

Year 1 - 2024 - Assets	Status	Update	Benefit
Review of current furniture in the Corn Exchange	Completed	The furniture in the Corn Exchange is deemed sufficient to meet the needs of hirers and events. Regular reviews will continue to meet the evolving demands of the venue. Any necessary updates or replacements will be considered as part of ongoing efforts to maintain the quality and functionality of the facilities.	Existing furniture is serving users of the hall well, the suitability and condition of furniture is kept under constant review
<b>Tiered Seating:</b> Identified need, established from feedback, for LED lighting to be installed on steps as luminescent strips don't hold charge long enough and make use of the stairs difficult in softer light.	Deferred	Officers have reviewed the potential to install LED lighting strips to the tiered seating in the Corn Exchange, with a quote for the project coming in at over £2,818.00 ex VAT from the manufacturer. After careful consideration, this project has been deferred for the time being, with priority now focusing on more essential works and improvements that align with the immediate needs of the venue. While the LED lighting remains a potential future enhancement, current resources and efforts are being directed toward more pressing requirements to maintain the hall's functionality and standards.	This is a project that should be completed when budgets allow, the increased visibility of the stair edges will provide safer navigation during events where the lighting is set at a low level.
<b>Main Hall:</b> Analyse the costs for full surround sound in the main hall triggered by results of customer feedback suggesting this that would provide an enhanced experience. Original installers of Hall upgrade have been approached for quotes	Completed	Following feedback from hirers, it has been determined that the current sound system installed in the Main Hall is sufficient to meet the needs of most events. As such, there is no immediate requirement to upgrade to a full surround sound system currently. However, this decision will be revisited in the future should the needs of the venue or hirers evolve, ensuring that the sound system continues to provide optimal performance for all events.	Currently existing system is working well and is suitable for hirers needs. Currently all hirers are getting the same level of use with no negative feedback received by staff. If this changes this can be acted on in due course.
<b>Stage in Main Hall:</b> Research costs of modular stage, more flexibility and easier set up for different events. Easier to store and reduced resource required. Officers are in the process of obtaining quotes.	Completed	While a modular lightweight stage would be beneficial for staff, as it would only require one person to assemble instead of two, the cost of replacing the current stage with a new one is considered cost-prohibitive at this time. As a result, this project will be reviewed annually to assess whether opportunities arise to implement it in the future, ensuring that any decision aligns with the venue's budget and operational needs.	The benefit of having a lighter stage would negate the need to have two members of staff present to put up or take down the stage, on average the stage takes 1 hour to assemble, this could be reduced to 20 minutes with a more accessible system.
<b>Storage Solutions:</b> Work with Project Officer to erect partition and doorway to storage area in the corridor behind the retractable seating.	Completed	The work to update and improve storage in the Corn Exchange has been completed. There is now additional storage underneath the main staircase, lockable storage behind the seating in the Main Hall and behind the stage area also in the Main Hall. The addition of this storage allows for better housekeeping standards to be maintained.	The new storage is complete, allowing staff to safely store the stage and trestle tables when not required, as well as maintaining a more presentable hall for people attending events.
<b>Green Room Refresh:</b> Updating furniture in artists rest area will make the C/E look more professional and attractive to visiting groups. Addition of smart sockets in Main Hall and artists rest areas	Deemed Sufficient	Work not yet commenced due to officers deeming current décor sufficient. Will be evaluated as part of ongoing hall improvements and acted upon as and when necessary.	New furniture would look smarter, but not an essential project at this time.
<b>Digital Marketing Boards:</b> Review options for digital marketing to include notice boards increasing professional visibility and attendance. Officers are looking into the cost and feasibility of this.	Cancelled	After consulting with the Conservation Officer at West Oxfordshire District Council (WODC), officers have decided not to move forward with the installation of external notice boards on the Grade II listed front of the Corn Exchange. This decision was made in consideration of preserving the building's historical integrity and in line with conservation guidelines.	Clearer marketing of events, less paper being used in the form of posters.

