

ACVH PLAN 26



AIM

Plan + evaluate projects in a useful document – accessible, ragged + shared

Include Social Spaces Working Group proposals agreed

Input from others: Social Committee, Bar Committee, Nominated - Bowls, Parish + Church

Include the need to grow volunteers

ADMIN, FINANCE AND POLICY

HALL, GROUNDS AND MAINTENANCE

EVENTS, SOCIAL COMMITTEE AND BAR

PROMOTION, WEBSITE AND TECHNOLOGY

MEMBERS, VOLUNTEERS, USERS, OTHERS AND TRUSTEES

ADMIN, FINANCE AND POLICY					
ITEM	PRIORITY	Dates	In/C/Of	Notes	Evaluation
POLICIES	LOW LP MID MP HIGH HP HP	05/25	AL NK Collective	Move all to shared drive and website. Keep adding renewals to key dates and calendar Create Directory of contractors/links on web Check legal responsibilities esp. Privacy Use ACRE + Gov.uk + Charity Commission Write/Check/Adopt Policies through Trustees	New policies written – one page + advisory
ARCHIVES	HP	ongoing	AL	Paperless aim and sort cupboard	Exhibition of past events and interesting documents. Frame some deeds etc
HIRING	HP	End 25		T+Cs, Hiring Agreement, charges, booking form, availability – get all online	
ACVH BOARD	MP	End 25	AL SW	Notices, leads, Public/Legal Documents	Needs continual updates
LEGAL DUTIES	HP	Now	AL JR	LIST, Insurance, notices inc. wifi	
INDUCTIONS	HP	Now	AL JR	New trustees Pack, Collective refreshers , All signed up to Charities commission Train each other	
AGM	MP	?	AL	Learn process papers, set to Trustee Calendar	
FINANCE ACCOUNTING	HP			Move to improved system	
WI Cupboard	HP		AL	Need to move out	

HALL, GROUNDS AND MAINTENANCE					
ITEM	Priority	Dates	In/C/Of	Notes	Evaluation
RECORDING REPORTING	HP/MP	End 25	Trustees	Up to date - All on shared drive Management Calendar shared	
ENTRANCE UPDATE	LP		AL	Child friendly/coat hanging, Improved notices, Improved signage and x1 board + pin boards Games, sports kit	
H+S AUDIT	HP		SW	Add to Calendar Create easy to use whole document and share	H+S now online

				Accessibility audit disabled users help	
FIRE SAFTY	HP	End 25		Add to Calendar Inc. gas, electric notices, testing, evacuation online for hirers	
PLAY AREA	HP	Now		ROSPA updates get online	26 complete – not yet online
HALL SOUND	LP ?	AL NK BJ		Plan 24 - Sound/Party Lighting <i>Dance floor, Screens curtain by bar,</i>	
PERMANENT GAZEBO	HP	24/25	BJ	Sides to complete? Need to consider implications of hiring/BBQs	Candlefest 24 held in new gazebo
FOORING PLAN	Complete	23/24	SW	Replacing the main hall floor? Flooring investigation completed Findings = that the floor is in reasonable no need for major work avoiding [£12k] estimate	SW has additionally attended/improved some flooring areas
CONVERSION OF THE OLD PORCH	?	23/24?	JR	Would enable proper safe storage of tables. Re-scoped at a lower cost (was £1980). In Progress, budget now £1100.	Complete – request for a light July 26
PLANTING + SEATING WILDLIFE AREA	?	23/24?	?	paid for by a previous grant – <i>Can we further improve?</i>	
REDECORATE THE EXTERIOR	?	23/24?	JR?	+ replace the barge boards. In Progress, budget £2845.	Complete
RENOVATION OF THE TENNIS COURT INTO A RESURFACED MULTI-USE COURT	?	23/24 End of 25	BJ	Several grant funding opportunities investigated; unsuccessful to date.	Work continuing seek grant funding
IMPROVED NOTICE BOARD	?	?	AL	+1? Waterproof holders?	Measured and awaiting
PATH/TRACK/RUNNING	?	?	?		
REDECORATION				Scope of works plan	Working Group identifying this
CEILING BAR FOR THE SPOTLIGHTS		23/24		From plan and scope of works plan Replace with led low energy fittings - homely ambience	
PIR Sensors		21/23		Hall and bathroom light switched replace just like store room	
BLACK OUT				All curtains - hall door from lobby?	
CAR PARK				Bicycle rack	
OPEN LIBRARY				In Grounds free swap library, including Children/Youth section	

OUT SIDE DECORATION		24		Quotes/Work undertaken	Completed
SEATING/BENCHES	HP	Winter 25	trustees	Update/renew/	Some new seating purchased and new planned with WP Indoors and out
HEDGING	MP	Winter 25		Reassess need for wind breaks on gazebo or allow hedge to grow and buffer	

