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Chair

IMPORTANT

Please note this Handbook was first drafted before the COVID-19 pandemic and is being constantly updated to take account of the changing legislation, as well as general updates in policy, Charity Commission guidance or other changes in the law. Changes to the Constitution are also planned, which will require further updates.

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* These documents are freely available, on the village website

Navigating with hyperlinks in PDF

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1. Introduction

This Handbook is intended to give Committee Members most of the information they need about the charity we are responsible for as trustees. It should be seen as a one-stop reference that all of us can help maintain. (If you can't find something you think we all need to know, we should be able to add it.) Being digital, it can be updated and re-circulated by email whenever there are changes and, in any event, after each AGM.

Background

Alstonefield has had a village hall since 1921. The old Institute building was in fact two second-hand military huts joined together, purchased with funds from the United Service Fund and located a few hundred yards from its current location.

Since then, and to quote our former Chair, the late Jean Allen, ***“We have transformed the old village school into what is now a first-class village amenity which we can be proud of and will benefit our community for years to come.”***

In 2009, we also became owners of the adjoining old school garden, having rented since 1991. (For the avoidance of doubt, we do not own the nearby playing field; that is owned and managed by the Parish Council after its purchase from the Harpur Crewe Estate in 1993.)

The full story of the village hall has some fascinating ups and downs! See [4. History of the Hall](#).

The charity

Although the building itself is called Alstonefield Memorial Hall & Community Centre, we are all trustees of the registered charity **Alstonefield Village Hall Committee** (No.228929).

There have been legally-binding governing arrangements since the early days – well before it was a registered charity. It was originally established by subscription shares, and we are still using a version of the Institute's 1978 Constitution (as at April 2020, at any rate – but this may be changing – see [2. Overview - Constitution and charitable status](#)).

Our responsibilities – looking ahead

As trustees of the charity, our key focus has to be on maintaining a viable facility for users from the local community. It needs to be affordable for them and – under Charity Commission rules - they have must have priority if there is a conflict of use.

At the same time, as times change, we need to be open-minded about developing a facility that has commercial appeal, so we can potentially benefit from new sources of revenue, as well as providing an inexpensive venue for the people of Alstonefield Parish.

Like many village halls, a reduction in recent years in the number of local user groups means our running expenses are now greater than the amount we currently receive from hire charges alone, so to minimise the need to raise funds from other sources, we need to keep our charges under constant review, whilst also attracting more hirers by increasing the Hall's appeal and actively promoting what we have.

(For more on our costs v expenses, see [2. Governance overview – Finances](#).)

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2. Overview

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Please note this overview summarises some key areas of our governing arrangements but should be read alongside the full [Governance Policy](#) in particular, and our other policies ([link here](#)).

Our purpose

From our Constitution: ***The provision and maintenance of a village hall for the benefit of the residents of the Parish of Alstonefield, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation.***

Comment: With a smart, large main hall that can accommodate around 100 people, a separate room that can be used for small meetings, an adjoining garden, high-speed Wifi and a well-equipped kitchen, etc., we are well positioned to meet our charitable objectives.

Constitution and charitable status

The Village Hall Committee has charitable status because the Hall is held on trust to be used for purposes set out by the Recreational Charities Act 1958.

As a charity, we are subject to the requirements of the Charity Commission. They have produced a '5 minute guide' on **Charity Purposes and Rules**, which can be found [here](#).

Our Constitution (which can be found in this Handbook [here](#)) is registered with the Charity Commission under ref No.22892. It is our governing document, sealed in 1978 and originally titled 'Alstonefield Institute', but amended by resolution in 2012 to 'Alstonefield Village Hall Committee'. The 2012 resolution also re-defined the composition of Representative Members on the Committee. The Constitution sets our objectives, the make-up of the Committee and other conditions governing the proper and effective use and running of the hall.

Whilst we own the land and premises, the Charity Commission have, since 2008, been the Custodian Trustees (it was previously the Parish Council), with a responsibility to hold the legal title of the charity's property and to act on the lawful directions of the Management Committee in any transactions affecting the freehold title.

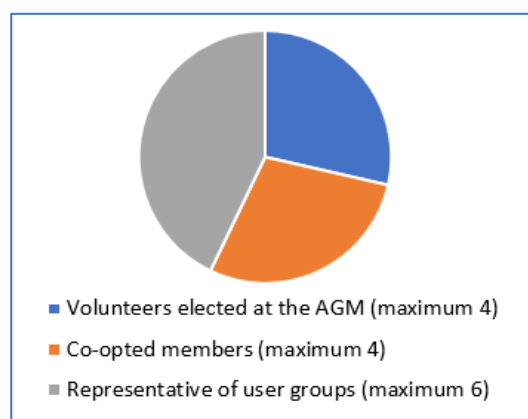
FOOTNOTE: *On several occasions – in 2012 and again in 2019 - concerns have been raised that the current Constitution may no longer be fit for purpose. Steps are being taken to see if it can, and should, be revised, preferably by the time of the next AGM in 2020.*

Management Committee

By Constitution, the Management Committee can comprise up to 14 volunteers, 6* of whom are appointed to represent user groups of the Hall.

Of the remaining 8, 4 are elected at the AGM and up to 4 more people can, optionally, be co-opted.

All committee members are automatically trustees of the charity known as 'Alstonefield Village Hall Committee'. All members retire from the role automatically at the end of the following year's AGM - but they may be re-elected/re-appointed.



* We are permitted to increase the number of Representative members to 7, by formal resolution.

At the meeting after the AGM, a person must be appointed from the membership group to chair meetings for the following year. Any other specific roles among the group, should we choose to have them (e.g. Secretary, Treasurer and Booking Secretary), are at our discretion.

In addition to general meetings, we hold an Annual General Meeting shortly after the end of our financial year (31 March). Minutes of the last AGM are included in this Handbook [here](#) and on the village hall page of the village website [here](#). (For more on committee membership and meetings etc., see [9\(e\) Policies – Governance](#).)

Finances overview

Under charity law, it is incumbent upon the committee to produce a set of accounts. We currently appoint a Treasurer to do this and, particularly as our gross income is not much below a key Charity Commission threshold of £25,000, we arrange for these to be examined prior to the AGM by an independent person, currently Dr Alan Barnard from Chapel House Farm.

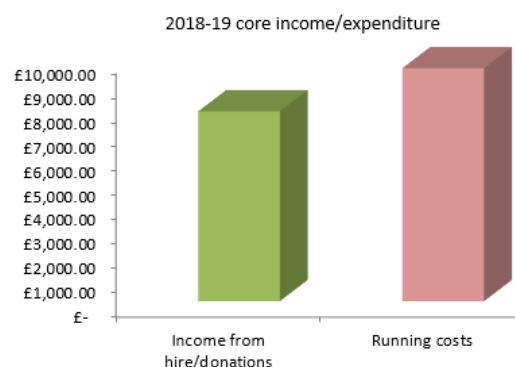
A statement of our current financial position is a fixed agenda item on all general committee meetings.

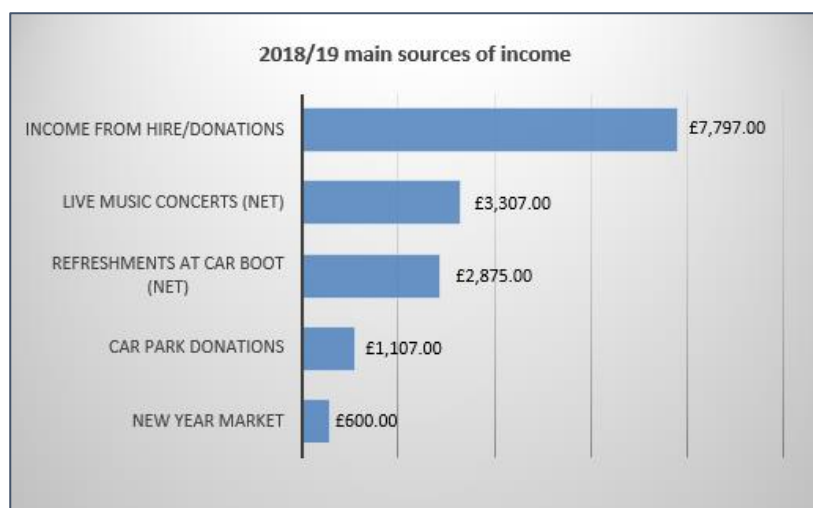
As a basic set of controls, expenses above **£250** require prior Committee approval (which may be by circulated email rather than waiting for the next meeting). A minimum of two quotations must be obtained for items of expense likely to exceed **£1,000**. For larger projects likely to exceed **£5,000**, a minimum of three quotations must be obtained.

Based on accounts ending 2018/19, the Hall's yearly expenses (£9,571) are greater than the income we generate from hiring fees and donations alone.

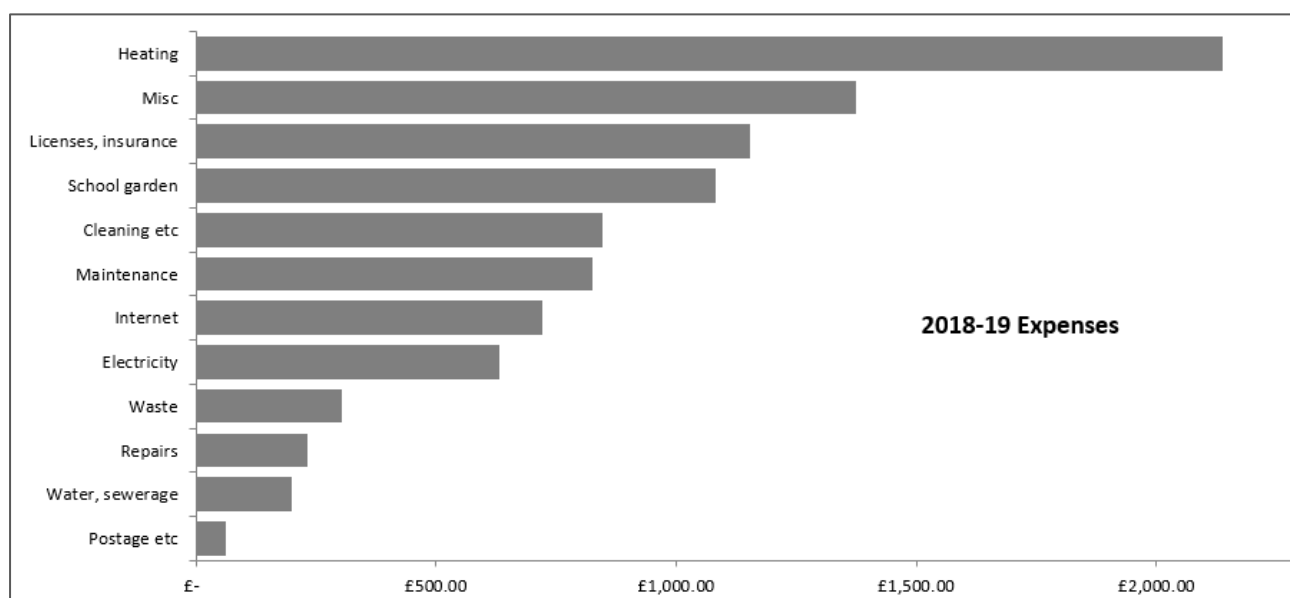
In addition, we need to provide for unknown contingencies and emergencies, as well as expected future expenses such as building maintenance, kitchen improvements, boiler repairs, car park re-surfacing, etc.

Consequently, the committee needs to raise other income and maintain reserves, from sources such as grants and our own fund-raising activities. For the past few years, the main activities generating a significant part of our income (excluding grants) can be seen below.





Based on the 2018/19 year, the following are the main costs of keeping the village hall open, comfortable and fit for purpose. *(Note that the heating oil expense is distorted by timing and other factors; the average for the last 6 years including 2018/19 being £1,137.)*



For more details on our financial policies, see [9\(d\) Policies - Financial](#)

Insurance

The committee is insured for loss, theft or damage to the building and contents by fire or most forms of accidental damage. We are also insured for liabilities in relation to third parties (public liability) and 'employees', which in this context also includes non-employed volunteers, including committee members. A limited form of liability cover extends to those hiring the Hall. Committee members are also covered for Trustee Liability, which relates to any legal claims made for errors or omissions made in the course of their Village Hall activities.

For more on our insurance arrangements, see [9\(d\) Policies – Financial – Insurance](#) (and section 4(j) of the [Health & Safety Policy](#)).

Licensing

The Hall holds a Premises Licence ([copy here](#)), issued in 2012 under the 2003 Licensing Act by Staffordshire Moorlands DC. This enables the committee to carry out licensable activities including supply of alcohol, food preparation, dancing and presentation of live music.

Hirers of the Hall benefit from the Hall's licensing **provided** this is agreed to in writing by the Booking Secretary (or other Committee member). Without such agreement, the hirer would need to obtain a Temporary Event Notice (TEN) for any function where a licensable activity is intended, e.g. sale of alcohol, or entertainment (music, dancing, indoor sporting events, etc.).

Note that it is **not** a licensable activity if the hire is for a wholly private, non-ticketed, function, and only invited guests are permitted entry, at no cost, and any alcohol supplied is free-of-charge.

More information on the Premises Licence can be found in section 3 of our Health & Safety Policy [here](#).

In addition to the Premises License, the Hall pays for a **Music License** for the playing or performing of music (formerly PRS and PPL Licenses). More information can be found under [9\(d\) Financial Policy – expenditure](#).

Note that we do not currently pay for a TV licence, so neither we nor users of the premises are permitted to watch programmes, either live or streamed.

Hiring policy and charges

A summary of the general hiring charges is displayed on noticeboards inside and outside the Hall and is included in the information provided to hirers in the Hiring Agreement, a copy of which is included in this Handbook [here](#).

For the Committee, there is more detailed Hiring Policy ([here](#)), explaining the basis of charging, to ensure we are as fair and consistent as possible; and providing the Booking Secretary with a framework for applying discretion without needing to refer to the Committee, unless it is felt necessary to do so.

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3. 2019/20 Committee and other key people

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Committee members

(a) Representatives of village organisations (max 6, unless we resolve to have 1 additional):

User group	Nomination	Tel	Email
Parish Council*	<i>No nomination</i>		
Parochial Church Council	Val Littlehales	01335 310322	val.littlehales@gmail.com
Parent & Toddlers Group	<i>No nomination</i>		
Friendship Club	Mandy Turley	07779 899 860	mat.1960@hotmail.co.uk
History Group	Martin Snodin	01335 310121	martinsnodin@gmail.com
Cricket Club	<i>No nomination</i>		
Bowls	<i>No nomination</i>		

SHORTFALL: 2

** Note that under the Constitution, it is explicit that the **Parish Council** will nominate a representative member, but it has declined to do so the last two years. This causes an issue that we may at some stage need to resolve by formally amending the Constitution with the Charity Commission.*

(b) Elected Members (max 4):

Frank Lipp	01335 310302	franklipp@btinternet.com
Jo Griffin	01335 818082	jl.griffin@hotmail.co.uk
Dave Littlehales	01335 310322	dave.littlehales@gmail.com
Debs Railton	01335 310049	debs.railton@gmail.com

SHORTFALL: 0

Under the [Constitution](#), the Committee is 'complete' when there are 10 members (excluding co-opted members below). We are therefore 2 short of this required number.

(c) Co-opted Members (max 4)

Anne Morgan	01298 84394	annemorgan147@gmail.com

N.B. For the purposes of a **quorum**, all members count towards the third required for voting. For example, with 8 members, we need a quorum of 3. (See [Policies 9\(e\) Governance](#))

Cleaning (non-committee)

- Pauline Hambleton 07967 273334/01335 310382 em: hambleton431@btinternet.com

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4. History of the Village Hall

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Some key events in the history of Alstonefield village hall over 100 years

NOT TO SCALE



At the committee meeting held following the AGM it was unanimously agreed that "Ladies be helpers of men's Committee - vital questions to be settled by men only."

1922

The following is largely based on, and extracted, from notes written by Tim Eades from Hope Marsh, former Chair of the Village Hall, much of it based on archived committee minutes.

Alstonefield Institute - Tuesday January 4 1921. A General meeting held this day in the Reading Room - Messrs Ralph Adams, W Wood presiding, it was unanimously agreed by all present that a recreation room be provided for the village - It was proposed and carried that a committee of fifteen of which two-thirds should be ex-soldiers.

At their first meeting the following week, eight sites were suggested as suitable for the placing of a hut. At the meeting on January 27 1921 it was unanimously agreed that the room be called 'The Alstonefield Institute'. Messrs R Adams, R Bunting and W.I. White were charged with obtaining a grant from the United Service Fund. Edward Wooddisse agreed to sell them a piece of land for the institute on the Hope Road. A grant for £18-15-0 was received and they had £77-0-0 collected from the ex-soldiers.

The accounts for 1921 show that £117-0-0 was paid to Winterton and Sons for an ex-army hut. Various men were paid 10/- per day for work on the hut and Yates and Ellis were paid £104-15-0 for "dismantling, haulage and erection of hut and dismantling and haulage of ablution shed." Edward Wooddisse was paid £20-0-0 for ground.

On October 7 1921 it was unanimously agreed that a ladies committee be formed. October 24 saw the committee agreeing that the opening ceremony take place on November 9 1921 with tea and concert followed by a dance on Nov 11.

Committee meetings from then on seemed mainly concerned with arranging whist drives and dances.

At the first AGM held in the institute on January 12 1922 it was agreed "that all married shareholders of £2 or upwards be given the opportunity of making his wife a shareholder and thus entitled to the vote. In the case of the married shareholder of £1 the list to be still open for a further loan of £1 or more to enable his wife to become a

shareholder and have the vote." It was further agreed that "from Jan 1922 the Institute be open to accept subscriptions of 10/- per annum - the subscribers to be entitled to vote along with shareholders at the AGM for the year in which his subscription is paid. The annual accounts for 1922 show that interest of £9-15-6 was paid to shareholders.

" At the committee meeting held following the AGM it was unanimously agreed "that Ladies be helpers of men's Committee. Vital questions to be settled by men only."