Year 1 - 2024 - Events	Status	Update	Benefit
<b>Yearly schedule of events:</b> to provide the town with the diverse and desired programme of events. Continual analysis of popularity, demand and success will help shape future events. Pilot new events to determine interest and value. Officers are working on a busy Autumn/Winter season, and all events will be marketed via the What's On guide, website, social media and physical advertising and reported to committee.	Completed	The Deputy Venue and Events Officer produces a quarterly <i>What's On</i> guide, which is distributed around the halls and advertised on social media. This guide serves to inform the community about upcoming events, ensuring greater visibility and encouraging engagement with the activities taking place at the Corn Exchange. Event reports are now submitted to committee through the Corn Exchange Business Report produced by the Deputy Venue and Events Officer.	Keeping members of the public informed of upcoming events in the Corn Exchange
<b>Daytime Film Club:</b> Film Club that is intended to appeal to a different market to those that are going to visit Cineworld or Similar. The Film Club focusses on classic films which aren't often shown on the big screen and the films screened are chosen by feedback from attendees of the screenings and advice from Officers who have a vested interest in film. The Film club is going to be held on the second and fourth Tuesday of the month throughout the year to build momentum and gain regular audience numbers. This is actioned and implemented. Officers are also working on an afternoon film club for those that either don't want or can't attend evening screenings.	Completed Being Monitored	This is actioned and implemented with details of upcoming films advertised in the Corn Exchange, notice boards, website and social media.	Community engagement, and good promotion of the hall.

<b>Tea Dance:</b> The weekly Tea Dance that has proven to be an essential activity with many benefits (exercise, social interaction etc) supported by the Council serving the older residents of Witney and the surrounding areas. Explore opportunities for increased attendance.	Completed	Tea Dance is now operating at a level where there is no real room to increase numbers. Due to staff successfully working on the event the only other option would be to look at an alternative weekly time slot or destination where another dance could be run.	Community , exercise, social.
<b>Box Office:</b> To introduce a box office counter to support the ever popular and well attended annual Christmas pantomime includes up to 15 performances that is extremely popular including a relaxed performance, a show that's been adapted to suit people who might require a more relaxed environment when going to the theatre. Usually, these are adults or children with learning difficulties, autism or sensory communication disorders.	Being reviewed	The creation of a physical 'pop-up' box office has not yet been implemented, as its feasibility is largely dependent on factors such as the required size, available storage, and staffing resources. Further consideration will be given to these factors before proceeding with the installation, ensuring it aligns with the operational needs and capacity of the Corn Exchange.	Having a focal point to collect tickets and make enquiries would be extremely useful for staff and customers. Making for a smooth visitor experience when using the hall.
<b>Indoor Markets:</b> To reinstate the Council managed Indoor Markets to be held 2-4 times per month. This will be dependent on uptake however with planned promotions and liaison this is the target that has been set. The focus will be on themed markets on a rolling cycle i.e., antiques market, craft & gift market and tabletop car boot market. By defining the type of trade, we can advertise and promote accordingly to attract more sellers and drive footfall through the hall. Officer exploring this possibility and will implement if there is opportunity.	Completed To move to year 2 for another review	Currently, staff are not working on indoor markets, as the number of events held in the Main Hall on Saturdays does not allow for a regular calendar booking slot. This scheduling challenge makes it difficult to establish a consistent timeframe for such markets, but this may be revisited in the future if space and availability permit.	Council run markets would allow for more exposure of the hall as well as more income from people hiring tables.
<b>National Theatre Live:</b> Explore National Theatre Live to determine feasibility of screening live productions. Budget for the equipment required to meet their minimum standards will be a primary factor.	Completed	Officers have decided not to pursue NTL screenings at this time. With Cineworld already offering similar services in the area, it is felt that there would not be sufficient demand to make this initiative financially viable. As a result, the focus will remain on other programming and services that better align with the needs of the community and the Corn Exchange's current offerings.	Would be a benefit if not already running locally in town.

Year 1 - 2024 - Gallery Room Assets	Status	Update	Benefit
<b>Equipment:</b> replace and increase capacity of picture hanging system with the aim of attracting local artists, schools, photography clubs etc who would be interested in hiring the space. This would increase Highstreet visibility by driving footfall from different areas and to a different demographic. Officer are researching and will reach out to interested parties to have art work displayed in the room.	Completed	The Gallery Room hanging rails are now actively being used by local art groups, providing an excellent space to showcase and promote the work of local artists. This addition enhances the venue's role in supporting the local arts community and adds a dynamic element to showcase art at the Corn Exchange.	Community engagement, sense of pride for local people looking to use the hall.
Modernise the IT infrastructure by installing USB plug points and conferencing equipment to modernise existing offer for users. This would result in a more desirable function room with a better offer and industry standard facilities. Officers are in the process of obtaining quotes for this. Work with project officer to ascertain feasibility of a ceiling mounted projector and wall mounted retractable screen. This is a standard in other halls and one that will increase use of the room when advertised correctly. The Conferencing system is being finalised and will be installed shortly.	To obtain Quotes	The work to install conferencing equipment has been thoroughly researched, and all specifications are now out to tender. This process will ensure that the chosen solution meets the venue's needs and is aligned with the required technical standards.	Having additional facilities will allow staff to advertise the Gallery Room and pick up additional bookings which wouldn't otherwise look to use the Corn Exchange

