

## Badingham Village Hall Management Committee – Plan 2024-25 v4

### Aims:

- To establish the village hall as a community hub
- To become self-sufficient in funding

### Ongoing Maintenance Activities

| Task – all funded by Village Hall Account or Parish Council  | Lead Person             | Approx Cost |
|--|-------------------------|-------------|
| Caretaking – ensuring that the hall is kept tidy and hygienic with regular cleaning to match the booking program.          | Sally / Maria           | £750        |
| Ensure that leaves are cleared from the rear area regularly so drains are not blocked.                                     |                         |             |
| Check flat roof condition annually and check ventilator caps and fittings.   | Charles                 | £250        |
| Check, clear and repair gutters and drains twice a year.   |                         |             |
| Clean windows and frames twice a year inside and out.  |                         |             |
| Maintain growing areas, hedges and borders – trim hedges and borders with neighbors on both sides.                         | Martin + Parish Council | ?           |
| Ensure that 6 monthly fire safety checks are in place and recommendations acted upon. Fire extinguishers checked annually. | Martin                  | £375        |
| Insurance cover, Performing Rights License, gas and electricity supplies.  | Martin + Charles        | £3,000      |
| Policies in place and up to date   | Rob                     |             |

### 1Year more urgent Priorities (2024-25)

| Task  | Success Criteria  |        | Cost / Budget                               |
|---|---|--------|---|
| Investigate damage and repair floor which was subject to flooding on 4 <sup>th</sup> January 2024 | The floor is level and safe. Further damage is reduced. | Martin | Insurance claim?<br>£4,000<br>Excess (£100) |

|  |  |                                    |                               |
|--|--|------------------------------------|-------------------------------|
| Complete work to improve heating system by replacing all radiator valves and installing a Hive controller.   | Completed by April 2024 with better distribution of heat to all radiators and more effective heating. Heating to be programmed remotely to match hall bookings. Gas costs are stabilized / reduced. Consider more cost-effective ways of heating the meeting room. | Charles                            | Lottery Grant<br>£3,163       |
| Install water tap at rear of hall for garden use.  | Ease of use for growing area   | Martin                             | F to F grant<br>£10           |
| Complete all recommendations from fire safety checks.  | Emergency exit lights are installed as recommended.  | Martin                             | Lottery Grant<br>£350         |
| Review effectiveness of land drains at rear of hall to see what else can be done to improve flow of flood water away from doors and reduce risk of flooding.           | Risk of flooding is reduced.   | Charles + Martin                   | Lottery Grant<br>Up to £2,000 |
| Paint walls and tidy up the entrance area where playgroup fittings used to be. Improve signage around hall – for example to show “Way In” and “Entrance” more clearly. | Improved visual appearance and more welcoming way in.  | Maurice                            | Lottery Grant<br>??           |
| Develop the area at the rear of hall to be a well-used community herb and sensory garden.  | Complete project to match Field to Fork criteria. Involvement from volunteers to develop a well-used space. Building planters and screen / trellis around gas tank.  | Martin + Rob + Charles + Ent. Bad. | F to F grant<br>£2,000        |
| Clear soil and sleepers at front of hall and move bench.   | Pleasant seating area with some planters for herbs.<br><br>Move Badingham bench from opposite pub.   | Charles                            | F to F grant<br><br>£250      |

|  |   |               |   |
|--|---|---------------|---|
| Develop publicity for hiring the village hall and its presence on social media. Improve footfall by encouraging a wider range of events.                 | More regular users / classes.<br>More use for private functions.<br>Income is increased.<br><br>Links to websites and use of internet in the village. | Amanda + Rob  | VH budget<br><br>Printing costs?<br><br>? |
| Audit and ensure that the kitchen equipment is suitable for purpose.   | Induction pans to be added and smaller (1/2 pint glasses)   | Celia + Sally | Lottery Grant<br>£150                     |
| Arrange a full building electrical safety check and install a new outside RCD socket by the store room door. PAT test for all portable equipment in use. | Hall and fittings are safe.<br>Portable equipment is safe.  | Martin        | Lottery Grant<br><br>£1,000               |
| <b>Priorities to work on later in the year if funding / time is available</b>  |   |               |   |
| Black paint / bitumen to bottom of external walls where DPC has been added.  | Improved visual appearance and protection for brickwork.  | Maurice       | VH budget<br><br>??                       |
| Provide outside garden furniture.  | Area is suitable for hall users and is well used. In place during spring.   | Amanda        | Lottery Grant<br><br>£475                 |
| Reduce uneven areas and potential trip hazards in the car park area where possible and improve accessibility to garden areas.                            | Improved safety and access<br><br>Lay grids in shingle to garden area.  | Rob + Charles | VH budget<br><br>£600                     |
| Check and replace tables / chairs where condition is poor.   | Appearance is improved.<br>Furniture is fit for purpose.  | Sally         | Lottery Grant<br><br>£600                 |
| More hooks installed in the storage area. Floor covering better stuck down or replaced.  | Improve space for hanging coats when tables and chairs are out.   | Charles       | ??  |

|   |   |                  |                                 |
|---|---|------------------|---------------------------------|
| Add acoustic panels on ceiling and consider other possibilities.  | Improve acoustics in main hall.   | Rob & Charles    | If budget allows. Lottery Grant |
| Consider joining alcove / meeting room with doors / curtains in between   | Use of space is more effective and hall use is extended.  | Charles + Martin | If budget allows. Lottery Grant |
| Continue to provide a wide range of events/activities to enhance income, match local needs and complement other hall users. | Events are varied and well attended.<br>Income is increased.<br><br>Encourage village groups to work together on events / projects. | All committee    | VH budget                       |
| Work with BCC to improve shelving, wall hooks and use of space in store room so that access to equipment is easier.         | Better and more efficient use of storage space.   | Martin           | Lottery Grant                   |

## 2 to 3 Year Priorities to be considered later

| Task   | Success Criteria  |
|--|---|
| Outside paintwork (Barge Boards and other external woodwork including door and window frames).<br><br>Brickwork / masonry paint renewed. | External appearance is improved.<br>Fabric of building is protected.        |
| Replace curtains / blackout.   | Improved sound absorption.<br>Blackout if AVA equipment used.               |
| Consider the cost effectiveness and likely use of providing AVA equipment and screen and/or small PA system.                             |   |
| Check flat roof condition and soffit / fascia boards and repair as necessary.  | Building is maintained and any problems rectified.                          |
| Consider the possibility of installing solar panels.   | Improve cost effectiveness of energy supplies and carbon footprint reduced. |