



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

Name of Hall _____

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	Comments
1	Check of bold items in Hallmark 1 & 2 and action points from report	<i>Applicable if more than one year has lapsed since Hallmark 2 achieved. This must be satisfactory in order to proceed.</i>	

OVERALL VIEW OF THE HALL:			
2	Hall is clearly signed	Hall is easy to find with appropriate signage	
3	Clean, tidy approach to the hall	View and note	
4	Entrance hall uncluttered	View and note	
5	Tidy, informative notices (not too many 'Do not')	View and note	
6	The equipment and facilities available are appropriate to the size of the hall and kept in good order.	View. It is advisable to note and comment at the end of the visit	

ACCESSIBLE FACILITIES:			
7	Details for booking the hall are accessible: Contact number displayed at the hall (visible externally)	View	
8	It is easy to make a booking	Do a sample booking, whether on line or in person	
9	It is easy for everyone to access the key	Check procedure. Ensure that consideration has been made for people with disabilities	
10	The needs of people with disabilities have been catered for, such as: <ul style="list-style-type: none"> • 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 	<p>Check that reasonable steps have been taken to enable people with disabilities to use the hall. View minutes of viable options considered, decisions taken and why.</p> <p>The hall should be able to demonstrate that they have addressed all the issues listed. If not why not?</p> <p>Has an access audit been undertaken? The type of audit will depend on resources available and may be an inspection, inside and out by committee members.</p>	
11	Baby changing facilities are available and there are clear instructions for disposal of nappies	View and note. Check that there are clear instructions for disposal of nappies, with separate bin and collection.	
12	There is somewhere under cover for baby buggies and walking aids to be left	View and note how this is addressed	

HIRERS AND USER GROUPS:			
13	There is a welcome pack/leaflet available	View pack and contents	
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.	Copies of newsletters and other promotional material are sent automatically and of a good standard; website provides details of hall bookings; changes to hall circumstances are notified via letter/email, invites to social and fundraising events and the AGM. Invoices sent promptly.	
15	Hirers are aware of the hall operating procedures	Copies of standard hiring conditions are available, instructions for equipment readily available, notices	

		provide clear instructions	
16	There is a regular agenda item for users reports/comments/feedback	Meeting agendas/minutes	
17	There is evidence of encouraging new groups to use the hall	Ask committee members. Are there incentives such as reduced fees for new groups starting up? Evidence may be in minutes/agendas. Check that there is promotional material advertising facilities and activities, electronically and in paper form	
18	Organisations not represented on the committee are actively encouraged to appoint a representative.	Check communications with organisations such as invite to the AGM, annual get together of all organisations using the hall	
19	A new club/organisation has been established and has been using the hall within the last 3 years	Booking diary/accounts/minutes/AGM declaration	
20	Approved minutes of meetings are posted at the hall, or on the website	Minutes need to be available to everyone, not just the committee. Note if they are on view on notice boards, on the website	

COMMUNITY:			
21	Diary of events is publicly available e.g. local notice board, website, newsletter	View and note. Local notice board, newsletter, website, facebook etc.	
22	There is evidence of open accessibility for new users (e.g. no one group denied access to use the hall)	Sight of policy/or minutes. Sight of booking schedule to establish age range of users	
23	The annual report is made available to the community	AGM report, noticeboard, minutes, website	
24	There are established working relations with other organisations in the area	Agenda/minutes/Committee members/letters. Evidence communication with external organisations such as local authorities, parish councils, funding bodies, charitable groups	
25	There are established and varied communications with the community including promotional material and it is of a good standard	Check that there is electronic communication such as website, facebook and email. Also promotional material such as newsletters, and posters and open days and these are of a good standard. Evidence may be in agenda/minutes.	
26	If there is spare booking capacity available there is evidence to suggest that the committee are addressing how to fill it	Booking diary/minutes of meetings/promotional material	
27	Social events are held regularly: for fund raising	Website/newsletters/posters/agenda/minutes/ committee members	
28	to bring the community together		
29	Social events are well attended by a cross section of the community	Note the types of events held. View website/newsletters/poster/agenda/minutes Committee members	

30	There is an internet connection at the hall and it is used effectively	View facility for internet access and ask establish the steps that have been taken to maximise its use. View guidelines and policy on internet use	
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COMMITTEE:

31	The committee is representative of the community or evidence that effort has been made to widen the representation	Gender and range of age groups, skills etc. See committee membership list and ask members present.	
32	Consideration been given to the inclusion of under 18s	Note: Cannot be a voting member on the committee. Sub-committee	
33	New committee members are actively sought e.g. <ul style="list-style-type: none"> • Consideration being given to timings of meetings • Arranging lifts to meetings • Mentoring new members 	Letters/website/local newsletters/tasking a committee member to seek & find. Minutes.	
34	An introduction pack is given to new committee members	Sight of pack – This should include 'The Essential Trustee: What you need to know'. A sample pack is in 'Your village hall management committee'.	
35	Committee members are encouraged to attend training	Dates and content of training attendance. This may be through RCAN	
36	There is an established policy to meet committee members expenses for training	Minute and/or policy viewed – copy of expenses form	
37	The whole committee take active part in the management of the hall	List of who does what job	

ENVIRONMENT:

38	An energy efficiency audit been undertaken	See audit report See in minutes. View measures taken. Please record what these are	
39	Energy efficiency measures have been implemented	View measures taken	
40	Hirers have been advised as to how they can save energy and recycle in the hall	How does the committee let hirers know what to do with rubbish? Are there notices advising hirers to switch off lights? Is there an end of session check list?	
41	There is a cycle rack to avoid car use	View	

BUILDING MANAGEMENT:			
42	There is a maintenance programme in place	View. Minutes/agenda/accounts	
43	There is a contingency fund for maintenance/improvements/equipment replacement	Minutes and accounts	

44	Evidence of policies in place for: Finances (including Reserves)	Sight of policies/budget The reserves policy may be a separate policy or part of the finance policy	
45	recruiting new committee members/staff		
46	equal opportunities	Includes volunteers and committee members and people who use the hall	
47	fund raising		
48	hiring		
49	health and safety/hygiene		
50	environment & energy efficiency	Includes recycling, energy audit	
51	Children and vulnerable users	Check hiring agreement for child protection clause. View policy	
52	There is a regular review of the above policies with records available	Minutes/agenda/copy of hiring charges. Visitor needs reassurance that policies are not just put in place and forgotten	

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	Record kept/report to committee/copy of survey	
54	A community led plan has been undertaken and the committee have ensured that the role of the hall was included	View community led plan, check agenda/minutes	
55	There are development plans: for the building	Business plan	
56	use of the hall		
57	contribution to the community		
58	There is a fundraising programme	Minutes/agenda/accounts/posters/newsletters	