The accounts for a Gala held on September 2 1922 show some interesting entries: Air Ministry £3-3-0; Entertainment Tax tickets 27-10-0; Supt of Police - services of three men 2-8-0; Alstonefield Brass Band 2-10-0; Rocester Jazz Band 4-0-0; T. Barnard - hire of monkey 19/6; Mr R Bestwick - carriage on monkey 5/-; J Hillow - cokemuts 1-8-0; JC Lee - special prize for baby show 1-17-6; Oxo Ltd - tongues 8-2-0; Carriage on tongues 3/8; Notts Radio Supplies - Wireless demonstration 5-0-0; J Curwen & Sons - Maypole braids 1-11-4; Prize money for sports 8-15-6; Prize money for Baby Show 3-7-6; Mr Pattinson - use of car for bill posting 1 -0-0.

The accounts up to 1934 show regular use of the institute for (e.g.): lectures on poultry; National Farmer's Union meetings; whist drives; dances; Scouts; Girl Guides; Nursing association; Women's Institute; dancing classes; football club; agricultural lectures; concerts; League of Nations; Children's treat; Canadian lecture; Palestine exhibition; lantern lectures; operetta; Chapel meetings; bazaars; Mother's Union; Church Council; tennis club; wedding receptions; etc.

(WW2) In 1944, repairs to the fabric of the building included new guttering, replacing boarded up windows, new doors and locks. The September meeting was held at the Reading Room where it was agreed to buy electric lamps and blackout material for the Institute.

Activities such as dancing and whist drives continued to be held throughout the life of the minute book, but it is clear from the minutes that a degree of contention was always present, especially concerning the presence, or rather lack of, ex-servicemen on the committee.

On July 1946 it was reported that villagers held 47 shares and that 25 wished to withdraw their share. This meant a total of £30-4-0 would have to be found, and as there was £54 in the bank with £6-15-0 cash in hand it was agreed that the shareholders be paid out. An offer from the National Council of Social Service to help the village hall financially was deferred until it could be ascertained precisely on what legal footing the Institute had originally been. In September, having obtained a copy of the original deeds and the clauses relating to the money put in by the United Services Fund, it was agreed to invite the ex-service-men to the next AGM, at which "*There followed a lengthy discussion on the ownership of the Institute. The ex-service men were of the opinion that the £25 which was given by the United services Fund when the Institute was first erected entitled them to life membership and a say in any matter concerning the Institute.*" The majority of the members did not agree with this. Attention was also drawn by an ex-service man to Rule 2 which says that the committee shall consist of six ex-servicemen and five others. The Chair in reply to this explained that if there was to be a committee at all it could not contain ex-service men as none attended the General Meetings. It was decided to approach the British Legion (the United Services fund being defunct) for enlightenment. The AGM was resumed in November and as the general feeling was that the old Rule 2 should be adhered to (although this Rule was deleted in 1926 according to minutes produced) six ex-service men were elected to committee with five others.

The first mention of money being raised for a new Hall occurs on January 2 1947 where it was reported that £101 had been raised in ten weeks. The next mention on December 4 1947 showed the fund standing at £408-8-9.

Mrs Lily Bonsall took on the responsibility of keeping the Institute open from 1948 to 1954. She took the bookings, received payments, bought coal, paid electricity bills etc, and when the new committee was formed handed over what monies she had, having kept a record of all transactions made during the six years. During this time, the Institute was used mostly by the Alstonefield Football Club who held dances for their funds and used the hall as changing rooms. When they had sufficient funds for the club, one of the players, Bill Mycock of Lathkill Coaches, a bus proprietor, continued to bring loads of young people to the dances which were then held to raise funds to do up the Institute. These dances, held about once a fortnight, were enormously popular and raised hundreds of pounds.

The next minute book starts November 1 1954 when a meeting was called by Mrs L Bonsall- having had permission from the trustees- to form a new management committee. Dorothy Critchlow became Secretary. In April 1955, a decision was made to hold a public meeting to discuss "what should be done about the money in Lloyd's Bank known as "Alstonefield War Memorial Hall Fund" which was raised in 1947 by the former Institute committee and to which no signatories were given for the withdrawal of money. The public meeting was held on May 18 1955 in the presence of Lloyd's Bank manager and a solicitor and about 50 members of the public. The fund stood at £570. The general feeling was that as the Institute was in urgent need of repair, the money should be used for this, but 4 members of the public and 5 members of the former Institute committee who had resigned en-bloc in 1951 felt that it should be used for the original purpose for which it had been raised. The Chair decided that to avoid ill-

feeling the money should not be used for repairs. The bank manager finished by saying that the money could not be released until the present Institute committee gave their sanction.

The Institute was registered as a charity in 1963 (minuted at the 1964 AGM). It won first prize in the Best Maintained Village Hall competition that year.

In 1967, it was reported that only £7-10-0 remained in hand. Also, monies raised some 20 years before known as "Alstonefield Memorial Hall Fund" remained in Lloyds Bank for which there were no signatures to withdraw funds. The Charity Commissioners, having been asked by the Parish Council, had agreed to withdraw the money to gain more interest but that the capital must be used for what it was originally intended, that is for when a new hall was needed. It was also stated that following the death of Mr R Adams of Kedleston the Institute was down to two trustees and needed action to raise that number back to the six that the rules required. Another four trustees were appointed at the AGM in March.

On December 10 1973 a meeting was held to discuss proposals from the Community Council of Staffordshire regarding a change in the constitution of the Institute committee. They suggested that a new trust deed be drawn up which would serve both the present hall and any new hall which might be built with the money collected nearly 20 years before. At the AGM on July 7 1974 a letter from the Charity Commissioners which had been sent to the Community Council of Staffordshire was read out regarding the reconstitution of the Committee, and the establishment of a scheme placing the Institute on the Model Village Hall Trusts, which the Commissioners were willing to do.

In June 1975, 18 local people met and formed a committee known as "New Memorial Hall Fund Raising Committee" with the aim of raising funds to build a new hall. Only one member of the existing Institute committee joined the new committee. After many fund-raising functions including an open day, a bed race and old newspaper collections, by 1979 nearly £7000 had been raised. Their minute book runs concurrent to the Institute minutes.

At the Institute Committee meeting on August 12 1975 it was decided that the constitution be changed to put the Institute on a proper village hall footing (after taking legal advice from Mr WE Christie of Holland, Rigby and Williams). The reason why a change had to be made was because there could not be two Village Hall Committees and the committee that had been formed to raise more money towards the Memorial Hall fund could then go ahead with their plans. The Institute could change the constitution of their committee and the two committees would then merge. However, as some of the Institute Committee members are also trustees it was pointed out that under the new constitution, they would not be able to be both trustees and committee members.

The secretary reported at the AGM on July 12 1978 that the scheme for the new constitution of the Institute committee was almost complete and this meant that this would be the last AGM of Members of the Institute. Next April 1979 would see the first Annual Meeting, which would be open to all persons over 18 who resided in the parish, and the committee would be a representative one.

In July 1979, a second draft scheme drawn up by the Charity commissioners in connection with the Alstonefield Memorial Hall Fund was adopted with power over both the Institute funds and the Memorial Hall funds.

On 16 March 1982 there were extensive discussions about the purchase of the school, which was closing at the end of the summer term. At a public meeting held on October 18 1983 it was decided to purchase the school for use as the village hall. At the AGM held on April 29 1985, it was reported that the school had been purchased from the Harpur Crewe Estate (the school having reverted to their ownership upon closure) for £15,000. Grants were obtained and fund-raising took place. After extensive internal works, the new hall, named "Alstonefield Memorial Hall and Community Centre" was officially opened by Mr Henry Harpur Crewe on November 23 1985.

The Peak Park Planning Board wished to see the old Institute demolished and the ground returned to agricultural use. However, on 17 July 1986, it was reported that after the Parish Council met with the local council it was decided that Staffordshire Moorlands apply for three old persons bungalows to be erected on the site.

In 1987, the Hall won the Staffs County Council Village Venture Award for its conversion.

In June 1988, the committee decided to apply for houses for local need and attempt to purchase the field adjoining from the Harpur Crewe Estate. (There was a car accident in the same year that damaged the Hall porch doors.) Following discussions with Henry Harpur Crewe, the Estate agreed to sell the adjoining field to the Institute. On January 19 1989 it was agreed to submit plans for six houses, for rent by local people, and funded by a housing association. Planning was eventually granted, being the first exceptional planning permission given by the Board purely on the grounds of local need. The Village Hall committee received £1,000 for the old site and six homes for local people were built by the Peak District Rural Housing Association. The development was officially opened by HRH The Princess Royal on May 10 1993.

The committee arranged to rent the old school garden from the Education Trust (created in 1982 when the school closed) and it was officially opened on 29 June 1991 as a community garden. *[n.b. a covenant requires the garden*

to be continuously accessible to the public, even if sold.] The old Institute was finally demolished in 1992. So the old Institute site, originally purchased for the use of the people of Alstonefield, continues to be used for that purpose, and the old school has a new life as one of the best and busiest halls in the area.

In 1991, the Committee purchased the bowls equipment, still in use today.

In 1993, the Hall Committee paid £500 to the Parish Council towards the cost of them purchasing the playing field from the Harpur Crewe's, on condition it would remain available for Hall users etc.

In September 2001, the last village shop closed, so the Post Office moved to Village Hall.

Since 1999, public meetings in the Staffordshire Moorlands had led to residents becoming involved in the government's 'Single Regeneration Budget' initiative. A village action group was set up, aimed at maintaining the village as a working community. Over the next few years, more than £23,000 of funding from the government's Single Generation Budget was utilised; and a pledge of £10 each was made by over 100 residents to maintain a Post Office/shop. In October 2002, the Peak District National Park Authority granted permission for extension of the village hall *"to provide disabled persons access and toilets and post office and retail unit"*. The hall committee began the process of tendering for the work and seeking grant monies towards the estimated costs of c.£229,000 (a National Lottery grant of c.70% of this sum was sought). By 2003, the Alstonefield Community Shop Group was established, with plans to open a non-profit making shop in the village hall in 2004, once its extension was completed.

In 2006, the main Hall floor was levelled and the kitchen improved.

In 2009 the Custodian Trustee of the Village Hall land passed from the Parish Council to Charity Commission. In the same year, the Education Trust agreed to sell the old school garden to the Village Hall, which was made possible by a donation from the family of the late Les Griffin.

In Autumn 2011, the village hall committee faced a difficult decision on whether or not to continue with the £100,000 project to build and equip an extension to replace the old school toilets with disabled facilities and to provide new storage areas and a meeting room. With the help of grants from Staffordshire County Council, Robbie Williams, Garfield Weston Foundation and £20,000 of local donations the project was able to proceed. The late Jean Allen, Chair said after the work was completed, *"Along with past projects, we have transformed the old village school into what is now a first- class village amenity which we can be proud of and will benefit our community for years to come"*. The 100 people attending the ceremony on 29th September 2012 saw Mrs Dorothy Critchlow cutting the ribbon to officially open the new extension. Dorothy was presented with a huge bouquet of flowers to mark her amazing achievement of 60 years' service on the committee.



In 2012, Committee's Constitution was amended, changing its name from the Institute to Alstonefield Village Hall Committee and making the Charity Commissioners Custodian Trustees of the charity in respect of the land (rather than the Parish Council). The definition of 'Representative Members' was also altered, making it less prescriptive, although it remains specific that the Parish Council and the Parochial Church Council should be included.

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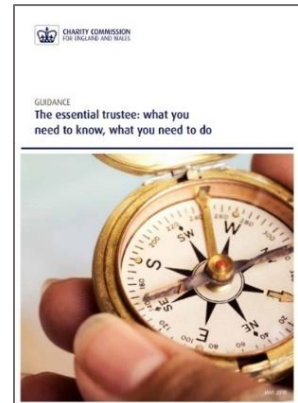
5. Trustees' duties

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The information below is a summary of trustees' main legal responsibilities, extracted from the Government's guide '*The essential trustee: what you need to know, what you need to do*'.

You should read this summary and ensure you fully understand your responsibilities by referring to the full guidance as necessary, on Gov.uk [here](#) (a PDF file).

In 2020, the Charity Commission also published a set of 5 minute guides, which are referenced within the relevant section of this Handbook. The link to the Gov.uk webpage with all the guides is [here](#).



1. Before you start - make sure you are eligible to be a charity trustee

You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other charity.

You must be properly appointed following the procedures and any restrictions in the charity's governing document.

- You must not act as a trustee if you are disqualified, unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:
- being bankrupt (undischarged) or having an individual voluntary arrangement (IVA)
- having an unspent conviction for certain offences (including any that involve dishonesty or deception)
- being on the sex offenders' register.

There are further restrictions for charities that work with children or adults at risk.

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes.

Spending charity funds on the wrong purposes is a very serious matter; in some cases, trustees may have to reimburse the charity personally.

2. Comply with your charity's governing document and the law

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity.

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

3. Act in your charity's best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body*
- not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

* The Charity Commission has produced a '5 minute guide' on **Managing Conflicts of Interest in a Charity**, which can be found [here](#).

4. Manage your charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds or selling land

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity

5. Act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

6. Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

The above is only a summary. More information can be found on Gov.uk on the link below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf

6. Copy of 1978 Constitution (as amended 2012)

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ALSTONEFIELD VILLAGE HALL COMMITTEE Copy of Original constitution of Alstonefield Institute

Sealed 18th August 1978

N261(S)
78. County - Staffordshire
Place - Alstonefield
Charity - Alstonefield Institute

Charity Commission Registration Number 228929

In the matter of the Charity known as the Alstonefield Institute, at Alstonefield, in the County of Staffordshire; and in the matter of the Charities Act, 1960.

THE CHARITY COMMISSIONERS FOR ENGLAND & WALES HEREBY ORDER that the following scheme be approved and established as the Scheme for the regulation of the above-mentioned Charity: -

SCHEME

1. Administration of Charity.

The above-mentioned Charity and the property thereof specified in the schedule hereto and all other property (if any) of the Charity shall be administered and managed in conformity with the provisions of this Scheme.

TRUSTEES

2. Trustees and vesting.

- (1) The Parish Council of Alstonefield shall be the Custodian Trustee of the Charity.
- (2) The land with the building thereof specified in the said schedule is hereby vested in the said council for all the estate and interest therein belonging to or held in trust for the Charity.
- (3) Until the end of the first annual general meeting to be held as hereinafter provided the existing Committee of Management of the Charity at the date of this Scheme shall be the Managing Trustees of the Charity as the charity trustees thereof within the meaning of section 46 of the Charities Act, 1960, but from and after the end of that meeting the Committee of Management hereinafter constituted shall be the Managing Trustees of the Charity as the charity trustees thereof as aforesaid.

OBJECT

3. Object of Charity.

- (1) The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Alstonefield (hereinafter called "the area of benefit") without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.
- (2) The said land and buildings shall be held upon trust for the purposes of a village hall as aforesaid.

COMMITTEE OF MANAGEMENT

4. Constitution.

Subject as hereinafter provided, the Committee of Management (hereinafter referred to as the Committee) shall consist when complete of ten persons (hereinafter referred to as Members) being

Four Elected Members and
Six Representative Members.

5. Elected Members.

Subject as hereinafter provided for casual vacancies, the Elected Members shall be appointed at the annual general meeting to be held as hereinafter provided and shall hold office from the end of the annual general meeting at which they are appointed.

6. Representative Members.

- (1) One Representative Member shall be appointed by each of the following organisations:

The Parish Council of Alstonefield
The Parochial Church Council of the Ecclesiastical Parish of St. Peter, Alstonefield
Alstonefield Methodist Church
Alstonefield Drama Group
Alstonefield Women's Institute
Alstonefield Branch of the Women's Royal Voluntary Service.

- (2) Each organisation shall notify the name of the person appointed by it to the secretary of the Committee.
- (3) The appointment of a Representative Member may be made not more than one month before the annual general meeting and the term of office of a Representative Member so appointed shall commence at the end of that meeting.
- (4) If an organisation entitled to appoint a Representative member fails to do so within the said period of one month before the annual general meeting the appointment shall be made as soon as practicable after that meeting. The term of office of a Representative Member so appointed and of a Representative Member appointed to fill a casual vacancy shall commence on the day on which notification is received by the said secretary.

1

Whilst every effort and care has been taken in transcribing the scheme, no responsibility will be accepted for any errors and members are advised that should any doubt arise they consult the original copy held by the secretary.
Tim Eades 1st January 1999

ALSTONEFIELD VILLAGE HALL COMMITTEE
Copy of Original constitution of Alstonfield Institute

7. Co-optative Members.

The Committee may appoint if they think fit not more than four Co-optative Members. Each appointment of a Co-optative Member shall be made at a meeting of the Committee to take effect from the date of that meeting.

8. Termination of membership.

- (1) Any Member who is adjudged bankrupt or makes a composition or arrangement with his or her creditors or who is incapacitated from acting or who communicates in writing to the Committee a wish to resign shall thereupon cease to be a Member.
- (2) All the Members shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

9. Additional Representative Members.

The Committee shall have power by a resolution passed at a duly constituted meeting by the votes of not less than two-thirds of the Members for the time being to allow the appointment of an additional Representative Member by any organisation in the area of benefit not already named in this scheme.

10. Alteration of constitution of Committee.

The constitution of the Committee as hereinbefore provided may on the application of the Committee be altered from time to time by Order of the Charity Commissioners.

11. Casual Vacancies.

- (1) Upon the occurrence of a casual vacancy the Committee shall cause a note thereof to be entered in their minute book at their next meeting and in the case of a vacancy in the office of Representative Member shall cause notice thereof to be given as soon as possible to the organisation entitled to fill the vacancy.
- (2) A casual vacancy in the office of Elected Member may be filled at a meeting of the Committee to take effect from the date of that meeting.

12. Failure to appoint.

The proceedings of the Committee shall not be invalidated by any vacancy among their Members or by any failure to appoint or any defect in the appointment or qualification of a Member.

13. Declaration by Members.

No person shall be entitled to act as a Member whether on a first or on any subsequent entry into office until after signing in the minute book of the Committee a declaration of acceptance and of willingness to act in the trusts of this Scheme.

