



## Hallmark 3 - Community/social awareness, forward planning and development Checklist for village hall management committee

Name of Hall \_\_\_\_\_

All items in bold must be achieved and 70% of the remainder excluding those that are not applicable to the hall

<b>Check</b>	
1	Check of bold items in Hallmark 1 & 2 and action points from report

<b>OVERALL VIEW OF THE HALL:</b>	
2	Hall is clearly signed
3	Clean, tidy approach to the hall
4	Entrance hall uncluttered
5	Tidy, informative notices (not too many 'Do not')
6	The equipment and facilities available are appropriate to the size of the hall and kept in good order.

<b>ACCESSIBLE FACILITIES:</b>	
	Details for booking the hall are accessible:
7	Contact number displayed at the hall (visible externally)
8	<b>It is easy to make a booking</b>
9	It is easy for everyone to access the key
10	<b>The needs of people with disabilities have been catered for, such as:</b> <ul style="list-style-type: none"> <li>• a dedicated parking place for people with a disability</li> <li>• access to the building for people with disabilities</li> <li>• toilet facilities for people with a disability</li> <li>• induction loops and public address system</li> <li>• signs and notices are easy to understand, visible, and of sufficient number. They should be in a good sized print, with strong contrast between text and background</li> </ul>
11	Baby changing facilities are available and there are clear instructions for disposal of nappies
12	There is somewhere under cover for baby buggies and walking aids to be left

<b>HIRERS AND USER GROUPS:</b>	
13	There is a welcome pack/leaflet available
<b>14</b>	<b>Regular communication with hirers and user groups ensuring that they are kept informed about hall matters and local community activities and events at the hall</b>
<b>15</b>	<b>Hirers are aware of the hall operating procedures</b>
16	There is a regular agenda item for users reports/comments/feedback
17	There is evidence of encouraging new groups to use the hall
18	Organisations not represented on the committee are actively encouraged to appoint a representative.
19	A new club/organisation has been established and has been using the hall within the last 3 years
<b>20</b>	<b>Approved minutes of meetings are posted at the hall, or on the website</b>

<b>COMMUNITY:</b>	
21	Diary of events is publicly available e.g. local notice board, website, newsletter
<b>22</b>	<b>There is evidence of open accessibility for new users (e.g. no one group denied access to use the hall)</b>
<b>23</b>	<b>The annual report is made available to the community</b>
24	There are established working relations with other organisations in the area
25	There are established and varied communications with the community including promotional material and it is of a good standard
26	If there is spare booking capacity available there is evidence to suggest that the committee are addressing how to fill it
27	Social events are held regularly: for fund raising
28	to bring the community together
29	Social events are well attended by a cross section of the community
30	There is an internet connection at the hall and it is used effectively

<b>COMMITTEE:</b>	
<b>31</b>	<b>The committee is representative of the community or evidence that effort has been made to widen the representation</b>
32	Consideration been given to the inclusion of under 18s
33	New committee members are actively sought e.g. <ul style="list-style-type: none"> <li>• Consideration being given to timings of meetings</li> <li>• Arranging lifts to meetings</li> <li>• Mentoring new members</li> </ul>
<b>34</b>	<b>An introduction pack is given to new committee members</b>
35	Committee members are encouraged to attend training
36	There is an established policy to meet committee members expenses for training
37	The whole committee take active part in the management of the hall

<b>ENVIRONMENT:</b>	
<b>38</b>	<b>An energy efficiency audit been undertaken</b>
<b>39</b>	<b>Energy efficiency measures have been implemented</b>
<b>40</b>	<b>Hirers have been advised as to how they can save energy and recycle in the hall</b>
41	There is a cycle rack to avoid car use

<b>BUILDING MANAGEMENT:</b>	
42	<b>There is a maintenance programme in place</b>
43	<b>There is a contingency fund for maintenance/improvements/equipment replacement</b>
	<b>Evidence of policies in place for:</b>
44	<ul style="list-style-type: none"> <li>• <b>Finances (including Reserves)</b></li> </ul>
45	<ul style="list-style-type: none"> <li>• recruiting new committee members/staff</li> </ul>
46	<ul style="list-style-type: none"> <li>• <b>equal opportunities</b></li> </ul>
47	<ul style="list-style-type: none"> <li>• fund raising</li> </ul>
48	<ul style="list-style-type: none"> <li>• <b>hiring</b></li> </ul>
49	<ul style="list-style-type: none"> <li>• <b>health and safety/hygiene</b></li> </ul>
50	<ul style="list-style-type: none"> <li>• <b>environment &amp; energy efficiency</b></li> </ul>
51	<ul style="list-style-type: none"> <li>• <b>Children and vulnerable users</b></li> </ul>
52	<b>There is a regular review of the above policies with records available</b>

<b>FORWARD PLANNING</b>	
53	A community/users survey has been conducted in the past 5 years in order to monitor the activities that take place in the hall
54	A community led plan has been undertaken and the committee have ensured that the role of the hall was included
	There are development plans:
55	for the building
56	use of the hall
57	contribution to the community
58	<b>There is a fundraising programme</b>

For more information on any of the above see ACRE village hall information sheets or publications;

VHIS 3: Providing services in village halls  
VHIS 5: Village halls, children and young people  
VHIS 16: How green is your hall  
VHIS 19: Marketing your hall  
VHIS 25: Making your village hall accessible  
VHIS 28: Creating a business plan  
VHIS 42: Equality in village halls

Your village hall management committee