

Development Plan for Weston Village Hall 2026 to 2029

	Area	Details	Time Line	Costs	Person Responsible.
1	Strategic				
	1.1	Complete new lease agreement with Parish Council including Charitable Status	2026	£2,000.00	AM & AE
	1.2	Develop Continuity Planning for the Management Committee	Jul-26	nil	Whole Committee
	1.3	Implement "Friends of Weston Village Hall" group to support activities at the hall both fundraising and maintenance.	May-26	Nil	JG / AE
2	Premises				
2.1	Kitchen				
	2.1	Upgrade / replace Kitchen	2027 / 28	£10,000.00	TBA
2.2	External Structure				
	2.2.1	Act on advice to deal with settlement crack whilst obtaining support from Parish Council	Jul-26	£1,000.00	JG / AE
2.3	Changing Rooms				
	2.5.1	Working party to explore options to upgrade the hall including the removal of the chainging rooms as no longer used.	2027	TBC	Whole Committee and Parish Council

	Area	Details	Time Line	Costs	Person Responsible.
2.4	External Area				
	2.4.1	Develop working party of volunteers to prepare planting areas and plant and maintain including hanging baskets.	May-26	£150.00	GW to lead all members to support
	2.4.2	Have designated Disabled Parking bay marked.	Sep-26	£500 Estimate	TBA
	2.4.3	Obtain formal Report on the condition of the Car Park - Dawkes whilst liaising with landlord - Parish Council	Jul-26	£500 Est	TBA
	2.4.4	Upgrade Signage of Hall	Jul-26	£500 Est	AE / JG
2.5	Heating and Hot water Systems				
	2.5.1	Split heating zones to enable individual control over each area particularly the bar area and main hall being separated. Utilising the boiler to the changing room area should support this.	Aug-26	£2,000.00	Whole Committee
	2.5.2	Remove hot water cylinder from changing room area. And install over the sink heater for hand washing.	Aug-26	£1,500.00	Whole Committee
2.6	Toilets				
	2.6.1	Upgrade Ladies Toilets	2027	£5000 estimate	TBA
	2.6.2	Upgrade Gentlemens Toilets			
3	Marketing / Communication				

	Area	Details	Time Line	Costs	Person Responsible.
	2.7.1	Continue development of communication with our community:- Quarterly Newsletter	ongoing	Nil	AE
	2.7.2	Website - Continue to explore options to manage this on behalf of the committee	ongoing	Nil	JG
	2.7.3	Facebook - Continue to access and develop this as a vehicle to inform our community	ongoing	Nil	HF / AM
	2.7.4	Noticeboards - Ensure they are relevant, professional and engaging	May-26	nil	GW
4	Income				
	4.1	Lettings - continue to embrace new hirings of the hall.	ongoing	Nil	Whole committee
	4.2	Lettings - continue to develop and embrace the on line booking system to support production of professional invoices.	ongoing	nil	AE / DG
	4.3	Continue with coffee mornings and library / puzzle room	ongoing	nil	AM
	4.4	Explore grants that are available to community halls.	ongoing	Nil	JG / AE
5	IT				

	Area	Details	Time Line	Costs	Person Responsible.
	5.1	Install a smart screen / TV in the bar area to support meetings.	Jul-26	£1,000.00	JM / AE
	5.2	Purchase projector and screen to be used in the main hall for meetings, presentations etc.	Jul-26	£500.00	JM / AE
6	Risk				
	6.1	Develop a Risk Register	May-26	Nil	AE
	6.2	Explore securing of building following IT update.	Aug-26	£1,000.00	JM / AE
	6.3	Explore cameras for external of building.	Aug-26	nil	JM
7	Health & Safety				
	8.1	Appoint person responsible for H&S	AGM April 2026	Nil	Whole Committee
	8.2	Obtain formal Fire Risk Assessment	May-26	£400.00	AE
	8.3	Continue to develop use of TAMs system to manage compliance	ongoing	Nil	AE / JG