14. Members not to be personally interested.

Except in special circumstances with the approval in writing of the Commissioners no Member shall take or hold any interest in any property belonging to the Charity otherwise than as a trustee for the purposes thereof, or receive any remuneration, or to be interested in the supply of work or goods, at the cost of the Charity.

MEETINGS AND PROCEEDINGS OF THE COMMITTEE

15. Meetings of the Committee.

The Committee shall hold at least two ordinary meetings in each year. A special meeting may be summoned at any time by the chairman or by any two Members upon seven clear days' notice being given to all the other Members of the matters to be discussed.

16. Chairman.

- (1) At the first meeting in each year after the annual general meeting the Committee shall elect one of their number to be chairman of their meetings until the commencement of the first meeting after the annual general meeting in the following year and may also elect one of their number to be vice-chairman. The chairman and vice-chairman shall always be eligible for re-election.
- (2) If the chairman and vice-chairman (if any) are absent from any meeting of the Committee the Members shall choose one of their number to be chairman of the meeting before any other business is transacted.

17. Voting.

Except as hereinbefore provided every matter shall be determined by the majority of votes of the Members present and voting on the question but in case of equality of votes the chairman of the meeting shall have a second or casting vote.

18. Minutes and accounts.

A minute book and books of account shall be provided and kept by the Committee.

ALSTONEFIELD VILLAGE HALL COMMITTEE
Copy of Original constitution of Alstonefield Institute

19. Rules

Within the limits prescribed by this Scheme the Committee may from time to time make and alter rules for the conduct of their business and for the summoning and conduct of their meetings and in particular with reference to:-

- (1) The terms and conditions upon which the said buildings may be used for the purposes specified in this Scheme by persons or bodies other than the Committee and the sum (if any) to be paid for such use.
- (2) The appointment of an auditor, treasurer and such other unpaid officers as the Committee may consider necessary and the fixing of their respective terms of office.
- (3) The engagement and dismissal of such paid officers and servants as the Committee may consider necessary; and
- (4) The number of Members who shall form a quorum at meetings of the Committee, provided that the number of Members who shall form a quorum shall not be less than one-third of the total number of Members for the time being.

INSURANCE.

20. Insurance.

The Committee shall insure the said building and the furniture and effects therein to the full value thereof against fire and other usual risks and shall suitably insure against risks arising out of the ownership of property and the employment of persons.

APPLICATION OF INCOME.

21. Receipts and expenditure.

- (1) The income of the Charity including all payments for the use of the said building and all donations for the benefit thereof shall be paid into a trust account at such bank as the Committee shall from time to time prescribe.
- (2) The moneys standing to the credit of the said account shall be applied as the Committee shall decide in insuring as aforesaid, in maintaining and repairing the said building and the furniture and effects therein and in paying all rent (if any), rates, taxes, salaries of paid officers and servants and other outgoings and in otherwise furthering the object of the Charity.

22. Surplus cash.

Sums of cash at any time belonging to the Charity and not needed for immediate working purposes shall be invested in the name of the Custodian Trustee in trust for the Charity unless the Commissioners otherwise direct.

ANNUAL GENERAL MEETING.

23. Annual General Meeting.

- (1) There shall be an annual general meeting in connection with the Charity which shall be held in the month of April in each year or as soon as practicable thereafter.
- (2) All inhabitants of the area of benefit of 18 years of age upward shall be entitled to attend and vote at the annual general meeting.
- (3) The first annual general meeting shall be convened by the existing Committee of Management of the Charity and every subsequent annual general meeting shall be convened by the Committee.
- (4) Public notice of every annual general meeting shall be given in the area of benefit at least 14 days before the date thereof.
- (5) Before any other business is transacted at the first annual general meeting after the date of this Scheme, the persons present thereat shall appoint a chairman of the meeting. The chairman of subsequent annual general meetings shall be the chairman for the time being of the Committee, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
- (6) The Committee shall present to each annual general meeting the report and accounts of the Charity for the proceeding year.

GENERAL PROVISIONS.

24. Donations

The Committee may accept any donations or property for the general purposes of the Charity and they may also accept donations or property for any special objects connected with the Charity not inconsistent with the provisions of this Scheme.

25. Questions under Scheme.

Any question as to the construction of this Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.

SCHEDULE

Land containing 585 square yards or thereabouts situate at Alstonefield in the County of Staffordshire having a frontage on the Alstonefield to Hope Dale Road of 43 feet or thereabouts being part of the land numbered 511 on the Ordnance Survey map (2nd edition) being the land comprised in a conveyance made the 15th December 1921 between Edward Woodisse of the one part and Ralph Adams and five others of the other part with the building since erected thereon known as the Alstonefield Institute.

Sealed by Order of the Commissioners this 18th day of August 1978.

L.S.

Amendments to the 1978 Schedule passed by resolution of the Village Hall Committee at their meeting on 24 April 2012

A. Title Amend from Alstonefield Institute to *Alstonefield Village Hall Committee*

B. 2. Trustees and vesting: (1) *The charity commissioners are the Custodian Trustees of the charity.*
(2) *The land with the building thereof specified in the said schedule is vested in the Charity Commissioners by the Order dated 18 June 2009 for all the estate and interest therein belonging to or held in trust for the Charity.*

C. 6. Representative members. (1) *One Representative members shall be appointed by each of the following organisations:*
The Parish Council of Alstonefield
The Parochial Church council of the Ecclesiastical Parish of Alstonefield.
And four such other local organisations as the committee may from time to time determine at its AGM

E. Schedule *The freehold land registered at H.M. Land Registry under Title Number SF543998 and being Alstonefield Memorial and Community Centre, Alstonefield DE6 2FR*
The freehold land registered at H.M. Land Registry under Title Number SF552120 and being land lying to the south of the Alstonefield Memorial Hall and Community Centre, Alstonefield, Ashbourne DE6 2FR

Signed: Mrs Jean Allen,

Chairman of the Alstonefield Village Hall Committee

Date 26 June 2012

7. Copy of Premises Licence

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Licensing Act 2003

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LOCAL AUTHORITY



STAFFORDSHIRE
moorlands
DISTRICT COUNCIL
ACHIEVING EXCELLENCE

Licensing Department
Staffordshire Moorlands District Council
Moorlands House
Stockwell Street
LEEK
STAFFORDSHIRE
ST13 6HQ

Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Alstonefield Village Hall and Community Centre

Alstonefield, Staffordshire Moorlands, DE6 2FR.

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of a play
- an exhibition of a film
- an indoor sporting event
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- entertainment facilities for making music
- entertainment facilities for dancing
- entertainment of a similar description to that falling within entertainment facilities for making music or dancing
- provision of late night refreshment
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
A. Performance of a play (Indoors)	Monday to Sunday	11:00am	1:00am
B. Exhibition of films (Indoors)	Monday to Sunday	11:00am	1:00am
C. Indoor sporting event	Monday to Sunday	11:00am	1:00am
E. Performance of live music (Indoors)	Monday to Sunday	11:00am	1:00am
F. Playing of recorded music (Indoors)	Monday to Sunday	11:00am	1:00am
G. Performance of dance (Indoors)	Monday to Sunday	11:00am	1:00am
H. Entertainment of a similar description to that falling within E, F, or G (Indoors)	Monday to Sunday	11:00am	1:00am
I. Provision of facilities for making music (Indoors)			



	Monday to Sunday	11:00am	1:00am
J. Provision of facilities for dancing (Indoors)	Monday to Sunday	11:00am	1:00am
K. Provision of facilities for entertainment of a similar description to that falling within I or J (Indoors)	Monday to Sunday	11:00am	1:00am
L. Late night refreshment (Indoors)	Monday to Sunday	11:00pm	1:00am
M. The sale by retail of alcohol for consumption ON the premises only	Monday to Sunday	11:00am	1:00am

THE OPENING HOURS OF THE PREMISES

	Description	Time From	Time To
-1	Monday to Sunday	7:00am	1:20am

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- M. The sale by retail of alcohol for consumption ON the premises only

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

Alstonefield Village Hall & Community Centre Management Committee Alstonefield, Ashbourne, Derbyshire, DE6 2FR.
Telephone 01335 310342

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL

Licence No. Issued by



Annex 1- Mandatory Conditions**Mandatory conditions where licence authorises supply of alcohol**

Every supply of alcohol under the premises licence must be made or authorised by the Management Committee.

The below conditions with effect from 6th April 2010

1. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children -
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
 - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on-
 - (i) the outcome of a race, competition or other event or process, or
 - (ii) the likelihood of anything occurring or not occurring;
 - (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in



any favourable manner.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

The below conditions with effect from 1st October 2010

4. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
5. The responsible person shall ensure that-
 - (a) Where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25ml or 35 ml: and
 - (iii) still wine in a glass: 125 ml: and
 - (b) customers are made aware of the availability of these measures.

Mandatory condition: exhibition of films

- (1) Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.
- (2) Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.
- (3) Where -
 - (a) the film classification body is not specified in the licence,
 - or
 - (b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,



admission of children must be restricted in accordance with any recommendation made by that licensing authority.

- (4) In this section -
 “children” means persons aged under 18; and
 “film classification body” means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification)

Annex 2 - Conditions consistent with the operating schedule

- Conversion of existing licence
- This licence has been granted upon the conversion, under Schedule 8 to the Licensing Act 2003 of the existing licence under schedule 1 to the Local Government (Miscellaneous provisions) act 1982 (c.30) (licensing of public entertainment's outside Greater London), and such rights and restrictions that applied thereto are hereby incorporated into this license, subject to any terms herein to the contrary and/or limitation or restriction by the Licensing Act 2003 or any subsequent amendment thereto.
- Removal of all restrictions for regulated entertainment on Good Friday (variation application dated 28th February 2012)
- Car park lit for public safety
- Hirers must ensure that no nuisance is caused to local residents at their event through unruly behaviour or excessive noise in & around the hall.
- Car parking is not allowed on the road outside the hall & a large free car park is provided.
- Fire risk assessment is carried out on a regular basis.
- Emergency exits provided, fire-fighting equipment in place, no smoking allowed in premises.
- First aid box provided
- Emergency procedure notices on display
- Committee member present at all events organised by the committee.
- Several members of committee to hold food hygiene certificates & to supervise the kitchen & food labelling.
- Amplification is to be kept to a minimum for the benefit of audience & prevention of nuisance due to noise.
- When amplified music or entertainment is taking place, windows & doors to be shut after 23:00 hours.
- Signs must be displayed asking customers to leave the premises quietly & with consideration to neighbours.
- Events to finish on time.
- Children are excluded from the kitchen & there is a lock on the door to prevent access by small children.
- Children are not admitted to the hall for any event unless they are accompanied by their parents or a responsible adult known to their family.
- All birthday parties for children & young people must be supervised by parents or responsible adults known to & authorised by the family.
- Challenge 25 proof of ID scheme will be in operation
- All private bookings are vetted by the committee.

Annex 3 - Conditions attached after a hearing by the licensing authority

- The application for this premises licence was not subject to a hearing by the licensing authority



M. Trillo
Executive Director & Monitoring Officer



LOCAL AUTHORITY



Licensing Department
Staffordshire Moorlands District Council
Moorlands House
Stockwell Street
LEEK
STAFFORDSHIRE
ST13 6HQ

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Alstonefield Village Hall and Community Centre

Alstonefield, Staffordshire Moorlands, DE6 2FR.

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of a play
- an exhibition of a film
- an indoor sporting event
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- entertainment facilities for making music
- entertainment facilities for dancing
- entertainment of a similar description to that falling within entertainment facilities for making music or dancing
- provision of late night refreshment
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
A. Performance of a play (Indoors)	Monday to Sunday	11:00am	1:00am
B. Exhibition of films (Indoors)	Monday to Sunday	11:00am	1:00am
C. Indoor sporting event	Monday to Sunday	11:00am	1:00am
E. Performance of live music (Indoors)	Monday to Sunday	11:00am	1:00am
F. Playing of recorded music (Indoors)	Monday to Sunday	11:00am	1:00am
G. Performance of dance (Indoors)	Monday to Sunday	11:00am	1:00am
H. Entertainment of a similar description to that falling within E, F, or G (Indoors)	Monday to Sunday	11:00am	1:00am
I. Provision of facilities for making music (Indoors)	Monday to Sunday	11:00am	1:00am
J. Provision of facilities for dancing (Indoors)			



	Monday to Sunday	11:00am	1:00am
K. Provision of facilities for entertainment of a similar description to that falling within I or J (Indoors)	Monday to Sunday	11:00am	1:00am
L. Late night refreshment (Indoors)	Monday to Sunday	11:00pm	1:00am
M. The sale by retail of alcohol for consumption ON the premises only	Monday to Sunday	11:00am	1:00am

THE OPENING HOURS OF THE PREMISES

	Description	Time From	Time To
-1	Monday to Sunday	7:00am	1:20am

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- M. The sale by retail of alcohol for consumption ON the premises only

NAME, (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE

Alstonefield Village Hall & Community Centre Management Committee Alstonefield, Ashbourne, Derbyshire, DE6 2FR.

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED



M. Trillo
Executive Director & Monitoring Officer



8. Regular hirers – names and times

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Non-commercial

User	Times	Contact name
Friendship Club	See below	Mandy Turley* (07779 899 860)
Indoor Bowls	See below	Gilbert Chambers (01335 310259)
Local History Group	See below	Margaret Cohen* (01335 310381)
Parent & Toddlers	See below	Joanna Griffin* (01335 818082)
Parish Council	See below	Liz Court (07746 833910)
Parochial Church Council	See below	Val Littlehales* (01335 310322)
Pilates	See below	Victoria Turner (pilatesinthepeaks@gmail.com)
Yoga	See below	Liz Nicholls (xxxxxxxxxxxxxxxxxxxxxx)

* Committee - Representative member

Commercial

User	Times	Contact name
Threads	See below	Cathy Reavy (01335 310125)
Post Office	See below	Mark Daniels (07733 265493)

Timetable (displayed in the Hall)

Weekly calendar of regular users							
To find out if the Hall is in use or available for bookings, either go to the village website to check the online booking calendar (www.alstonefield.org/community/village-hall) or email the Booking Secretary, Jo Griffin, using the Hall's email address: alstonefieldvillagehall@hotmail.co.uk .							
It may be useful to know when regular hirers are typically in the Hall. As at January 2020, these are:							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
am	Pilates 9.30-10.30		Parent & Toddler Group	Threads (except Jul-Aug, Dec - Jan)	Pilates 9.30-10.30	Threads (except Jul-Aug, Dec - Jan)	Committee Car Boot refreshments (April-Sept)
pm	Post Office 1pm-4pm Bowls 2-4pm		Friendship Group (bi-weekly, Mar-Dec)	Threads (except Jul-Aug, Dec-- Jan) Post Office 12-2pm	Bowls 2-4pm	Threads (except Jul-Aug, Dec - Jan)	Cricket teas in season
eve	Yoga 6.30-7.30pm	Pilates 6-7pm	History Group (bi-monthly) Parish Council (bi-monthly)		Committee concerts (occasionally, instead of Saturday)	Committee concerts (monthly)	

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9. Policies:

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(a) Data Protection Policy

The General Data Protection Regulations (GDPR) came into effect in May 2018 and apply as much to charities (including village halls) as others. We potentially use personal data in a variety of ways. Examples may include:

- keeping information about trustees
- keeping information about hirers
- processing information when reclaiming gift aid on people's donations
- circulation lists for newsletters.

The Management Committee would therefore be defined under the legislation as a 'Data Controller' and we need to be aware of how the legislation applies.

As a village hall, we are exempt from any requirement to notify the ICO that personal data is processed and the Information Commissioner's Office (ICO) has said that it applies a 'proportionate' approach to charities that break the rules. Nor is the Village Hall likely to gather or process data categories subject to strict rules (racial or ethnic origin, health information or sexual orientation). Hence, in general, the risk of the committee breaking the law is low, providing the key obligations are followed, i.e.

- **personal data is held securely**
- **it is only used for the purpose for which it was collected**
- **it is disposed of when no longer required.**

However, if a breach arises, we would be expected to report this to the ICO within 3 days.

The ICO publish a full guide on their website, but guidance from ACRE is that only the following would generally apply to village halls. In summary, we should:

- Be able to identify the information we hold, its source, who holds it, who it is shared with and who is responsible for it. Those Committee members affected must have secure password protection on any devices they use and ensure they understand the Data Protection principles.
- Be able to specify the lawful basis for holding and processing personal information. Such data can quite lawfully be used (and shared within the committee) for purposes such as recording bookings, invoicing, recording trustee information, ticket sales for events etc., but we must be able to evidence (e.g. by meeting minutes) that this is the lawful purpose.
- Be able to show we have consent - if needed. While data can be held without specific consent for the purposes of managing the hall (e.g. bookings, accounts or events mailing lists), if it is used for other purposes, we would need to obtain express consent. (We would also then need to include privacy notices on forms, webpages, etc.)

Individuals also have a right to request a copy of the personal data we hold, free of charge (a Subject Access Request), which we must be able to comply with in 30 days, subject to prior verification of the individual's identity. In addition, individuals have the right to have data rectified if incorrect/incomplete and to have data erased where there is no compelling reason for it to continue to be held.

If we believe that a personal data breach might have occurred (defined as “a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data likely to result in a risk to individuals”), this would need to be reported to the ICO and in some cases to the individuals affected. We can call the ICO's helpline 0303 123 1113 for clarification if we are unsure whether something represents a significant, reportable, breach.

In terms of practical steps, the storage methods, computer equipment and other devices that might be used by different committee members can make it difficult to control data, and we need to think about situations such retirement of members, particularly people with roles such as Secretary, Booking Secretary or Chair. Information not accounted for and retrieved could, for example, result in identity theft and financial loss. As a committee, we must always be aware of such risks, and also take basic steps, including:

- using the Village Hall email address to keep correspondence separate from private matters
- providing a security-protected computer/laptop for relevant trustees, e.g. treasurer or booking officer
- checking all Committee members have password protection and malware security for any devices holding information relating to Village Hall matters
- removing information that may be displayed or available in the Hall when it is no longer appropriate for it to be retained (e.g. completed pages in the Accident Book)
- ensuring important documents such as deeds, minutes and other historical archive material is kept securely in a locked filing cabinet, in a known location.
- reviewing our procedures on a regular basis and briefing new and existing members on the Data Protection principles.

