions, mainly external events were held eg May Plant Fair	Ongoing at Committee Meetings
		All activity reviewed and discussed at AGM	Chair, Hall Committee and Villagers	AGM Sept 2020 & Sept 2021	AGM 2022
		Range of activities supported on daily, weekly, monthly basis along with information provision to support other local organisations and charities.	Chair, Hall Committee and Villagers	Due to Government Covid-19 restrictions, mainly external events were held, although regular activities maintained where possible.	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	Avril Sherring & Auditor-Thelma Taylor	April 2020 & April 2021	Annually
		Make applications for Covid Grants	Avril Sherring	Apr-21	Completed
		Establish Council Rate Arrangements	Avril Sherring with DCC	Aug-20	Ongoing
		Establish Water Rate Arrangements	Avril Sherring with Wessex Water	Aug-21	Ongoing
		Updating of Charity Commission Website	Avril Sherring	Oct 2020 & Sept 2021	Annually
		Monthly Grand Draw	A Sherring & Hall Committee	Drawn at Committee Meetings and Results announced in Newsletter or by Email	Ongoing