## 

## Hallmark 3 - Community/social awareness, forward planning and development

## Visitors checklist

Name of Hall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of visit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Visitors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of committee members present \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is not the role of the visitors to assess the adequacy of policies or risk assessments.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Check*** | | | ***Where to find evidence*** | |
| **1** | **Check of bold items in Hallmark 1 & 2 and action points from report** | | |  | |
| **OVERALL VIEW OF THE HALL** | | | | | | |
| **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.** | |  |
| **ACCESSIBLE FACILITIES** | | | | | | |
|  | | Details for booking the hall are accessible: | | | |  |
| 7 | | Contact number displayed at the hall (visible externally | | | |  |
| **8** | | **It is easy to make a booking** | | | |  |
| 9 | | It is easy for everyone to access the key | | | |  |
| **10** | | **The needs of people with disabilities have been catered for, such as**: | | | |  |
|  | |  | | * a dedicated parking place for people with a disability * access to the building for people with disabilities * toilet facilities for people with a disability * Induction loops and public address system * 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 | |  |
|  | |  | |  |
| 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 | | | |  |
| **HIRERS AND USER GROUPS** | | | | | | |
| 13 | | There is a welcome pack/leaflet available | | | |  |
| **14** | | **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.** | | | |  |
| **15** | | **Hirers are aware of the hall operating procedures** | | | |  |
| 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 | | | |  |
| **20** | | **Approved minutes of meetings are posted at the hall, or on the website** | | | |  |
| **COMMUNITY** | | | | | | |
| 21 | | Diary of events is publicly available e.g. local notice board, website, newsletter | | | |  |
| **22** | | **There is evidence of open accessibility for new users**  **(e.g. no one group denied access to use the hall)** | | | |  |
| **23** | | **The annual report is made available to the community** | | | |  |
| 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 | | | |  |
|  | | Social events are held regularly: | | | |  |
| 27 | | 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 | | | |  |
| **COMMITTEE** | | | | | | |
| **31** | | **The committee is representative of the community or evidence that effort has been made to widen the representation** | | | |  |
| 32 | | Consideration been given to the inclusion of under 18s | | | |  |
| 33 | | New committee members are actively sought e.g. | | | |  |
|  | |  | * Consideration being given to timings of meetings | | |  |
|  | |  | * Arranging lifts to meetings | | |  |
|  | |  | * Mentoring new members | | |  |
| **34** | | **An introduction pack is given to new committee members** | | | |  |
| 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 | | | |  |
| **ENVIRONMENT** | | | | | |
| **38** | **An energy efficiency audit been undertaken** | | |  | |
| **39** | **Energy efficiency measures have been implemented** | | |  | |
| **40** | **Hirers have been advised as to how they can save energy and recycle in the hall** | | |  | |
| 41 | There is a cycle rack to avoid car use | | |  | |
| **BUILDING MANAGEMENT** | | | | | |
| **42** | **There is a maintenance programme in place** | | |  | |
| **43** | **There is a contingency fund for maintenance/improvements/equipment replacement** | | |  | |
|  | **Evidence of policies in place for:** | | |  | |
| **44** | **Finances (including Reserves)** | | |  | |
| 45 | Recruiting new committee members/staff | | |  | |
| **46** | **Equal opportunities** | | |  | |
| 47 | Fundraising | | |  | |
| **48** | **Hiring** | | |  | |
| **49** | **Health and safety/hygiene** | | |  | |
| **50** | **Environment & energy efficiency** | | |  | |
| **51** | **Children and vulnerable users** | | |  | |
| **52** | **There is a regular review of the above policies with records available** | | |  | |
| **FORWARD PLANNING** | | | | | |
| 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 | | |  | |
| 55 | There are development plans:  for the building | | |  | |
| 56 | use of the hall | | |  | |
| 57 | contribution to the community | | |  | |
| **58** | **There is a fundraising programme** | | |  | |

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

ACRE Network members can provide these Information Sheets as well as other documentation, information and advice to support

village hall committees.