It is evident that whilst the objectives of the law are essentially common-sense and good practice, the specific requirements are not straightforward. Hence, from time to time, the Committee should raise the topic as a meeting agenda item, by referral to the ICO website (www.ico.org.uk) and/or by using the checklists and guidance in ACRE Information Sheet 14, a copy of which is available from the Chair.

Our policy is to include Data Protection as a standard agenda items in a general meeting in Q1 each year (see [9\(e\) Governance – Agendas](#)).

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(b) Equality and Safeguarding Policy

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(This is an updated version of the policy first adopted by the Committee in February 2004.)

Equality principle

It is the policy of the Management Committee not to discriminate directly or indirectly against anybody (whether committee members, volunteers, contractors, employees, Hall users or the community in general) on the grounds of race, gender, sexual orientation, age, disability, religious beliefs, political beliefs or marital status.

Committee meetings

Any committee member with a disability may be accompanied at meetings by a carer/helper, in circumstances where the meeting would otherwise be only open to members.

Access for people with disabilities

We take positive steps consistent with the Disability Discrimination Act 1995 in the design and implementation of premises and services with access to all areas and the provision of a hearing loop in the main hall. Any carer accompanying a disabled person will be allowed free admission to any ticketed function run by the Committee. Free and unfettered access is also given to Assistance/Guide Dogs accompanying their owner/carers.

Hiring charges

We seek to ensure that our hiring charges do not prevent those on low incomes accessing the hall's facilities. Where we are made aware that people attending ticketed functions run by the Committee are in receipt of State income support benefits such as Universal Credit (or the prevailing equivalent benefit), the Committee may, at the organising member's discretion, offer reduced or free admission.

Vulnerable users/safeguarding

Protecting and safeguarding people is a governance priority for all charities and the Charity Commission has stated it is a fundamental part of operating as a charity for the public benefit. We are expected to take reasonable steps to protect from harm: people who benefit from your charity's work; volunteers and any staff; other people who come into contact with your charity through its work.

We have a duty under the Care Act 2014, the Children Acts 1989/2004 and other legislation to ensure there are adequate safeguards for vulnerable users of the Hall, which could include, for example: children and young people; adults with learning difficulties or physical disability; and frail or elderly people and carers. Areas of risk might include (e.g.): abuse (physical, verbal, racial, sexual, etc.), bullying, exclusion or neglect.

The Committee is ultimately responsible for the contracts that it makes with hirers, providing a level of control over the activities of those who hire the premises.

To this end:

- We appoint one committee member (normally the Booking Secretary) to be the *safeguarding lead person*, responsible for ensuring effective safeguarding practices and procedures are in place; informing and training the Committee as needed; and for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

The named person as at January 2021 is: **Joanna Griffin** (to be reviewed yearly at the AGM).

- Safeguarding posters and/or leaflets will be on display in the premises (available from organisations on the links below).
- If concerns are raised by anyone using the premises, including children, we will follow a principle of 'listen and believe' in taking the disclosure seriously, on face value. A record must be made, using the individual's own words wherever possible, but kept confidential within the constraints of necessary reporting.
- In accepting new trustee members (or if employing individuals to work for the Hall), due consideration should be given to the individuals character, background and the role they will be undertaking. The option to carry out checks using the Disclosure and Barring Service (DBS) is always open to the Committee.
- Committee members are made aware (through this Handbook) and hirers are made aware in the Hiring Agreement, of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18 and that no children may be admitted to films when they are below the age classification.
- When undertaking risk assessments, the Committee will assess potential safety risks for vulnerable adults and children, such as their ability to read safety notices.
- No Committee member will have unsupervised access to vulnerable persons unless they have been appropriately vetted and trained.
- All hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, are required to produce a copy of their Safeguarding policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service.
- Any organisations or individuals hiring the Hall for activities where Ofsted registration is required should show their registration and evidence of their own Child Protection Policy.
- If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.
- Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.

If any member spots something that causes concern, it is important to take action even if unsure as those you could be helping may be more vulnerable and less able to protect themselves than others. Staffordshire has a local Safeguarding Board (links below). However, in an emergency, always **call 999**. For all non-emergency concerns, the safeguarding team in Staffordshire can be contacted as below:

Children: First Response Team (FRT) - 0800 131 3126
(Between 8am and 5.30pm and 4.30pm on a Friday)
Or Emergency Duty Service (EDS) - 0845 6042 886
(Outside of 8am and 5.30pm)

Adults: Vulnerable Adult Referral 0345 604 2719

Note: Alternative number for adult referrals (e.g. out of hours) 0345 604 2886

Links:

- Staffordshire Safeguarding Children Board: <https://www.staffsscb.org.uk>
- Staffordshire & Stoke on Trent Adult Safeguarding Board: <https://www.ssaspb.org.uk>

More information

The ACRE Information Sheet 5 Safeguarding provides more information and is available from the Chair if needed. Further information and training can be accessed, through our membership of Support Staffordshire (refer to [Handbook section 13. Support organisations, memberships and information sources](#)).

Review of this Policy

As this is very much a principle-based policy, it should not need to be reviewed on an annual basis, but it should be regularly monitored by the *safeguarding lead person* (see above) and all Committee members in terms of:

- any changes in the law or guidance that comes to their notice and
- any changes in the reporting procedures (phone numbers etc.)

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(c) Environmental and Sustainability Policy

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Principles

The Committee is committed to carry out its activities with environmental and sustainability priorities in mind, and will seek to positively ensure that adverse impacts do not occur, by integrating environmental and sustainability considerations into the decisions it takes on all aspects of village hall operations.

We will...

On energy and fuel:

...endeavour to use the minimum quantities of energy possible, consistent with the safe and efficient operation of heating, lighting and other energy-fuelled equipment used, by monitoring consumption and eliminating or reducing excessive or unnecessary use.

...regularly review our use of energy sources and appliances, not only in terms of general efficiency but also in terms of environmental impact.

On water

...use water resources as efficiently as possible and monitor for unnecessary use, e.g. through avoiding unnecessary flushing of urinals when the hall is not in use; and by using appropriately-sized water heaters to avoid excessive use.

...use porous surfaces where possible whenever outside works are undertaken, to increase ground water retention and reduce run-off onto adjoining roads with associated wastage.

On transport to/from the premises

... endeavour to source goods and services from local or regional suppliers, to minimise carbon emissions from transport.

...actively encourage Hall users to walk or cycle to the premises where possible, and provide secure cycle stations. [In hand as part of car park project.]

On waste and pollution

...avoid creation of waste as far as possible and encourage re-use and recycling of resources.

...dispose of waste through safe and responsible methods.

...consider the lifetime costs of materials and goods when making decisions on purchases, services and maintenance or building projects.

...ensure Committee members are aware of the need to avoid liquids that may be pollutant entering the drainage system and having appropriate signage to remind hirers of this risk.

On the environs

... be sensitive to the impact of our activities on the local environment and take every opportunity to conserve and enhance the natural environment of the Village Hall site.

...consider the conservation and promotion of local biodiversity in all its activities, but particularly with regard to the management of its land including the adjoining garden.

Regular review

The effectiveness of this Policy will be routinely reviewed by inclusion as a standing item on Committee meeting agendas annually in Q4.

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(d) Financial Policy

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Why do we need this policy?

As a village hall charity, the Committee is, in effect, managing a business where the principal income is from hiring out the hall and the main expenses relate to the cost of maintaining the building as a welcoming venue for community activities. To achieve this, we must have a degree of planning, based on how we want the charity to operate to continue meet its objectives, whilst taking proper account of risks and the framework of law under which we operate. Decisions taken in meetings must be financially prudent and carried through in a proper manner.

Obligations on the trustees

As a charity, we are subject to the requirements of the Charity Commission. They have produced a '5 minute guide' on **Managing Charity Finances**, which can be found [here](#).

We are also bound by our [Constitution](#), which contains three main requirements:

1. income (including donations) must be paid into a trust account and only used for outgoings needed to support the objects of the charity (e.g. insurance, maintenance, repair, rates, taxes)
2. money not needed for immediate working purposes must be invested in the name of the Custodian Trustee in trust for the charity (see below – [Reserves](#))
3. a report and accounts covering the preceding year must be presented to the Committee at the AGM.

Over-arching these constitutional requirements is the obligation on all charity trustees to protect the property of the charity, so it is essential that there are adequate internal financial controls over our assets and their use. We should adhere to guidance provided by the Charity Commissioners and [ACRE](#), such as Information sheet VHIS-41 (see below), by:

- keeping proper records, with annual accounts being prepared
- arranging for the accounts to be subjected to external scrutiny
- formally approving the annual report at the AGM.

Treasurer and oversight

Although all committee members are jointly responsible for the charity's financial management, we should always seek to elect one member to be Treasurer to maintain accounts and produce a year-end report. These are examined prior to the AGM by an independent person, as required by Charity law for charities with a gross income of more than £25,000 (a threshold we exceeded in the 2019/2020 financial year) – see CC32)*. The threshold is subject to change from time to time as the regulations made under the 2011 Act are updated. This is currently:

Dr Alan Barnard, Chapel House Farm, Alstonefield (To avoid the need for an engagement letter and other implications explained in CC32, Alan does not charge for his services expressly; rather, he has discretionary, complimentary entry to village hall events.)

n.b. As members of Support Staffordshire, we have the option of using their Finance Team for this task, at a cost of c£250 (correct as at Jan. 2021). Contact details [here](#).

Details of our income and expenditure are submitted online to the Charity Commission using password[Gc3fpcm4] [here](#) (this must be within 10 months of our financial year end, i.e. by end

of January). The information is publicly available. The audience for the Annual Report is therefore not just the Committee, Hall users, funders and donors, but also the wider public who may have an interest in what we do and what benefits we bring to the community.

A statement of our current financial position is a fixed agenda item on all general committee meetings, so that we can monitor our financial position, manage cash flow and take timely corrective action where needed. This might, for example necessitate a review of the sources of our income; and a strategy to raise the funds from new sources. The format of the agenda item should be consistent and include:

- a list of payments and receipts since the last report
- balances on all accounts
- any movements between accounts
- plus, ideally, a summary of any significant variations from our budget for the year.

Accounting records are kept for a minimum of 6 years, although in practice we archive summary paperwork with other records, indefinitely. See more on Accounts [below](#). A copy of the latest year's accounts is included in this Handbook (see AGM Minutes and accounts [here](#)).

(*Note that below £250,000 income, accounts do not need to be formally audited.)

Expenditure:

(i) Main costs

Our total expenditure in a year is approaching £10,000, equivalent to c.£27 a day. The following points should be borne in mind.

- **VAT:** *Charities pay VAT at a reduced 5% rate on heating oil and electricity, which applies to the next two items. (Even if we were not a charity, the reduced rate would almost certainly apply because of our 'small-scale use', i.e. up to 1,000 kilowatt hours of electricity a month or a delivery of 2,300 litres of oil - more information on Gov.uk [here](#).)*
- **Heating oil:** This is currently our largest expense, averaging over £1,000 p.a. over the last 6 years ([see chart](#)). A Honeywell wifi enabled thermostat controller was installed in April 2021, enabling the Booking Secretary and other committee members to control the heating from a mobile device.
- **Electricity:** This is currently with Western Power, arranged via [Clear Business](#), on a fixed-rate basis, until August 2021.
- **Insurance:** We have specialist village hall cover ('VillageGuard') through Allied Westminster brokers, which renews on 23 March. It is subject to a Long Term Undertaking until 2021 (giving a 7% discount), and costs £715.67p.a., currently. More information [below](#).
- **Broadband and phone-line:** We maintain a landline (01335 310516 - mostly for emergency use – see Health & Safety [here](#)) and a high standard of fast broadband with Wifi throughout the premises. It was upgraded in 2018 when we also switched to a contract with PlusNet that avoided the problem we were having with excess-use charges. The contract will need to be reviewed from time to time, for competitiveness.
- **MusicLicence:** Formerly PRS/PPL, allowing us to have recorded and live music on the premises. The tariffs for each element are both based on the Hall's income (excluding donations, grants, bank interest, etc.), defined as including "door takings; the net

contribution from food and bar takings; and all hiring charges” as follows:

- PRS (for live performance) is 1% of income (as defined), subject to a current minimum of £52, and provided ticket prices are **less than £20**.
- PPL (for recorded music) is an additional 1% of income, or £53.50 if our income falls below £10,000.

Note that we are able to apportion the pure ‘live music’ part of this cost more fairly for all Hall users, through our concert accounting procedure - [see below – concerts](#)).

- **Business rates:** Although Business Rates apply to village halls, as a charity we are entitled to 80% mandatory rate relief, provided the premises are used “wholly or mainly” for charitable purposes. A further 20% discretionary relief is available from District Councils, on application. (As at December 2020, we receive full relief.) We should take care in hiring the hall to commercial users, to ensure that the activity is clearly seen as part of the Hall’s fund-raising strategy and we do not lose the rate relief by, in effect, inviting onto the premises a private business. More information on Staffordshire Moorland’s website [here](#).

For reference, our account number is 01844009 and our rateable value is currently £4,150 (ref.399491) – see Valuation Office on Gov.uk [here](#).

- **Water and sewerage:** Charges are made by Severn Trent Water company (there is no relief – either mandatory or discretionary – for charities).
- **Cleaning:** Our cleaner, Pauline Hambleton, is paid by invoice, and we intentionally do not provide any kind of schedule of work or require the use of specific equipment, to avoid any risk that she might be regarded as an employee. (Nonetheless, she is covered by the Hall’s [Employee Liability](#) insurance.)

(ii) Expenditure controls

In relation to expenditure, a sensible level of controls protects the charity and individual trustees by providing evidence of a process to mitigate any charge of failing to protect our funds.

Our policy is that expenses **above £250** require prior Committee majority approval (which may be my email rather than waiting for the next meeting). A minimum of two quotations must be obtained for items of expense likely to exceed **£1,000**. For larger projects likely to exceed **£5,000**, a minimum of three quotations must be obtained.

All cheques or other disbursements (e.g. bank transfers-out) require signature/ authorisation by two people – currently **Debs Railton** and **Joanna Griffin**. It is not permitted for cheques to be pre-signed for convenience – they should be fully made out before signing and checked by both signatories against the actual invoice being paid, the invoice endorsed with the cheque number, marked PAID, dated and initialled by both signatories. [\[DEBS - process for online payments?\]](#)

Cash transactions should be kept to a minimum due to the difficulties that can arise in establishing correctness. When it is necessary for any Committee member to make cash payments of small amounts, this should be paid out of a petty cash float specifically kept for such payments, with details recorded in a petty cash book. Any balance (or ‘float’) should be kept securely. This should be limited to a **maximum of £100** or, if this is impractical, regular checks on the float and accompanying record must be made by a committee member (or other authorised person) independent of the person who maintains the petty cash.

At the end of the financial year, the Treasurer will need to account for all petty cash that individual committee members might hold, before the accounts can be approved, and prior to submission to the Charity Commission.

Where committee members pay for items and wish to claim reimbursement, these must be:

1. requested with a dated signature;
2. supported by a clear description of the nature, date and amount; and
3. accompanied by a receipt.

(n.b. this was an express demand from our independent examiner in 2014).

We recognise that no system of controls can guarantee that a charity will be totally protected against abuse. If reasonable controls are in place then trustees are unlikely to find themselves in the position of having to make good any such loss. However, to provide protection for Committee members, we always seek to include Trustee Liability cover in our general insurance cover (see [Insurance](#) below).

Balancing the books

(i) Hiring the Hall

The whole purpose of the Village Hall is that it should be used by local groups for different activities that will benefit the community. Within limits, it can also be used by commercial users or by bodies such as the District Council for election purposes or other purposes. These should provide the core income for the Hall in terms of hire fees. (For information on how we set hire charges and conditions on how the Hall may be used, refer to [8\(f\) Hiring Policy.](#))

N.B. As a control, the hirer should be issued with a dated invoice on Village Hall headed stationary, with a copy given to the Treasurer to whom payment will be made.

Donations

The Village Hall is fortunate to receive occasional donations, perhaps as a bequest from someone who lived in the village or benefited from the Hall in some way. We also ask for donations for use of the car park, which has proven a steady and useful source of income in recent years.

Gifts of cash to UK charities by individuals (or organisations) that pay UK income/profits tax are eligible for relief that enables the charity to recover the tax deemed to have been paid on the amount donated. We must ensure we have a **Gift Aid** declaration for each donor, to show they have been made aware of the personal tax implications (the form is on the Hall's page of village website [here](#)). The Treasurer keeps records of the donors, the amounts, and their declaration forms. We are also able to claim gift aid through the small donations scheme for car park and book donations, for up to 10 times the gift aid claimed in the same financial year (see minutes May 2017). Claims are made online via Gov.uk [here](#).

Gift aid can only be claimed on monetary donations, not physical items, e.g. the Yamaha piano that was donated in 2017 (by the family of the late Albert Hibbert, the last school headmaster).

(ii) Fund-raising

In common with most village halls, our yearly expenses these days are generally greater than the income we generate from hiring fees and donations alone (see [2. Overview](#)). In addition, we need to provide for unknown contingencies and expected future expenses such as building maintenance, kitchen improvements, boiler repairs, car park re-surfacing, etc.

Consequently, the Committee needs to raise other income and maintain [reserves](#) from sources such as grants and our own fund-raising activities. For the past few years, the main activities generating a significant part of our income (excluding grants) have been:

- refreshments served at car boot events
- monthly concerts

Regarding **car boot refreshments**, these are currently dependent upon car boots themselves continuing, which is not certain following the death of the previous organiser Bryan Allen in 2019. The position on this will be updated in this Policy as soon as possible. For 2020, it is also likely to be severely impacted in any event by the Coronavirus, which will prevent car boots starting until the Government relaxes its social distancing measures.

Regarding **concerts**, although these are a form of fund-raising, the accounting requirements are not quite the same as, say, a coffee morning (or car boots), where normal practice is to 'ring-fence' income and expenses as a single profit figure for the event. For concerts, the ticket sales must be recorded in the accounts as income, along with with the *net* proceeds from bar, food, raffle, etc*. Costs of running the event, such as the performer's fee, the sound technician's charge and items such as hospitality, must be recorded as fund-raising/concert expenses.

