

## Development Plan for the Village Hall 2018 to 2020:

	Area	Details	Time Line	Costs	Person Responsible.
<b>1</b>	<b>Strategic</b>				
	1.1 Develop Vision and Values	Under the leadership of AM, clear Vision and Values to be developed. Purpose of the Hall: Focus of the Committee:	Summer 2019	Nil	AM
	1.2 Roles & Responsibilities of Trustees	Develop clear Roles and Responsibilities of the Trustees.	Summer 2019	Nil	AE
	1.3 Obtain Hallmark	Register and complete Village Hall Hallmark	Autumn 2019	Nil	AE/ AM / JP
<b>2</b>	<b>Premises</b>				
<b>2.1</b>	<b>Lighting</b>				
	2.1.1	Upgrade lighting in the main hall.	Summer 2018	£2,600.00	IW
	2.1.2	Upgrade outside lighting	Summer 2018	to be obtained	IW
<b>2.2</b>	<b>Roofing</b>				
	2.2.1	Obtain a report as to the state of the existing roof - particularly the flat area and skylights. When will this need to be replaced?	Summer 2019	NIL	AM
	2.2.2	Guttering - Obtain report as to when this will need replacing.	Summer 2019	NIL	AM
<b>2.3</b>	<b>Kitchen</b>				
	2.3.1	Obtain covers for the Gas Burners to provide further work surface.	Summer 2018	£50.00	GW
	2.3.2	Replacement of Fridge / Freezer	Spring 2019	£400.00	GW
<b>2.4</b>	<b>Bar Lounge</b>				
	2.4.1	Installation of instantaneous water heater as per kitchen.	Autumn 2018	£600.00	AE
	2.4.2	Replace Fridge with new	Easter 18	£120.00	GW

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	2.4.3	Installation of independent Electric Heaters to boost heating. (Contact Alex Ward Electrical)	Summer 2019	to be advised	AE
	2.4.4	Replace Carpeting	2020	£1,000.00	
	2.4.5	Decorate the area	2020	£1,000.00	
	2.4.6	Fit Curtains to the double doors and window in the seating area.	Summer 2018	£400.00	GW
	2.4.7	Incorporate toilets into the area to enable the lounge to be used whilst the playgroup are using the main hall.	Autumn 2019	to be advised	AE
	<b>2.5</b>	<b>Changing Rooms</b>			
	2.5.1	Upgrade Changing Rooms to enable them to be facilities that can be let out.	Autumn 2019	Grant to be obtained	AE / AM
	<b>2.6</b>	<b>Main Hall</b>			
	2.6.1	Upgrade ceiling to improve acoustics - replace ceiling tiles.	Summer 2019	£1,000.00	IW
	2.6.2	Replace the double doors (main entrance doors to the hall area)	Autumn 2019	£600 estimate	AM
	2.6.3	Hall floor - arrange to have this stripped, sanded and re-polished.	2019	£4,000.00	
	<b>2.5</b>	<b>External Area</b>			
	2.5.1	Planters - Utilise existing planters and ensure that they are planted to improve the look of the hall. - sponsorship?	Spring / Summer 2019	£50.00	Brownies?
	2.5.2	Plant flowers along the fence line	Spring / Summer 2019	£50.00	Brownies?
	2.5.3	Have designated Disabled Parking bay marked.	Summer 2019	£300. Est	
	2.5.4	"No Parking" Sign for fire escape doors from Bar area and lined no parking area on tarmac.	Spring 2019	£400 Est	
	2.5.5	Obtain formal Report on the condition of the Car Park - Dawkes	Spring 2019	nil	AE
<b>3</b>	<b>Marketing / Communication</b>				

	Area	Details	Time Line	Costs	Person Responsible.
	3.1 Logo	Develop Village Hall Logo. Committee to give ideas to IW to be developed by qualified daughter.	Summer 2019	NIL	IW
	3.2 Website	Update Website with Logo and up to date photos etc.	Summer 2019	Nil	
	3.3 Noticeboards	Upgrade Noticeboard and install new Noticeboard on the external wall of the hall.	Summer 2018	£400.00	GW
	3.4 Publicise Groups	Newsletter highlighting activities?	ongoing	minimal - sell space in the newsletter?	
	3.5 Update all documents	Update all documents with logo etc.	Summer 2019		AE / JP
	<b>4 Income</b>				
	4.1 Lettings	Continue to explore increasing the letting of the hall	ongoing		all committee
	4.2 Fund raising	The Committee to hold significant fund raising events. Encourage stakeholders to help with these.	ongoing		all committee
	4.3 Grants	Explore grants that are available to community halls.	ongoing		AM / AE
	<b>5 People</b>				
	5.1 Trustee Committee	Carry out skills audit.	Summer 2019	Nil	AM
	5.2 Succession Planning	Prepare Succession plan for the longevity of the Committee.	Autumn 2019	Nil	AM
	5.3 Inclusion	Invite representative of Stakeholders to attend committee meetings?	Spring 2018	Nil	AM