Year 2 - 2025 - Assets	Status	Update	Benefit
Equipment: Review equipment and ensure it is still up to standard for events being run. By identifying any problem areas, it will be possible to budget for any works in due course, keeping the hall relevant and a destination choice for professional acts.	Year 2	Equipment is still performing to a high standard for events being held in the hall, no need to change or update anything at this time. Will be kept under review.	Decent user and staff experience, easier to market with high end equipment.
new modular stage, easier to set up allowing for more flexibility and less hourly cost for staff to set up.	Year 2	While a modular lightweight stage would be beneficial for staff, as it would only require one person to assemble instead of two, the cost of replacing the current stage with a new one is considered cost-prohibitive at this time. As a result, this project will be reviewed annually to assess whether opportunities arise to implement it in the future, ensuring that any decision aligns with the venue's budget and operational needs. modular stage quotes are coming in between £5 -£9K.	The benefit of having a lighter stage would negate the need to have two members of staff present to put up or take down the stage, on average the stage takes 1 hour to assemble, this could be reduced to 20 minutes with a more accessible system.
Full surround sound equipment, gives best offer to hirers and will enhance the reputation of the Main Hall.	Year 2	Still not deemed necessary to complement the existing equipment in the hall, will be kept under review	Enhanced cinema experience
Review of main Hall floor condition, need to maintain standard to continue building reputation.	Being Monitored	Floor in the Main Hall is holding up well and not currently needing to be sanded or replaced.	Keeping on top of standards to hold onto reputation as high end facility

<b>Tiered Seating:</b> Identified need, established from feedback, for LED lighting to be installed on steps as luminescent strips don't hold charge long enough and make use of the stairs difficult in softer light.	Year 2	Officers have approached alternative seating manufacturers to obtain quotes for the retroactive installation of LED stair strips on the tiered seating in the Main Hall. This upgrade aims to enhance visibility and safety for attendees while maintaining the venue's high standards.	This is a project that should be completed when budgets allow, the increased visibility of the stair edges will provide safer navigation during events where the lighting is set at a low level.
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Year 2 - 2025 - Events	Status	Update	Benefit
Review of past 12 months, reconfirm which events were successful and those that weren't, learn which ones to promote in the coming year.	Year 2	All events held at the Corn Exchange are carefully monitored to ensure they offer the best value for money for local residents, while remaining accessible to all. Each event is thoughtfully considered, with a diverse range of activities chosen, including magic shows, live music, cinema, and theatre performances. This variety ensures that the Corn Exchange continues to serve as a vibrant hub for entertainment and cultural experiences for the community.	Accessible events for all is the ultimate goal and mission statement of the events team
Box Office: To introduce a box office counter to support the ever popular and well attended annual Christmas pantomime includes up to 15 performances that is extremely popular including a relaxed performance, a show that's been adapted to suit people who might require a more relaxed environment when going to the theatre. Usually, these are adults or children with learning difficulties, autism or sensory communication disorders.	Year 2	Officers have contacted local carpentry firms to obtain quotes for a new portable or 'pop-up' box office counter. The design will need to be compact and fold away to accommodate the storage constraints and challenges within the Corn Exchange, ensuring it remains both practical and space-efficient.	Having a focal point to collect tickets and make enquiries would be extremely useful for staff and customers. Making for a smooth visitor experience when using the hall.

Year 2 - 2025 - Gallery Room Assets	Status	Update	Benefit
Equipment: Review of equipment, look to update and maintain as required to keep room as viable destination for multitude of different events.	Year 2	The conferencing system has been successfully installed in the Gallery Room, and a user guide has been created by Officers to ensure smooth operation. With careful marketing of this new resource, it is expected that bookings will increase and a wider demographic will be attracted to the hall, expanding the range of events and functions that can be hosted.	Makes the Gallery Room more attractive as a hireable space to different users.