* This accounting basis is that used by the PRS/PPL in calculating the MusicLicence tariff, resulting in a charge that reflects door takings without deducting the associated costs. They also apply the charge to the hall's general hiring charges, i.e. it is effectively 2% of all our income, (excluding donations, grants and bank interest), amounting to (just under £300 in 2019/20). For this reason, it is our policy (from 2021) to ensure ticket prices are sufficient that we can include a notional % deduction in performers' fees, in order to apportion that part of the tariff that is incurred solely because of concerts more fairly across all Hall users. An example of the calculation basis used for concerts can be found in the Appendix [below](#).

(iv) Electronic payment/card reader

The Hall has a Sumup machine that allows for most types of electronic payments (credit and debit cards, mobile phone, etc.) Payments are made directly to the Hall's Yorkshire Bank current account, subject to a commission deduction of 1.69% (as at December 2020). There are no other fees. The Sumup account is currently in the name of the Chair, Martin Snodin, who holds the email/password combination.

(v) Trading

In theory, there is nothing to prevent the Committee from raising funds by more regular trading activity (known as 'non-primary purpose trading') such as a community café or running a permanent bar. However, we would need to ensure there is no significant risk involved, such as being liable for possible bar debts. If food is served, we would almost certainly also need to register with the local authority as a 'food business', which we do not currently do (see [9\(f\) Health and Safety](#)).

N.B. Under Charity Commission rules, use of the hall for private parties, one-off public events (e.g. art or fashion sales) and commercial bookings are classed as **fund-raising**. For this reason, commercial use needs to be carefully balanced with our charitable aims, which should be focused primarily on community activities, which is therefore reflected in the [Hiring Policy](#).

Similarly, careful consideration must be given before agreeing to commercial use on a permanent or semi-permanent basis for a particular purpose (e.g. shop, café, or Post Office), such that the premises cease to be available for everyone.

(For more information, refer to the Charity Commission's publication, **Village halls: answers to some common questions**, available from the Chair on request.)

(v) Grants

There are many sources of grants, which are ever-changing. Local authorities (Staffordshire Moorlands in our case), government bodies (e.g. arts or Lottery funding) and other bodies including large companies such as GlaxoSmithKline, have a mix of permanently available and one-off grants, so we need to monitor availability all the time. Various agencies can provide a route to information and advice, such as [ACRE \(Action with Communities in Rural England\)](#) and [Support Staffordshire](#) (we are members of Support Staffordshire). There are also resources such as [Funding Central](#), which collates all sources of funding and offers an email alert service.

All committee members are encouraged to keep an eye out for potential grant sources.

In the past, we have been successful with grants from a range of sources, such as:

- ✓ Staffordshire Moorlands Community and Arts Grants
- ✓ Staffs Community Council – Village Hall Capital Grants Scheme (no longer available)
- ✓ Garfield Weston (www.garfieldweston.org) (provided £5,000 for the 2011 hall extension)
- ✓ Comic Relief ('Robbie Williams' Fund, £5,000 in 2013 to replace the boiler)
- ✓ Locally, the Leadenboot Committee – various sums.

Around the time of the millennium, a number of grants were received, such as £5,000 from Millennium Festival Awards for All (which paid for the windows); just over £5,000 from the Single Generation Fund/Sure Start (for the oak storage cupboards and £200 towards a ceilidh) and Advantage West Midlands (£1,000 for marketing – new outside signs).

Many of the largest funders such as the National Lottery or corporate organisations have strict verification processes that require evidence of good governance, e.g. a Constitution; legally required policies (such as health & safety, equality, safeguarding and data protection); the latest set of accounts; and recent bank statements, in the correct charity name.

One kind of funding worth considering is to seek support for **specific projects** aimed at groups of users representing the needs of a particular section of the community, such as elderly or disabled people. Apart from bringing potential immediate benefits to those users, which is consistent with our charitable aims, there could also be a longer-term financial contribution to the Hall's funds from their ongoing use of the premises.

Applications for grants can take a long time to put together but the effort can be worthwhile even if we are not successful because it builds experience in making future applications. No single Committee member has the responsibility for grant applications, but they should be coordinated through the Treasurer in the first instance.

Accounts

Our accounting year runs to 31st March. As a charity with income below £250,000, we can prepare accounts on a 'simple' basis, which is essentially a summary of receipts and payments for the year and a statement of account balances or other assets at the year end.

It is our policy to keep a maximum of **£5,000** in the current account for working purposes, to limit exposure to external fraudulent activity. Current account details:

Yorkshire Bank
Sort Code: 05-08-03
Account: 21824566

Balances over this amount are to be deposited either in a deposit account or, if funds permit, in a reserves fund (see Reserves below), sometimes referred to as a refurbishment or sinking fund. These are currently:

XXX Bank (for general deposits over and above amount needed for working purposes)

Sort Code:

Account:

XXX Bank (for reserves/refurbishment)

Sort Code:

Account:

Reserves

[Note that under the current Constitution, the above two accounts should be in the name of the Custodian Trustee (the Charity Commission) but we have not done this in the past. Rather than doing so now, we should look to change the Constitution (see [Overview](#)).]

We are required to state in our Annual Report whether or not we have a reserves policy and, if so, what it is. If we have a large surplus being carried, forward, we would need to explain:

- what we consider to be an appropriate level of reserves
- how much we have in reserves
- why we need to hold reserves, e.g.
 - to meet anticipated variations in income and expenditure
 - to meet meeting known future needs* such as replacement and refurbishment
 - to cover identified (uninsurable) risks or unpredictable emergencies such as pandemics, resulting in significant loss of normal sources of income.

* If some of a reserve has been designated for a particular purpose, that should be stated, with an indication of when such reserves will be spent.

It should be noted that the Hall's income has several times been affected by external events that could not have been easily foreseen, e.g. foot-and-mouth disease in 1967 and 2001 and the Coronavirus Covid-19 pandemic in 2020.

Insurance

We obviously need to insure the Hall's assets, and any potential liabilities from third party claims (and we are obliged to do so under charity law). Hence the management committee is insured for loss, theft or damage to the building and contents by fire or most forms of accidental damage. The current amounts insured and the full range of covers can be seen in the 2 schedule pages below. (For a fully copy of the insurance documents with all terms and conditions, please contact the Chair or Secretary.)

The cost of re-building has been formally reviewed several times, such as in 2007 and then a decade later after the extension was built. It is index-linked, so there is no need to have regular valuations, but it should nevertheless be considered by the Committee annually in Q1 (before the renewal date) along with other values such as contents in the Hall.

Details of the current specialist broker and insurance provider are:

Agent: Allied Westminster Insurance Services Ltd.

Allied House, Holgate Lane, Boston Spa, LS23 6BN, telephone no 01937 845245; email: insurance@alliedwestminster.com (www.villageguard.com)

Insurer: Aviva - Policy No. _VH 88/0047440/BS73272 Due Date of Renewal __24.03.2021

(The policy is currently subject to a 5 year Long Term Undertaking that helps maintains premium levels, but this expires at the 2021 renewal.)

Insurance is also referred to in section 4(i) of our [Health & Safety Policy](#).

For additional guidance on financial controls, refer to **ACRE Information Sheet 41 Accounting and village halls** (the Chair can provide a copy on request).

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**THIS SCHEDULE FORMS PART OF YOUR
VILLAGE HALL INSURANCE POLICY**

If the information in The Schedule is incorrect or incomplete or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any facts or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant facts may invalidate Your policy, or may result in the policy not operating fully.

Policy Number: **VH 88/0047440/BS73272** MASTER POLICY NUMBER: **24166446CHC**
Insurer: **Aviva, except for Legal Expenses (if selected), covered by DAS**

Insured Name: **Alstonefield Village Hall Committee**
Hall Name: **Alstonefield Memorial Hall and Community Centre**
Effective Date: **24/03/2020** Expiry Date: **23/03/2021** Business Description:
Risk Address: **Alstonefield Memorial Hall and Community Centre Village Hall**
Beresford Lane
Alstonefield
ASHBOURNE
Derbyshire
DE6 2FR

PREMIUM DETAILS

Premium Net:	£621.13	Total Payable:
Insurance Premium Tax:	£74.54	
Administration Fee:	£20.00	
		£715.67

COVER DETAILS (*Indicates Cover supplied as standard with this policy)

Cover	Limit of Cover	
Buildings Sum Insured	£367,505	Excess: £250
Oil Tanks and Contents	£2,500	Excess: £250
Buildings All Risks	Yes	Excess: £250
Subsidence	Yes	Excess: £1000
Underground Services	Yes	Excess: £250
*Greens and Playing Surfaces	£2000	Excess: £250
Playground Equipment (Including Liability)	Not Insured	
Contents Sum Insured:	£11,533	Excess: £250
<small>(Furniture, Fixtures and Fittings and All Other Contents, including up to £2,000 Computer and Electronic Equipment and up to £5,000 for Property at fundraising and catering events, if applicable)</small>		
Contents All Risks	Yes	Excess: £250
*Defibrillator Cover (In addition to Contents Sum Insured)	£5,000	No Excess
*Freezer Contents	£500	Excess: £250
*Stock of Wines/ Spirits	£1,000	Excess: £100
Computer and Electronic Equipment if over £2,000	Not Insured	
Marquee (1)	Not Insured	
Marquee (2)	Not Insured	

Specified items:

(Cover is in Addition to your Contents Sum Insured and the Contents Section Excess Applies)

Value

NONE

£0

Items Specified that do NOT belong to the Village Hall

(Cover is in Addition to your Contents Sum Insured and the Contents Section Excess Applies)

Value

£0

All Risks Items: items covered away from the Village Hall

(Cover is in Addition to your Contents Sum Insured and the Contents Section Excess Applies)

Value

£0

Cover**Limit of Cover****Trustee Indemnity:****£500,000****Excess: £250**Annual Income:

Final Day of Accounts:

Period of Accounts:

The trust deed, constitution or, charity charter allows you to have Trustees Indemnity Insurance

Your accounts have been examined by a suitably qualified independent person

You are not aware of circumstances or incidents where there is a reason for future claims

Money and Assault:**£2,000.00****Excess: £100 Assault limit £25,000****Loss of Revenue****£12000****...Indemnity Period (Months)****12****Public Liability****£10,000,000***** ...including Libel and Slander****£100,000***** ...including Hirers Liability****£2,000,000****Employers Liability****£10,000,000****FULL TIME PAID employees if 3 or more:****0****Employee Dishonesty****£25,000****Excess: £250****Personal Accident****5 Units. Per Unit of Cover: Cover for Accidental Bodily Injury with the following benefits £5,000 in respect of death, permanent loss of sight or hearing, permanent loss of limbs. £50 a week Temporary Total Disablement, £25 a week Partial Total Disablement. Excess: 1 week.****Legal Expenses****Not Insured****Loss of Rent****Not Insured****...Indemnity Period (Months)****N/A****Loss of Licence****Not Insured****...Indemnity Period (Months)****N/A****Terrorism Cover****No****Policy Number****VH 88/0047440/BS73272****Effective Date:****24/03/2020****Page 2 of 5**[Return to Contents](#)

(e) Governance Policy

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The following should be read in conjunction with the Constitution ([here](#)).

Governance arrangements for the Committee are based on:

- a) its Constitution, which requires a Management Committee to be established, to ensure proper and effective use and running of the hall; and
- b) charity law, which among other things requires the committee to annually declare its trustees, produce a set of accounts and a trustee's report.*

* The Charity Commission has produced a '5 minute guide' on **What to Send to the Charity Commission and How to Get Help**, which can be found [here](#).

Trustee declaration

To ensure as far as possible that Committee members are eligible to be trustees (e.g. have not been disqualified by law from doing so), all existing and new trustees are required to sign a Declaration (sample below) at the first meeting after each AGM. A hard copy of this Handbook is provided or, if preferred, trustees may access it digitally via the village website. This Handbook includes Charity Commission guidance on the eligibility requirements on trustees ([here](#)), which all Committee members are expected to read and adhere to.

Declaration by Committee member

Name of Charity: Alstonefield Village Hall Committee

Charity Registration No: 22892

I have received and studied a copy of the original Constitution* of the charity and support its purposes. I realise that, as a member of its Committee, I am one of the charity's trustees, and I understand the duties and responsibilities involved, as described in the Charity Commission leaflet **CC3 The Essential Trustee: What you need to know**. I am not under 18 years of age and am not disqualified* from serving as a member of the Committee, and, in the event of my becoming disqualified, will take no further part in the affairs of the charity whilst such disqualification lasts.

Name:	
Signed:	
Date:	
Home address:	
Tel No(s): (optional)	
Email:	
Date of birth:	

Unless stated as optional, this information is required for completion of the Charity Commission's annual return.

* The Charities Act 1993 lists disqualifications as: (a) an unspent conviction for an offence involving dishonesty or deception; (b) an undischarged bankruptcy; (c) an undischarged composition or arrangement with creditors; (d) having been removed from the office of charity trustee by the Charity Commission or the High Court; (e) being subject to a disqualification order under the Company Directors' Disqualification Act 1986.

A list of trustees with information such as email addresses is provided online to the Charity Commission as part of the annual report and accounts submission process. (More information on the trustee reporting requirements can be found in ACRE guidance IS11, available from on request from the Chair.)

Management Committee

Under our current Constitution, the Management Committee comprises the following:

- a) - a representative from the Parish Council*
 - a representative from the Parochial Church Council
 - 4 representatives of local user groups, agreed by the Committee at the AGM
- b) 4 local volunteers, elected at the AGM
- c) Optionally, up to 4 additional co-opted volunteers (who may be co-opted at any meeting).

The committee is therefore complete when there are 10 members, but it can be up to 14. (The Constitution also allows an additional representative member, by a resolution to that effect.)

Committee members are automatically trustees of the charity known as 'Alstonefield Village Hall Committee'. Members are collectively and individually responsible for the day to day management of the charity, in accordance with the Constitution, and charity law. Representative members are entitled to put their group's views but, if there is a clash, must always act in the best interests of the charity.

All members retire from the role automatically at the end of the following year's AGM - but they may be re-elected/re-appointed.

Constitutionally, we are only required to elect - at the meeting following the AGM - a Chair ("chairman" in the Constitution), and a Vice-Chair if we so wish. There is no explicit obligation to elect other 'officer' roles but it is our policy to elect, as a minimum, a Treasurer because of the importance of accuracy and continuity in accounting practices. It is also implicit in (6)(2) of the Constitution that we will have a Secretary, but do not appear to be obliged to do so. Hence we can decide after each AGM whether to elect roles such as Secretary, Booking Officer, etc.

** The Parish Council have declined to nominate a representative member since 2018, which creates a difficulty in terms of the current Constitution – [see Constitution footnotes in 2. Overview](#).*

Meetings

Committee members are expected to attend all meetings when they are able, so that they have a full knowledge of how the charity is run, its financial situation, what decisions are being made, and why. More importantly, all members should be able to express their thoughts and ideas on how we can continue to successfully manage this vital village asset. (If you are a representative member and cannot attend any meeting, a substitute may attend meetings in your place, but they are not trustees and would not be able to vote.)

NB. Given the current Coronavirus experience, when we alter our constitution, we need to state whether meetings must be held in person or whether video or telephone conferencing or other methods of communication may be used. [Charity Commission: "*If your governing document requires meetings but does not provide a definition of this, the people attending must be able to see and hear each other (this includes video conferencing). If your governing document does not provide a suitable means of communication for a meeting, you should consider amending the governing document. (<https://www.gov.uk/guidance/charity-meetings-making-decisions-and-voting>)."] It could state something like this (source: Charities and meetings CC48):*

"In this [constitution] the expression 'meeting' includes, except where inconsistent with any legal obligation:

- a physical meeting;
- [a video conference, an internet video facility or similar electronic method allowing simultaneous visual and audio participation]; and
- [telephone conferencing]."

General meetings are held approximately four times a year, with an AGM in April or as soon as possible afterwards, following the end of the charity's tax year on 31 March (i.e. allowing time for accounts to be prepared and approved). This is significantly greater than the minimum requirement in the [current Constitution](#) (two general meetings per year), although for many years they were held monthly.

Anyone over 18 from the parish of Alstonefield is entitled to attend and vote at the AGM.

Decision-making (general meetings) and quorum

The Charity Commission has produced a '5 minute guide' on **Making Decisions as a Charity**, which can be found [here](#).

The constitutional minimum quorum requirement is one-third of all members present (although this would need to be rounded up by 1 if needed, e.g. a quorum of 3 would be needed if 7 or 8 members are present).

Our policy is that no decision may be taken without a sufficient quorum, which may mean - and this is not covered in the current Constitution - changing the order of agenda items if any member is not present for the whole meeting.

If low turn-out at meetings causes problems with the quorum (or if particular members are more dominant than others), consideration may need to be given to increasing the minimum quorum by resolution, in order to 'force' an increased membership and/or or greater attendance.

All decisions must be made by majority agreement; the Chair has a casting vote if necessary. There is no requirement under our Constitution (or charity law) for any decisions or 'motions' to be formally proposed and seconded; it is only necessary for decisions to be based on the view of the majority.

Agendas

The agenda for general meetings must be issued at least 7 days in advance and include:

- Apologies (from members who have expressly stated they cannot attend)
- Members present (there's no need to record absentees)
- Minutes of the last meeting (giving everyone an opportunity to say if they think the minutes are inaccurate, so they can be corrected before being signed as a correct record by the Chair).
- Items carried forward from previous meeting (unless included as Items to discuss)
- Financial update (Treasurer's report)
- Standing items (fire extinguishers, emergency lighting, first aid, general maintenance, utilities and scheduled items – see below)
- New items to discuss (items notified to the Secretary by members; correspondence)
- Any other business
- Date of next meeting

From time to time, additional items must be scheduled, approximately as per the timetable below, i.e.

