

# Hill Rise Hall - The Plan

Time scale – 5 Years. July 2023 - July 2028.

## AIMS/OBJECTIVES

- To improve and update the facilities at the hall.
- To remain compliant in all Health and Safety and Building regulations and expectations.
- To remain financially secure and start to see money being put into savings at the end of the first year.
- To increase bookings and funds by advertising and through word of mouth in local community.
- To increase numbers on the committee
- To increase membership
- To start putting on community events again

## How will we know we are on track?

- o The committee will review progress monthly. And then have a full review at the end of each 6-month period.
- o The committee will each have an area of the short-term part of the plan to own with the support of the rest.
- o Feedback from hirers and community.
- o Sarah and Charlie to join us every 6 months?

## Year 1 (July 2023 – July 2024)

- Everyone engaged and bought into the plan including Sarah and Charlie
- Establish reserve policy.
- Apply for grants to top up money that we are willing to spend to replace flooring in hallway, toilets and the small hall - also refurb toilets.
- Start to look at filling gaps in bookings and committee by advertising at local events, and in local publications.
- Engage council for repainting car park bays.
- Establish and agree timeline of annual maintenance and responsibilities. Including Window Cleaning, Garden sorting and car park.
- Engage QMC special needs dept for redoing the garden, and then have an ongoing plan for maintenance.
- Continue to engage regular hirers to potentially get more membership and volunteers.
- Kitchen clear out.

- WIFI
- Cleaning materials update
- Start to engage local community by word of mouth and through local publications in finding out what they might want to see at the hall.
- Compliance

## **REVIEW PROGRESS**

### **Year 2 (July 2025-July 2026)**

- Review bookings
- Decorate both halls (namely but not only the covering of gaps left by removal of lights!) – Dependant on funds, use grants.
- Continue to look at filling gaps in bookings and committee by advertising at local events, and in local publications.
- Continue to engage local community by word of mouth and through local publications in finding out what they might want to see at the hall.
- Build upon database of membership, ensure GDPR is compliant and begin to use this to canvas opinion on what they want to see at the hall.
- Compliance

## **REVIEW PROGRESS**

### **Year 3 (July 2025-July 2026)**

- Review bookings
- Energy efficiency in preparation for the winter – look at grants for this.
- Publications and community engagement.
- Chairs and tables replacement – Aim to have increased bookings and fundraising by now to be able to pay for these, if not apply for grants.
- Website review - Efficiency of booking – do we need phone in office?
- Look into the possibility of hiring someone for the next 6 months for the continuation and focus of research and community events – How would we keep this going if it is needed?
- Compliance

## **REVIEW PROGRESS**

### **Year 4 (July 2026 – July 2027)**

- Review bookings
- Publications and community engagement.
- Half of this year supported by outside person?
- Publications and community engagement.
- Plan Lighting replacement (will save us money long term if we use LED) – Grants?
- Compliance

### **Year 5 (July 2027 – July 2028)**

- Publications and community engagement.
- 5 year wire testing due this year
- Lighting replacement (will save us money long term if we use LED) – Grants?
- Continuation of outside support?
- Compliance

## **REVIEW PROGRESS AND PLAN FOR THE NEXT PERIOD**