EVENTS, SOCIAL COMMITTEE AND BAR COMMITTEE

ITEM	LT/ST	Dates	In/C/Of	Notes	Evaluation
LARGE PROJECTS HALL	? ? ?	? ? ?	Janie AL BJ	Community shop/market/vending - Janie Audit/plan improved TV/Sound/Party Lighting, Dance floor	
BAR	?		WP	Tuck shop for children, snacks for adults Side entrance for summer, outside Pimms/prosecco bar, High table for stools	
MEETING/WESTON ROOM			WP	Remove old settee, set up high stools conference space/screen for presentations/laptop	Working Group
NEW EVENTS/POSSIBLES				Improved free library/ local business directory James' Jukebox, Wild swimming club, Art Gallery, Children's afterschool film/club quiz, evening classes, life drawing, Shared use of hall.	Local business directory within sponsors page. Need to grow volunteers

PROMOTION, WEBSITE + TECHNOLOGIES

ITEM	LT/ST	Dates	In/C/Of	Notes	Evaluation
WEBSITE	HP	End of 25	NK	Update all, Availability, bookings etc What's on, Contact us, new contact emails,	Constant updates. A need to share the technical know-how
TRAINING FOR SHARED DRIVE	HP	End of 25	NK Trustees	Paperless aim, All reporting on shared drive	Reporting is now completed on the website Less need for the shared drive

LETTERHEAD LOGOS	HP	Now	AL	Share with all Get on website/promotions/	Branding now on website/letterheads etc Advert in parish magazine
SPONSORSHIP	LP	?	?	Seek/discounts for members for an advert on website	Page is ongoing and updated on the website.
WELCOME			AL	Children? Packs/games/toys/after school/breakfast	Need to promote for younger users
WHAT'S ON				Community Whatsapp/email	Regular emails/minutes online
PROMOTIONS				Flyers, 'Friends of' cards, banners, News in parish magazine	Using parish magazine and updating events page
LAP TOPS	HP		PG NK	Clean/repair/remove any old laptop devices, ACVH printer? New lap top	New VH lap top Removing the need for printing

MEMBERS, VOLUNTEERS, USERS AND TRUSTEES

ITEM	LT/ST	laptopn/C/Of	Notes	Evaluation	
CHARITY COMMISSION UPDATES	HP	Now		Declarations check, membership status, legalities, DBS?	Discussed DBS
New MEMBERSHIP secretary	HP	Now		Role? Explore promotional ideas	
LEAD TRUSTEES	HP	05/25		Safeguarding lead, ICT lead, H+S Lead, Grounds lead, membership sec,	Vacancies and need to promote
ICT/SHARED DRIVE TRAINING	HP	Now		Shared drive becomes useful - All reports, documents, esp. this plan, Use meetings as training – share roles when needed ACVH lap top and printer	Appendices now attached to minutes Shared drive less important with all minutes agendas and appendices online
ALL HAPPY AND COLLEGIATE				Celebration? Volunteer event	April 2026
ACVH/TRUSTEE FOYER				Notice boards with updated information, esp. policies, ACI forms, Trustees, code of conduct	Foyer update incl. new brochure holder. New board. Seating. Inc. policies and consultation
PARISH				Trustee in place	
CHURCH				Trustee in place Rental agreement Summer fete 26,	
BOWLS				Trustee in place	

APPENDIX NOTES

Plan for 2026.

Need to share successes and achievements with all

2026 Plan will take into account other items and especially the working group plans

Need to prioritise higher priorities

Need to grow committees esp. filling vacancies

Plan needs to consider. Social Committee, Bar Committee, Bowls committee, Associate Committees (Parish + Church)

APPENDIX Found plans included.

Found recent reporting: Main hall + toilet flooring. Sound system. Stage lighting facility. Permanent stage, Sustainable energy. All ages enjoy rec ground.

Resurface tennis courts, facilities relaxation, wildlife and environment. New bar manager.

Also: Benches, improved maintenance, Environmental (wild club, wildflower area, bird boxes, trees, planters, cut paths (wheelchair access), Toilets open all day, tennis courts, running track, gym equipment – all needs planning/discussion, community shop

Current 2023 Three Year Plan = Much achieved, any outstanding items will be added to this plan.

Completed hearing loop system. Hive heating. Refurbished planters. Installation of solar panels and battery storage. permanent Gazebo. Promote Trev's Bar. Pop-up food. Incompleted items have been assimilated into this plan as 2023/24

Found 2025 Scope of works plan – items have been assimilated into this plan