- Election of Chair, member declines (first meeting after AGM) – more information [here](#)
- Risk assessment (during Q4, for publication by end of year) – more information [here](#)
- Data protection (during Q1) – more information [here](#)
- Insurance valuations and covers (Q1) – more information [here](#)
- Marketing (during Q1) – more information [here](#)
- Health & Safety (first meeting after AGM) – more information [here](#)
- Hiring Policy (first meeting after AGM) – more information [here](#)

- Environmental & sustainability

– more information [here](#)

The Chair should ensure sufficient time is given to each item but may also wish to place a time limit, so that all items can be covered before a scheduled finish-time for the meeting.

Apart from ensuring there is a record of all attendees, the agenda for **AGM meetings** comprises just three important items:

- a report on the preceding year (usually by the Chair)
- an end-of-year financial report (by the Treasurer)
- committee membership* for the following year.

Other items may be included if appropriate, but these may be better left to the following general meeting (which often follows-on immediately after the AGM).

The AGM agenda must be issued to all members *at least* 14 days in advance, as required by the Constitution – but ideally one month in advance - and displayed on village noticeboards and the village website, inviting the public to attend. This period also allows time for new or existing user groups in the village to put forward a representative member (the Constitution provides for appointments to be made by user groups up to one month before the AGM, so it is courteous to contact all existing or potential users in good time).

* All members are technically retired from their committee roles at the end of the AGM but may be re-appointed or re-elected if they are willing to remain members. Representative member nominations and elected members for the following year need to be confirmed. Co-opted members may also be appointed. See above [Management Committee](#).

A template in MSWord for general and AGM agenda is available from the Chair on request.

Minutes of meetings

If there is no elected secretary role in place (see [above](#)), a member from those present must be nominated to take minutes, which are the legal record.

Minutes should be seen as notes to remind everyone what was discussed and agreed, with no need for them to be lengthy or with perfect grammar. They primarily need to record clearly and simply what **decisions** were made and **who** is going to carry them out, if applicable. However, they should be sufficient to inform those members who were not able to attend the meeting. At the beginning of every meeting, minutes from the previous meeting should be signed by the Chair, as an agreed correct record.

Where a majority vote is taken to reach a decision, the identity of the majority voters should be recorded.

The minutes should be circulated by email ideally within 2 days of the meeting, providing an opportunity for any errors or omissions to be corrected while still fresh in people's memories. Where this is not done, an opportunity is in any event given for the minutes to be read, checked, and amended if necessary, at the start of the next meeting (see **Agenda** above).

A template in MSWord for general and AGM minutes is available from the Chair on request.

Nominated Committee member responsibilities

Committee members with specific responsibilities for the various aspects of Health & Safety must report to the Committee at each general Committee meeting (see [Health & Safety Appendix 4](#) and **Agenda** above).

Other communications

Communications between Committee members may be done by email, but no decisions may be taken without a majority vote, and these must be validated and recorded in the next meeting.

In using email, care should be taken not to include personal data on individuals (refer to our [Data Protection Policy](#)).

Wherever possible, non-Committee members wishing to contact us by email should be encouraged to use the Village Hall's email address: alstonefieldvillagehall@hotmail.co.uk.

Publicity and documents

As a registered charity with a gross income of greater than £10,000, we are required to state that we are a charity on publicity and documents such as posters for events, letters, invoices, receipts, etc. The words: **Registered Charity No. 228929** should be included. (See Charity Commission www.resourcecentre.org.uk/information/charity-reporting-and-accounts or refer to ACRE guidance VHIS-41, available from the Chair on request.

Records

Records should be retained of all meetings where decisions are taken (without time limit). The Minute Book (as referred to in the [Constitution](#)) can be separate typed pages rather than a bound 'book' but pages for each meeting should be numbered.

Hard copies of Minutes of past meetings and related documents are kept in a filing cabinet on the first floor of the Village Hall. Whilst most of our past Minutes are now archived in digital format (available on request from the Chair), it is not permissible for the principal record to be stored only digitally – see [Charity Commission CC48](#).

These days, a great deal of documentation and copies of Minutes are circulated and retained by Committee members electronically on computers and other devices. This can present issues with protection of information on individuals – refer to our [Data Protection Policy](#).

Minutes of general meetings do not need to be made available to the general public.

The village hall land was registered (title SF543998) in 2008 – and the Old School Garden in 2009 (title SF552120) - by Flint, Bishop & Barnett in Ashbourne, who hold copies of various legal documents such as the land title deeds. The last alteration to the deeds followed the sale in 2014 of the strip of land adjoining the neighbouring property, when Flints advised records would be stored until May 2020.

Further back, the old Institute's land was sold, in 1991, to the Peak District Rural Housing Association for £1,000, the conveyancing solicitors being Taylor, Simpson & Mosley in Derby.

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(f) Health and Safety Policy

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Appendices

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1. Statement of Policy

The Management Committee is committed to ensuring that:

- the facility is safe for all users and that any evident damage, faults, wear and tear or other concerns that could pose a hazard to anyone using the facility are dealt with. The Committee will in particular:
 - at least every two years, assess potential hazards and the risk of these occurring;
 - take steps to mitigate and minimise the above.
- it complies with all health and safety legislation and acts positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations;
- those hiring or visiting the premises are appropriately informed on safety matters and formally accept the Conditions of Hire.

The management committee will:

- issue all trustees with a copy of this Policy and ensure its contents are discussed at appropriate intervals at Committee meetings and, in any event, when there are changes to the Committee members.
- make all hirers aware of the Policy and make clear reference to health and safety matters at the time of booking.

2. Legislation

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The over-arching Health and Safety at Work Act 1974 applies to all premises to which the public and volunteers have access and the Management Committee is committed to ensuring that this Act is adhered to (including maintenance of a Health & Safety Policy as required by the Act). However, there is other legislation with which the Committee must also comply, which creates specific obligations in respect of matters such as:

- the need for appropriate risk assessment
- an Accident Book and first aid equipment
- provision of protective equipment (e.g. gloves)
- risk assessment for hazardous substances
- risk assessment for fire hazards
- electrical and water equipment
- asbestos
- food safety

A list of current applicable legislation is in Appendix 1.

Legislation can, of course, change. To ensure the Management Committee is aware of any changes, the following practices are adopted under this Policy:

1. The Secretary will subscribe to email alerts from the Charity Commission and the National Council for Voluntary Organisations (NCVO), and bring any potentially relevant matters to the Committee's attention. (Links: www.gov.uk/government/organisations/charity-commission; www.ncvo.org.uk.)
2. We will monitor and/or maintain membership of appropriate organisations related to village halls or similar community enterprises (such as Support Staffordshire and ACRE), so we are alerted of changes through newsletters, social media etc. and benchmark our policies against others. (Links: www.supportstaffordshire.org.uk; www.acre.org.uk.)
3. Health and Safety to be a standing item on the first meeting after the AGM, in order for any member to raise concerns about the current state of the Committee's understanding on health and safety matters.
4. The Secretary will contact the Health and Safety Executive for guidance if needed. (Contact telephone 0300 003 1747 or via www.hse.gov.uk.)
5. Legal advice to be taken if there are any doubts raised by any Committee member with regard to our adherence to the law.

3. Premises Licence

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The Hall has a Premises Licence (under the 2003 Licensing Act) issued by Staffordshire Moorlands DC in April 2012 following the Hall's building extension and its intention to hold more social events with alcohol being served. It is renewed on 1 April yearly, at a cost of c£70.

The Licence authorises the following regulated entertainment and licensable activities, between the hours of 11am to 1am (seven days a week): dancing, theatre, films, live and recorded music, indoor sports and the sale of alcohol for consumption on the premises (only). Permitted opening hours of the premises are from 7am until 1.20am. No licence is required for the provision of hot food/drink before 11pm but the Hall is additionally licensed for the

provision of late-night hot food/drink after this time, from 11pm to 1am. The licence does not authorise boxing or wrestling entertainment.

There are important conditions applicable to the specific licensed activities, such as conditions for the sale of alcohol (e.g. age verification) and the viewing of films by children. Further general conditions apply, viz:

- Car park lit for public safety
- No nuisance to be caused to local residents through unruly behaviour or excessive noise in and around the Hall.
- Car parking is not allowed on the road outside the hall and a large free car park is provided.
- Fire risk assessment is carried out on a regular basis.
- Emergency exits are provided; emergency procedure notices on display; fire-fighting equipment in place
- First aid box provided
- Committee member present at all events organised by the committee.
- Several members of committee to hold food hygiene certificates and to supervise the kitchen/food labelling.
- Amplification to be kept to a minimum for the benefit of audience/prevention of nuisance.
- When amplified music or entertainment is taking place, windows and doors to be shut after 11pm.
- Signs to be displayed asking people to leave the premises quietly and with consideration to neighbours.
- Events to finish on time.
- Children to be excluded from the kitchen; a lock on the door to prevent access by small children.
- Children to be excluded from any event unless they are accompanied by their parents or a responsible adult known to their family. All birthday parties for children and young people to be supervised by parents or responsible adults known to and authorised by the family.
- All private bookings to be vetted by the committee.

The conditions are stated in full in the Licence, a summary of which is available to all Committee Members in this handbook ([here](#)) and to hirers of the Hall for any intended regulated activity. The committee member nominated to be responsible for informing or training other members on licensing requirements (or hirers, if needed) is Frank Lipp, because of his competence and experience as a licensee.

N.B. Although it used to be the case, a Premises Licence does not generally impose a maximum capacity limit. (The only instances when a maximum capacity may apply is where a limit has been imposed due to public safety reasons or for prevention of crime and disorder.) Premises licences that were converted in 2005 would have had old capacity limits transferred over but these can be disregarded as the 2005 Order has superseded the Licensing Act 2003. Maximum capacity limits are still needed (for fire safety reasons) but are determined by the Management Committee, following its normal risk assessment, and are potentially subject to auditing by the local fire authority, under the 2005 Fire Safety Order (see below [Fire Risk – Capacity](#)).

4. Arrangements and procedures

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a. Key security

It is obviously important that we have good external door locks and maintain a record of who holds the keys, with procedures to ensure that these do not fall into the wrong hands. In 2007, the committee had concerns that they did not know who had keys; a new lock was fitted but keys were still issued with few controls. In 2019, the same concerns were raised, and a decision taken to replace the locks again, with greater controls. There are two external doors, i.e. the north door and the secondary, south, door inside the porch (the porch door is left unlocked to provide public access to the defibrillator). These are both fitted with modern 5 lever mortise deadlocks ('High security mastered euro cylinders'), which were re-fitted with identical keys in January 2020. The keys are 'Restricted High Security' keys that can only be cut by the supplier:

Reliable Security, 46 Balance Street, Uttoxeter ST148JE

Contact: 01889 568403/07870585504 or email-john@reliable-security.co.uk

The Booking Secretary maintains a list of keyholders, being committee members (or regular users) who we are satisfied have good reason to need a personal key. Each keyholder is required to sign a declaration giving their reason for holding a key and agreeing that they will not be passed to others.

A list of the current keyholders can be found in [Appendix 5](#) below.

One external key is kept in the outside keysafe, the code for which is communicated to all Committee members. The code is changed on a regular basis by the Booking Secretary, who also maintains a list of hirers or others (such as the cleaner) who do not have a personal key. The key cannot be copied, so there should no risk of the key being passed to others and duplicates being made.

The procedure for hirers to access the premises are stated in the [Hiring Policy](#) and the [Hiring Agreement](#) issued to hirers.

Committee members (and certain users) with an external key may also be provided, according to their needs, with one or more additional keys to access places like the boiler room*, the first floor, donation boxes, cupboards, etc. Alternatively, such keys are normally kept in the key box in the kitchen (for which a key is required).

The key for the Meeting Room is left in the lock (on the inside), to enable entry to be prevented by users holding private meetings or when used the room is being used for events as a 'green room' when equipment (e.g. musical instruments) or valuables are temporarily left in the room.

* Our preferred heating oil supplier, Stoddards, also have a boiler room key.

b. General risk assessment

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The Management Committee should regard risk assessment as nothing more than an examination of what could potentially cause harm to people, so that we can consider whether or not we have safe premises and practices, and have taken enough precautions or should do more to prevent harm. Various legislation requires us to undertake risk assessments, but the Committee's approach should be that maintaining a safe environment is a key priority, regardless of any legal requirement to do so.

To meet this aim, we delegate a sub-committee to undertake a general risk assessment once a year (to be led in 2020 by Anne Morgan). This is undertaken essentially by walking around the whole premises, including the car park, grounds and immediate surroundings, checking for hazards and applying common sense. The process is, in summary, to ask:

- what could go wrong?
- what would the consequences be, and for who?
- what can be done to make sure it doesn't go wrong (or the possibility reduced)?

If a major event is held, the Committee should consider undertaking a one-off risk assessment or, where relevant, require the hirer to do so (and obtain a copy of the assessment before accepting the event booking).

We must accept that we cannot eliminate all risks but our aim should be to identify any significant hazards and decide whether we have adequate precautions so the risk of harm is small.

There is no standard template for carrying out risk assessments but there is a guidance available from various sources. The latest risk assessment (based on a template suggested by Jo Griffin based on her training on the subject) can be found on the village webpage here:

<http://www.alstonefield.org/wp-content/uploads/Risk-Assessment-2019.pdf>.

(c) Fire risk

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(i) Fire risk assessment

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Carrying out a fire risk assessment is a legal requirement of the 2005 Fire Safety Order, and the Committee's policy is to undertake this as part of its general risk assessment. In doing so, we believe that we meet equivalent standards to those outlined in the Government's guide: [Fire safety risk assessment for small and medium places of assembly](#). We were also provided with a model Fire Risk template by David Owen, from Staffordshire Moorlands (who is also the contact for emergency rest centre provision); the Chairman has a copy on file if needed.

A report on the annual risk assessment is presented to the whole Committee at the first meeting after the assessment, generally in Q4.

The Fire Authority can inspect premises and undertake audits of our assessments, but we believe that by demonstrating a clear and thorough assessment with appropriate precautions in place, the Authority would regard the Hall's arrangements as satisfactory, with no need for additional auditing.

(ii) Precautions

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The Fire Safety Order also requires fire precautions to be put in place as necessary, where it is reasonable and practical to do so, and to appoint a competent person, or persons, to carry out the above. Fire-tackling equipment is in place, i.e.

- fire extinguishers in key locations (both CO2 and foam);
- a fire blanket in the kitchen

Extinguishers are subject to annual inspection, which is currently carried out by Fire Control UK Ltd (see [Maintenance, routine tasks and trade/services contacts](#)).

Emergency escape lighting is in place throughout the building (15 units in total). Most of these were upgraded with new units and/or LED bulbs in June 2020 and an Inspection & Testing

Certificate was provided (by Neil Gilman Electrical Services). It is recommended by the manufacturer that these are tested by reference to a schedule provided, i.e. daily (a visual check by users that the LED charge indicator is illuminated); monthly (a 30 second mains supply failure test using the key switch or circuit breaker); and yearly (a 3 hour test).

The person on the Management Committee with responsibility for testing, or arranging for testing the following is: **Frank Lipp**, by reference to the following guidance schedule:

Emergency Lighting	As above
Fire Exits – main hall	Weekly
Fire-fighting appliances	Annually
Electrical installation	5 yearly
Portable Appliances Testing	2 yearly

A record is held by: **Jo Griffin**

The sub-committee that undertakes the risk assessment should include people who know the building and the use made of it, to ensure we have the requisite competence. This Handbook provides the sub-committee members with a reminder of the Hall's fire protection equipment and maintenance arrangements, and the local fire officer's contact in the event of assistance or advice being needed.

A copy of ACRE **Information Sheet 37 - Fire Safety In Village Halls** is held by the Chair and is available to any Committee member on request. This provides additional information on the particular kinds of hazards that can arise in relation to fire (such as flammable liquids, electrical equipment, litter, central heating oil, foam filled furniture or mats, and party decorations) and the ways the risk of fire occurring can be evaluated and reduced. *(This Policy does not describe these hazards and actions in detail; rather, we expect Committee members to refer to the above Information Sheet when making decisions in relation to fire safety matters.)*

From time to time (particularly if the Committee membership changes), instruction is given on use of fire and related equipment. Details for contacting the emergency services are contained in [Appendix 3](#) of this Policy.

(iii) Capacity

The 2005 Fire Safety Order requires capacity limits on the premises (separate from any Premises Licence requirement - see above). These are determined by the Management Committee, following its normal risk assessment, and are currently set (and stated in the Conditions of Hire) as follows:

- Whole premises: 150
- Main hall seated: 105, unless tables are in use, in which case seat numbers must be reduced accordingly, leaving clear exit routes. (Note that the application for variation of the Premises Licence in 2012 indicated a capacity of 105, so we are consistent with this.)
- Main hall standing/dancing: 135
- Main hall part-seated: between 105 and 135, depending on the circumstances.
- Meeting room: 12

(iv) Procedures in the event of fire

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If a fire does occur, the focus for the Hall Committee is to ensure people are quickly informed of the emergency and that escape routes enable people to exit the building as speedily as

possible. At a basic level, there is a simple-to-read and clear notice displayed on the main hall and kitchen noticeboards, drawing attention to:

- the manually-operated rotary alarm bell in the main corridor
- the availability of a landline in the Meeting Room (01335 310516)
- the premises postcode, and
- the availability of fire extinguishers if people feel competent to use them.

Users of the Hall are informed of the notice, and advised (in the [Hiring Agreement](#)) to close internal doors in the event of a fire, to prevent the spread of fire, heat and smoke. There are three clearly marked exits from the building, and emergency escape lighting.

(d) Accidents and hazardous incidents

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(i) Avoiding accidents

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Should a Committee member come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should alert an appropriate colleague on the Committee to arrange for the problem to be dealt and/or inform the Booking Secretary. Where equipment is damaged, the person finding the problem should place a notice on it warning that it is not to be used. If portable, it should also be placed in the locked storeroom. (Any other Hall user finding an issue of this kind should alert the Booking Secretary or other Committee Member.)

(ii) First aid

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Two first aid kits are provided in the kitchen: a main (general) kit; and a catering kit, including items like blue waterproof plasters. The contents are consistent with British Standard BS 8599-1:2019, i.e. low risk, sufficient for eight people, which is considered adequate for the range of users of the hall. This is subject to any risk assessment indicating additional items may be prudent.

A Committee member is given the responsibility of ensuring contents remain within their use-by date, with a regular 3 monthly check ([Appendix 4](#)). A record of the check is kept in the folder in the kitchen window. The current checklists used (April 2020) are as follows:

Main first aid kit contents (for general use)

Kit Contents	Quantity	Expiry date (if applicable)
First aid guidance Leaflet	1	N/A
Assorted washproof plasters	100	Mar-24
Eyepad dressing	4	Mar-24
Finger dressing 4x4 cm - sterile	4	May-24
Medium flow Wrapped dressing with bandage 12x12 cm	6	Mar-24
Large flow Wrapped dressing with bandage 18x18 cm	4	Mar-24
Non-woven triangular bandage	4	No expiry date
Conforming bandage 7.5 cm x 4 m	2	No expiry date
Burn relief dressing 10x10 cm	2	Nov-23
Microporous tape 2.5 cm x 5 m	2	Jun-24
Emergency thermal blanket	3	No expiry date
Disposable nitrile gloves (pairs)	12	No expiry date
Mouth-to-Mouth resuscitation shield	2	No expiry date
Individual wrapped sterile saline wipes	40	July 22 and May 2024

Tuff cut scissors	1	No expiry date
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Additions to the requirements:

Instant cold compress	1	Jun-20
Tweezers	1	No expiry date
Crepe bandage 7.5 cm x 4.5 m	1	No expiry date
Saline solution	1	Dec-19
Safety pins	24	No expiry date

Catering kit contents

Kit Contents	Quantity	Expiry date (if applicable)
First aid guidance	1	No expiry date
Blue food plasters	40	Feb-24
Blue nitrile gloves (pairs)	6	Feb-24
Wound cleansing wipes	20	Feb-24
Resuscitation shield	1	No expiry date
Adult foil blanket	1	No expiry date
Blue triangular bandage and pins	2	No expiry date
Large blue dressing 18x18 cm - sterile	2	Mar-24
Medium blue dressing 12x12 cm - sterile	2	Mar-24
Blue conforming bandage 7.5 cm x 4 m	1	No expiry date
Finger dressing with blue bandage	2	Mar-24
Blue eye pad dressing - sterile	2	Mar-24
Burn soothing burn dressing 10x10 cm	1	Feb-24
Blue microporous tape 2.5 cm x 5 m	1	No expiry date
Scissors	1	No expiry date

(iii) Accident Book

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All accidents and hazardous incidents must be recorded in the Accident Book, which may be important in the event of a claim (records must be kept for eight years). Any incidents recorded are disclosable to the Hall's insurers at renewal. The Accident Book is kept on the kitchen window shelf with a copy of this Policy. Any incident must also be reported to the Booking Secretary or another member of the Management Committee.

The requirement to record incidents is included in the Conditions of Hire. Hall users are informed that the Accident Book must be completed whenever an accident occurs, even if there is no injury or the injury is minor (this ensures 'near-misses' are not ignored).

(iv) Fatalities or serious injuries/occurrences (RIDDOR)

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More serious, 'work-related' injuries, fatalities or dangerous occurrences resulting in certain injuries are also subject to the *2013 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*. The Management Committee regard any incident of this nature occurring in the Hall as being 'work-related'. Accidents involving members of the public (as opposed to Committee members and employees, including helpers) must be reported if a person is taken to hospital for treatment.

The following specified injuries or incidents must be reported on RIDDOR forms:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;

- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

The following dangerous occurrences are also subject to RIDDOR reporting:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor

The person responsible for completing RIDDOR forms for recording purposes, and reporting such incidents, is **Frank Lipp**.

More information on RIDDOR and reporting options (e.g. reporting online) can be found on the HSE website on this link: <https://www.hse.gov.uk/pubns/indg453.htm>

(e) Wheelchair

There is a wheelchair located in the loft (originally purchased in 2012 by the Friendship Club and donated to the Hall). Its availability for community use was advertised in the Parish magazine when it was first purchased, but this may need to be repeated from time to time.

A regular check is sensible, to ensure that it remains serviceable (say, every two years, or thereabouts).

(f) Food safety

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The Management Committee is expected to maintain procedures to ensure that any food provided in the premises is safe to consume. However, the intention of the legislation is that such procedures are proportionate to the size and scope of the food provision operation; if this is small, only very simple procedures and records are expected. Even so, the requirements are to:

- ensure that all preparation, storing, packaging, transporting, handling and supplying or selling of food or drink is carried out in a hygienic way;
- identify food safety hazards;
- know which steps are critical for food safety;
- ensure safety controls are in place, maintained and reviewed;
- ensure that certain foods (e.g. fish, meat and dairy products) are kept either (as relevant) at above 63o C or below 8o C, except for short periods;
- keep written records to confirm that proper procedures are in place and have been followed

It should be noted that the Management Committee has not registered the premises with the local authority as a 'food business'. Food is only prepared on an occasional basis, principally for events with a charitable purpose. Similarly, alcohol is only supplied on an infrequent basis, as an incidental activity for events such as folk nights (raising funds for the Hall), when only bottled beer/wine are supplied. On this basis, Staffordshire Moorlands classifies the premises as 'low risk', which they oversee on a self-assessment basis with the option for inspection only if they consider it necessary. A self-assessment questionnaire was last provided to the Authority in June 2020 (copy on file), which was subsequently acknowledged with confirmation that the next Questionnaire would not be requested until June 2023. For reference (or we change the amount of food preparation we undertake), contact details are:

Hannah Wilkinson, Environmental Health Officer, Staffordshire Moorlands District Council, Moorlands House, Stockwell Street, Leek ST13 6HQ hannah.wilkinson@highpeak.gov.uk 01538 395400 ext: 4402 /07583112179

The use of the kitchen facilities for food preparation is restricted to hirers who the Booking Secretary is satisfied understand the necessary steps to ensure food safety, e.g.

- regular hand washing, with drying using a disposable towel.
- keeping certain foods such as fish, meat and dairy products at appropriate temperatures, i.e. hot foods must generally be kept at 63oC or above; cold food at 8oC or below.
- wearing suitable, clean clothing with hair tied back and/or a suitable head covering.
- watches or jewellery (except a wedding band) should not be worn.

The Booking Secretary should also draw the hirer's attention to the ***Food Handlers Precautions*** notice displayed above the kitchen sinks.

If the hirer intends to operate on a regular basis at the premises, evidence of their registration as a food business will be required.

Where the necessary understanding cannot be demonstrated, the hirer must make arrangements for the supervision of food handlers by a person holding a food safety certificate.

The following signs are displayed in the kitchen:

- No smoking

- ACRE VHIS recommended sign: *'Food handlers please observe the following precautions'* (which includes temperatures that food should be stored, as per the Food Temperature Regulations).
- Fire precautions

Members of the Committee holding food safety certificates are considered to be competent persons on the Committee's behalf, and are listed in [Appendix 4 - Committee members' responsibilities](#).

(g) Informing hirers on safety matters

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All hirers are:

- provided with information of the Hall's Health and Safety arrangements at the time of booking (e.g. risk assessment, fire evacuation procedures, security of knives, first aid box, use of the Accident Book, First Responders/VETS, use of trolley to move chairs, protective gloves, etc);
- required to accept Conditions of Hire that place upon them specific obligations (e.g. attendance during the hire period, observation of safety notices, children not permitted in the kitchen, closing internal fire doors, switching on emergency exit light, etc.); and
- invited to obtain and read a full copy of this Policy, in paper form or online.

(See also food safety above - *Food Handlers Precautions* notice.)

The Booking Secretary at the time of booking is expected to take due account of the intended use of the premises, draw the hirer's attention to any evident hazards that may apply to the particular booking, and the steps the Management Committee has already taken, if any, to minimise the risk of harm occurring from such hazards. A copy of the latest Risk Assessment can be given to the hirer before using the premises, if this is felt necessary or helpful in any assessment the hirer themselves wishes to undertake.

(h) Paid help/employees

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The Management Committee has no wish to have employees, with the implications for payment of tax, National Insurance, pensions, etc. Any paid help (e.g. for regular cleaning) is only for genuinely self-employed persons, to avoid any responsibility for tax or NI liability. To avoid any suggestion that the person is an employee:

- payments are made subject to receipt of an invoice for work done;
- no regular work schedule or 'job description' is given;
- the only equipment provided is equipment the Hall already holds for the use of hirers (or members of the Committee).

The Committee's general insurance policy nonetheless includes Employer's Liability insurance, in the event that employment status is ever challenged should a claim occur.

(i) Contractors

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The Management Committee will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the Committee
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- contractors have seen the Health and Safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- contractors do not intend to work alone on ladders at height
- contractors have their own Health and Safety policy for any employees
- the contractor knows which member of the Committee is responsible for overseeing that their work is as asked and to a satisfactory standard

- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

(j) Insurance

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The Management Committee has a duty under charity law to insure the Hall's assets, and any potential liabilities from third party claims.

For the purposes of **Employer's Liability** cover, committee members (trustees) and volunteers fall with the insurer's definition of 'employee'. Subject to exemptions, this indemnifies the committee as a whole against claims by such individuals against, for example, injury or legal costs in defending any prosecution under health and safety legislation.

The policy includes **Trustee Indemnity** cover of £500,000, indemnifying committee members against claims arising from error or omission in carrying out Village Hall activities. This was first introduced in 2008 after the hall's extensive building programmes and the realisation that committee members could be personally liable for their actions.*

In terms of **Public Liability**, the Committee's own cover is extended to indemnify non-commercial hirers of the Hall where it is for the benefit of the community, either social or financial, for up to £2m (compared to £10m for the Committee itself), provided the hirer does not have their own insurance.

The policy imposes two Health & Safety-related obligations: a requirement to declare at renewal any incidents recorded in the Accident Book ([see above](#)); and a requirement to ensure the oil tank installation is regularly inspected for leaks.

For more on our insurance arrangements, see [9\(c\) Policies – Financial – Insurance](#).

** It should also be noted that the 2011 Charity Act allows charity trustees to apply to the Charity Commission, as well as the courts, for relief from personal liability for a breach of trust where the trustee has acted honestly and reasonably. The Commission and the courts will still take deliberate breaches of trust by trustees very seriously.*

5. Review of this policy

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This policy will be reviewed by the Management Committee at least annually, including a check on our current state of legal compliance, at the first meeting after the AGM.

In any event, Committee members with delegated responsibility for aspects of health and safety (see [Appendix 4](#)) will report to the committee on any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users.

In reviewing policy, Committee members should note that the following organisations, among others, provide information and advice on health and safety:

- ❖ The Health and Safety Executive (www.hse.gov.uk)
- ❖ Fire Authority - Staffordshire Fire and Rescue (<https://www.staffordshirefire.gov.uk>)
- ❖ Environmental Health Department
(www.staffordshire.gov.uk/environment/Environmental-Health)
- ❖ ACRE - Charitable local development agency (www.acre.org.uk)
- ❖ Support Staffordshire (we are members) - Voluntary Community and Social Enterprise Sector (www.supportstaffordshire.org.uk).

Appendix 1 - Relevant legislation and its scope

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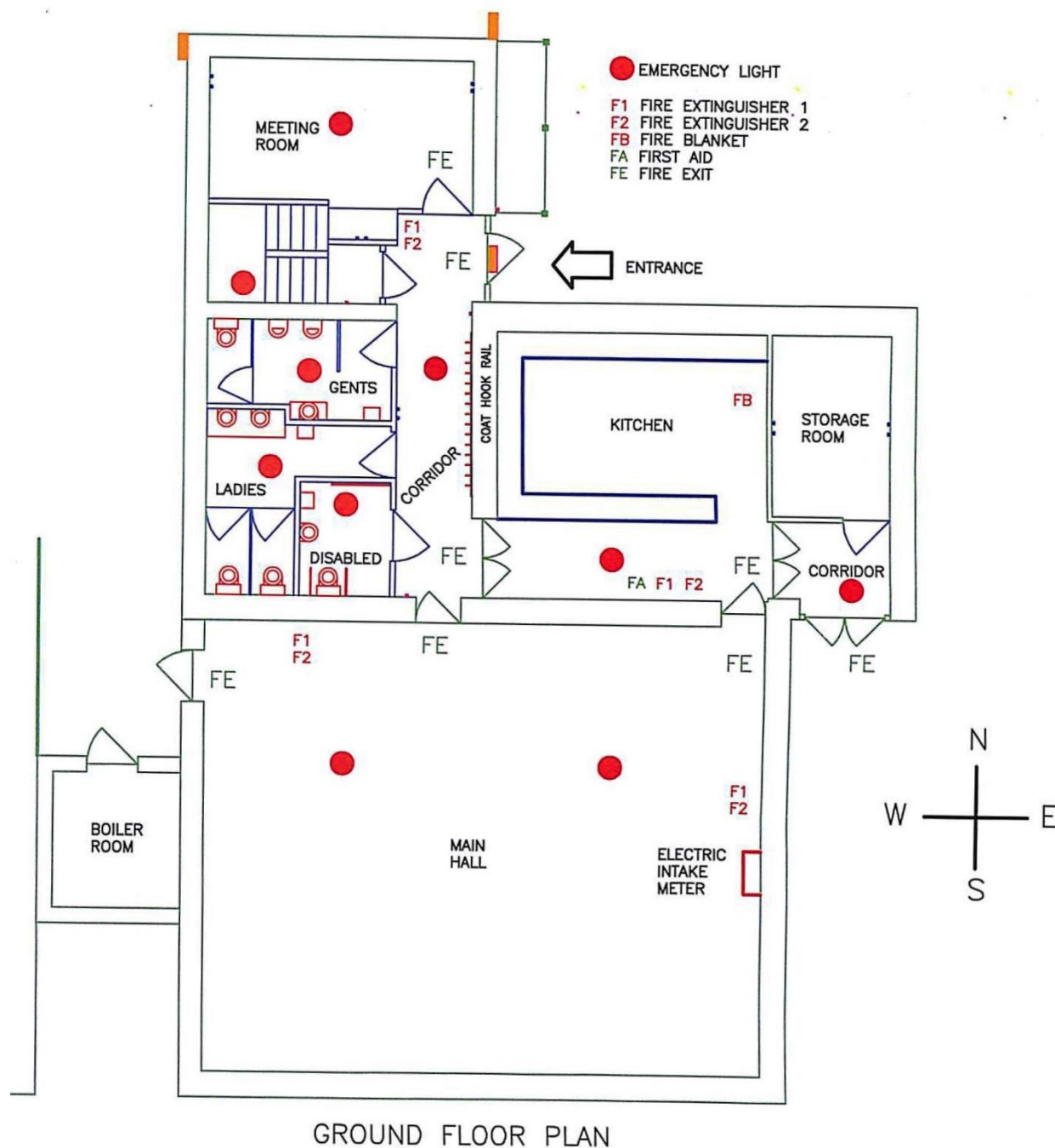
(N.B. The over-arching Health and Safety at Work Act applies to all premises to which the public and volunteers have access, not just where there are 'employees'.)

Health and Safety at Work Act 1974	Provide safe premises: provide HSE poster or leaflet with contact addresses to employees.
Health & Safety (Safety Signs and Signals) regulations 1996	
The Licensing Act 2003	Required for premises to permit a range of licensable activities
Management of Health and Safety at Work Regulations 1999	Risk assessment and follow up
Workplace (Health, Safety and Welfare) regulations 1991/1992	Look after welfare (heating, sanitation etc). Provide First Aid box.
Provision and use of Equipment Regulations 1988	Where equipment is used: risk assessment, follow-up, training and maintenance
Manual Handling Operations Regulations 1992	Risk assessment of operations involving moving furniture/ equipment and follow-up.
Personal Protective Equipment at Work Regulations 1992	Provide adequate protective equipment (e.g. gloves, safety glasses, helmets)
The Control of Substances Hazardous to Health Regulations (CoSHH)	Risk assessment for substances used and follow-up
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Provide an Accident Book or forms. Report all serious incidents.
Electricity at Work Regulations 1989	Any electrical equipment that has the potential to cause injury must be maintained in a safe condition. The Regulations do not specify what needs to be done, by whom or how frequently. They don't make inspection or testing of electrical appliances a legal requirement (nor do they make it a legal requirement to undertake this annually).
Regulation Reform (Fire Safety) Order 2005	Risk assessment of fire hazards and follow-up. Obtain advice from Fire Authority re provision and maintenance of fire precautions, fire-fighting equipment, detection, fire exits, training.
The Licensing Act 2003	Risk assessment and health & safety policy may be expected as part of the operating schedule.
The Occupiers Liability Act 1984	Ensure any dangers on the premises (including outside) are dealt with by warning and/or fencing, as appropriate.
The Control of Asbestos at Work Regulations 1992	Locate any asbestos, check its condition, manage the risk.
Health & safety (Display Screen Equipment) Regulations 1992	Check Health & Safety Handbook for details. (Only applies if VDUs in use)
General Food Regulations 2004	Prohibits 'the placing of unsafe food on the market'.
The Food Safety & Hygiene (England) Regulations 2013 Regulation (EC) No 852/2004	All food provided on the premises must be safe; specifies basic food hygiene standards used for food preparation. (If food is "regularly" prepared on the premises) All food handlers to be supervised and instructed and/or trained in food hygiene matters commensurate with their work. Certain foods are subject to temperature control requirements; refrigeration may be required.
The Children's Act 1989	Organisations providing child care must register and comply with inspections
The Water Supply (Water Fittings) Regulations 1999	All water fittings and equipment must comply with these regulations (unless installed before these regulations).

Appendix 2 - Plan of the ground floor of the hall (showing the location of electricity cables, fire exits, fire extinguishers, fuse box, boiler room and stairs to first floor) [Back to H&S index](#)

GROUND FLOOR PLAN
ALSTONFIELD MEMORIAL HALL

27-02-2012



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Appendix 3 - Emergency and related contacts

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N.B. There is a landline for emergency use in the Meeting Room near the back (north) door.

Accident/illness

Nearest Accident and Emergency/ Casualty dept	Royal Derby Hospital Uttoxeter Road, Derby DE1 2NE
Nearest doctor's surgery	Hartington Surgery, Dig Street, Hartington, Buxton. 01298 84315

Fire & Rescue

Local Fire & Rescue Service	Ashbourne Fire Station Tel. 01773 305305 (999 for emergencies) For guidance, see website: www.derby-fire.gov.uk
Local fire officer	XXXXXXXXXXXXXXXXXX? at XXXXXXXXXXXXXXXXXXXXXXXX?
Company hired to maintain and service fire safety equipment	Fire Control UK Unit 4A, Belfield Street, Ilkeston, Derby DE7 8DU Tel. 0115 930 7129

Insurance claims/emergency advice

Agent	Allied Westminster Insurance Services Ltd, Allied House, Holgate Lane, Boston Spa, LS23 6BN Telephone no 01937 845245 9am-5pm Master Policy reference 241 66 446 CHC Specific policy reference VH 88/0047440/BSxxxx
Insurer	Aviva Insurance Limited - contact Allied Westminster in the first instances, as they act as our agent for claims, unless these exceed £5,000.

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Appendix 4 - Committee members' H&S responsibilities

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Risk assessments

Annual risk assessments are undertaken by a sub-committee, the members of which should change from time to time, to potentially broaden health and safety considerations. For the purposes of the Fire Safety Order, the sub-committee is the 'competent person' responsible for undertaking the assessment. See Appendix 5 for the latest risk assessment.

The person(s) having overall responsibility for the implementation of this Policy are:

Name	Position	Tel number	Address
Martin Snodin	Chair	01335 310121	Dales Cottage, The Rakes, Alstonefield DE6 2FS
Email:	martinsnodin@gmail.com		Signature:

Name	Position	Tel number	Address
Mrs Margaret Cohen	Secretary	01335 310381	Hope Cottage, Alstonefield, DE6 2GE
Email:	frithc@aol.com		Signature:

The following roles/persons have prime responsibility for specific items:

First Aid box (checked 3 monthly)	Booking Secretary (Jo Griffin)
Receiving reports of and reporting accidents	Booking Secretary (Jo Griffin)
Arranging for testing of emergency lighting, fire exits, fire-fighting appliances, electrical installation, portable appliances	Frank Lipp
Completing RIDDOR forms and reporting accidents	Frank Lipp
Training in use of fire equipment, and risks of hazardous substances	Frank Lipp
Heading the Risk Assessment sub-committee and ensuring documentation is completed	Anne Morgan
Provision of information to contractors	Chair (Martin Snodin)
Provision of information to hirers	Booking Secretary (Jo Griffin)
Insurance	Secretary (Margaret Cohen)

Food safety

The person(s) trained in and holding food safety certificates, and deemed competent to carry out food labelling and preparation or oversee food preparation by hirers, are:

- Debs Railton
- Anne Morgan
- Jo Griffin
- Margaret Cohen [non-Committee volunteer after 2020 AGM]

The above information is correct as at April 2020.

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Appendix 5 – List of external keyholders

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Name	Position/ reason for having a key
Martin Snodin	Chairman, regular access needed
Jo Griffin	Booking Secretary, regular access needed
Frank Lipp	Elected member, support for Booking Secretary
Margaret Cohen	Secretary
Pauline Hambleton	Regular access for cleaning
Mark Daniels	Post Office (contractual)
Cathy Reavy	Regular hirer (Threads workshops)
Dave Littlehales	Vice-Chair/Social Secretary
Gilbert Chambers	Regular hirer (Bowls) – finds keysafe difficult

NOTE: Although the key (which opens both doors) is a security key that cannot be easily copied, we should aim to have no more than 10 in circulation (including one in the Key Safe).

(g) Hiring Policy

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Quick links/index (A-Z):

[Booking Secretary's discretion](#)

[Charitable bookings](#)

[Christmas/New Year's Eve bookings](#)

[Commercial hirers](#)

[Equipment hire](#)

[General hire rates](#)

[Hours chargeable \(setting-up/clearing away\)](#)

[How often should this policy be reviewed?](#)

[Insurance](#)

[Local authority bookings](#)

[Minors \(capacity to contract\)](#)

[Premises License](#)

[Principles](#)

[Reduced rates in special circumstances](#)

[Why do we need this policy?](#)

Why do we need this policy?

As ACRE's guidance states:

"At some stage in a village hall's history the management committee at the time will have made decisions on the various aspects of hiring out the village hall and over time this will have been refined, added to or deleted as circumstances have demanded. These decisions will be recorded in the village hall minutes and established in the memories of those present, but what will happen when these people retire from the committee? Will someone go through the minutes every time a hiring issue comes up to check what had previously been agreed or will the committee re-invent the wheel?"

How will a hiring policy help?

- It will provide a record of decisions made relating to hiring in one document for quick and easy reference.*
- It will help to ensure successive booking clerks operate consistent practices.*
- All the management committee, whether long standing or new members, will be aware of what has been agreed.*
- It will save time at committee meetings as some hiring matters previously agreed will not need to be re-debated.*
- It can be reviewed annually to check everything is still relevant, however, changes can be made whenever required.*
- It could be used in the event of an insurance claim as evidence that the management committee have a policy and procedure in place for hiring matters."*

How often should this policy be reviewed?

Annually, at the first meeting after the AGM, even if this is to confirm no changes.

Principles: (recommended in ACRE Model Hiring Agreement)

- Hire charges should reflect the cost of running the hall.
- Halls should only rely on fundraising events for building-up funds for large maintenance and repair items, equipment and capital projects, not running costs.

In setting hire charges, we should:

- be aware of what our 'competitors' charge, whether these are other village halls or commercial venues such as hotels. This, of course, will need to take account of the facilities and amenities we offer, by comparison with others;
- work out how many sessions (mornings, afternoons and evenings) or hours the hall will be used;
- divide the Hall's total expenditure* by the number of sessions to get a 'standard' amount needed from a hirer for using the hall.

* including: electricity, water rates, waste collection, phone/internet, cleaning, minor repairs and contingencies, and licences such as PRS/PPL (the MusicLicense).

(n.b. Whilst we may choose not to charge this sum, it can be very helpful to know the figure, particularly if hire charges are challenged.)

General hire rates

In the distant past, charges have been set using a range of methods. In more recent times, they were first simplified in 2005, when the general charge was increased to £9 per hour, with local groups such as bowls being charged £10.50 per session. After the building work in 2006, the rate increased to £10 per hour. In 2008, they were increased to £12 per hour (£6 for local residents) 'plus £3 per person' or £60 per day. After the hall's extension in 2012, a meeting room charge of £10 per hour was introduced (£5 for local users), increased again in 2013 to £11 (£5.50). In 2014, they were changed again to include the meeting room within the overall cost if the main hall was hired, to £14 per hour (£7 for locals) but £20/£10 for exclusive use of the whole premises including the car park (this followed a complaint when a christening hire had no parking available because of visitors' cars).

Regular review

Hiring charges are a standard item (Q2) in general meetings and they should be reviewed yearly to ensure they remain sufficient, consistent with the Principles.

Current hiring charges were last updated in June 2019 (effective January 2020 for regular hirers). They are on noticeboards and included in the Hiring Agreement ([copy below](#)), which is available from the village hall page of the village website.

N.B. When the Hall is booked for a private function, we should ensure members of the public do not enter (e.g. to use the toilets). There is a sign available in the Meeting Room drawer (where concert night and other signs are kept), which the Booking Secretary should ensure is provided to the hirers, for display. (See also [Equality & Safeguarding Policy](#))

Commercial hirers

ACRE's guidance in VHIS-3 suggests that "*...for commercial use village halls should charge more than the usual hire rate, perhaps double*". Whilst we do not currently charge higher rates to commercial (business) hirers that are using the Hall for profit, commercial bookings must never be subsidised by local groups or charitable hirers nor should their booking request be given greater priority, as this may require Charity Commission approval. Further, their

Conditions of Hire should include a clause allowing the Committee to cancel a commercial booking if necessary (see ACRE Model). **[COMMERCIAL HIRING TERMS DRAFTED]**

Post Office

We have had an 'outreach' Post Office in the village hall since 2002, after the closure of the village shop. At that time, rent was set at £4 per hour, which hasn't been updated. (This is something we need to review, depending on the future of the service, which has been reduced significantly in 2019-2020.)

Charitable/community hires

Conversely, we should retain discretion over charges for special circumstances, such as events aimed at charitable fund-raising or that benefit the community, i.e. aims consistent with the Hall's charitable objectives. This should extend to public meetings/village consultations that relate to local community matters. (This is reflected in the [Hiring Agreement](#).)

We should also be sympathetic to local user groups that cannot afford the full published rate, at least in the short term.

However, in all cases, a notional charge must be made, as a contribution to running costs. And as a charity we should not make donations to other charities (as distinct from supporting the community), which would be the effect of making no charge for use of the premises and its utilities. [There is regular debate on this topic on village hall forums/social media, which supports this general principle.]

As at January 2020, our expenditure is approaching £10,000, i.e. more than £25 per day. This is not much less than hirers might pay for a half-day's booking, so a charge/donation towards our running costs needs to be less than this, i.e. **£15 per day/£10 per half day (minimum charge)**.

In 2009, an agreement was made to charge the Parish Council £150 for its hire covering 12 months (they had previously requested a waived/reduced fee, which was declined, on the basis they already paid a low rate). In 2010, a lower figure of £120 was agreed, for 8 meetings. In 2020, the PC were informed of our new standard rates, and have not raised an issue.

Christmas/New Year's Eve

ACRE guidance suggests Committees might have a policy on bookings for (e.g.) New Year's Eve. At the time this Policy was last updated (Jan 2020), we do not differentiate for such occasions, but it is a subject we should review from time to time.

Local authority bookings e.g. elections

Bookings by the Local Authority or similar bodies (e.g. for council or police elections) are akin to commercial hiring and are an exception to our normal charging principles, because:

- these bodies will normally have a fee in mind for all the premises they use for this purpose;
- the use is different in nature to normal bookings, e.g. with a very early start, potential for a late finish, a need for exclusive-use/signage, and priority over other bookings (including a right to have those bookings cancelled).

Staffordshire Moorlands also lists the village hall (with our agreement) as one of its emergency *rest centres**, such that it could 'commandeer' the premises for up to 48 hours. (The contact David Owen, who also helped supply a model Fire Risk template.)

Hence it is justifiable and appropriate to stray from our normal hiring terms and apply discretion, based on considerations such as how much might be charged by commercial venues such as hotels. At a meeting in 2015, a charge of £350 was agreed (6am-10pm), consistent with our commercial charges at the time. In 2019, we charged £425 for the Meeting Room only, and

we should be seeking to charge £450+ for the main hall in future. The Local Authority tends to have a fee in mind for the venues it uses, which is usually slightly higher than this in any event.

(The Parish Council is treated as a normal local user group, paying the standard lower rate – see above.)

- * a designated building used for temporary accommodation (up to 48 hours) in a range of emergency situations such as precautionary evacuation due to gas leaks or fire or actual emergency such as severe weather; explosion, flooding; offering safe and secure shelter, at a safe distance from the incident site, with facilities for the provision of refreshments, access to welfare services and short term sleeping arrangements, if necessary, as a minimum.

Hours chargeable (setting-up/clearing away)

Our published hire conditions (and charges) need to ensure that hirers book enough time for setting up and clearing away, but we also need to take account of potential other bookings before or afterwards, whether on the same day or the next day. We should bear in mind that a 'lost' booking to allow time for set-up/clearing away for another booking might affect more than just another hire fee lost - it could, for example, be a Committee fund-raising event such as a concert, involving significant loss to the Hall if this cannot take place.

If, at the time of booking, we have arrangements to provide the service, the hirer should be given the alternative of paying a fee for post-event cleaning, in lieu of the additional hire charge. The level of fee should be on a 'commercial' basis between the hirer and the Hall's sub-contracted cleaner, e.g. £25 per hour, rather than the normal payment the Committee might make to the cleaner for ad hoc cleaning services.

Booking Secretary discretion

The Booking Secretary should be guided by the principles in this Policy when applying discretion on the types of booking to accept and the level of charges to apply. If in doubt, guidance from the Secretary and/or Chair should be sought prior to accepting any booking. If necessary, a decision may need to be made at a meeting of the Committee and, if appropriate, an update made to this policy.

Minors (capacity to contract)

No booking may be made by anyone under 18. If in doubt, a parental/guardian's signature on the hiring agreement must be obtained.

Use of the premises (Premises License)

Both for the Hall itself and for hirers, we hold a Premises Licence issued by Staffordshire Moorlands District Council ([view here](#)). It covers most licensable activities (sale of alcohol, dancing, theatre, films, live and recorded music, indoor sports, etc) but we are not licensed for boxing or wrestling.

The licence provides hirers with confidence that we have considered provision of all types of activity and meet public safety provisions.

The inclusion of the sale of alcohol requires us to competent oversight. If we are unable to supervise or oversee and safely authorise the sale of alcohol for a booking, the hirer would have to apply for a Temporary Events Notice (TEN).

Equipment hire

The Hiring Agreement informs hirers that items such as tablecloths, tea-towels and alcohol glasses are available on request but that there may be an additional charge and conditions for their use. This is at the discretion of the Booking Secretary. If we are approached for hire of glasses away from the premises, this is also at the discretion of the Booking Secretary (in terms

of the nature of use) but can be agreed subject to a charge of 25p per glass, with a deposit of £50 regardless of the number of glasses requested.

Tables and plastic chairs may be hired for use away from the Hall premises, subject to a minimum donation of £10. [note – this was agreed in minutes dated Aug 2003, but at £5]

Insurance

Our general insurance policy should always be on an 'accidental or malicious damage' basis, to avoid problems if non-commercial hirers do not themselves have relevant insurance* to cover their liability for any significant damage caused, which they might not be able to pay for from private means. Our hire conditions should nevertheless require hirers to indemnify the Hall, in the event of damage caused that is the hirer's responsibility. (Our [Hiring Agreement](#) does this, and our Public Liability cover is extended to cover the liability of hirers.)

- * Most household contents insurance covers liability if acting in a personal capacity e.g. for a private hiring such as a wedding reception, but would not normally cover someone acting in a voluntary capacity e.g. as secretary or member of a local organisation.

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(h) Marketing and Promoting Policy

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The Village Hall is one of the best in the area and one we can promote with confidence. However, we cannot just sit back and trust that people will find us, and choose to hire us. Some level of marketing is needed and, from time to time, the Committee (or a sub-committee) should invest time in considering whether we are doing enough to make people aware of what we have to offer. For this reason, the subject is listed as a [standing agenda item](#) in Q1.

Minimum advertising

At a basic level, we should ensure the following are in place and sufficient:

- information on the outside noticeboards (as well as inside noticeboards)
- a general leaflet, available not only in the Hall but displayed in other places, e.g. pubs [n.b. we now have a leaflet that was prepared for the Open Day]
- a website, or page on the village website
- standard templates (with a consistent style) for letterheads, invoices, etc.
- regular items in local newsletters, including other Parish/community magazines

Emphasise our strengths as a venue

All of the following ensure the benefits of the Hall can be promoted with confidence:

- ✓ its good size (unusual among local village halls)
- ✓ its smart appearance (e.g. good décor with well-maintained oak floor, large windows)
- ✓ the well-equipped kitchen
- ✓ our wonderful rural location, good for walkers, etc
- ✓ fast, password-free Wifi
- ✓ technical facilities (e.g. fixed projector screen, portable stage, overhead lights)
- ✓ parking facilities
- ✓ disabled access, with hearing loop
- ✓ accompanying separate garden with seating
- ✓ nearby playing field with children's play area
- ✓ fine dining pub-restaurant within short waking distance

Additional promotion

But we can probably do more to increase awareness of visitors (e.g. people in user groups or attending other activities) such as:

- having a display board ready to be put up, showing all the activities for which the hall is used;
- running a pop-up coffee service or bar, perhaps accompanying a fish & chip or pizza van evening, with tables in the Hall for people to socialise.

Look for hirers outside the norm

As stated in the [Introduction](#) to the Handbook, our key focus in providing the Village Hall facility must be users from the local community. We should ensure it is affordable for them and they have priority if there is a conflict of use. However, in marketing the Hall, we may need to look beyond those users with a view to developing additional revenue from non-local organisations, including a more commercial type of venue provision.

There are many types of clubs and groups that use village halls and community facilities, so we should always look beyond the current users to see if we can attract others. For example, all of the following could be suited to a Hall like ours:

- Fitness for older people
- Line dancing
- Tai chi
- Art classes
- Special interest groups (e.g. photography, bird watching)
- Slimming clubs
- Computer courses/IT café
- First Responders/first aid sessions

In terms of more 'commercial' use, we could seek out firms or organisations that may be interested in hiring (at rates lower than they might be used to paying in places like hotels), e.g.

- Art exhibitions
- Tourist information days
- Training firms
- University of the 3rd age
- Renewable energy supplier exhibitions
- Voluntary sector organisations
- Local authority, councils
- Farmers/local suppliers' indoor markets

Competitive rates

It is, of course, important to have hire rates that are attractive, and we need to be aware of what our competitors charge, whether these are other village halls or commercial venues such as hotels. This, of course, will need to take account of the facilities and amenities we offer, by comparison with others. See [Hiring Policy](#).

Have a marketing 'team'

All of the above are just ideas for ways we might increase the use of the Hall by local and non-local users. But we should recognise that Committee members themselves might not always have the ideas and skills needed for successful marketing, so we should be willing to have a 'promotions team' with helpers who are not trustees. There may be individuals within the community who are not keen to be fully involved in the village hall management, but do have professional skills or creative talent, and who are willing help out. As the fortunes of the Hall ebb and flow, the Committee should ensure the subject of marketing is included on the agenda as needed, and a sub-committee or marketing team is established to develop the ideas further.

REMINDER

As a registered charity, we are required to state this on publicity and documents such as posters for events, letters, invoices, receipts, etc. The words: **Registered Charity No. 228929** should be included. (See [9\(e\) Governance – Publicity](#))

(i) Maintenance, routine tasks and trade/service contacts

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Cleaning

Since 2015, Paul Hambleton has undertaken to clean the hall and carry out related tasks such as replacing toilet rolls; and washing tea towels and dishcloths as necessary. If tablecloths* are used for bookings, the hirer would be expected to arrange with the Booking Secretary for these to be cleaned and returned (this is in the Hiring Agreement).

The roller towels in the kitchen and toilets and the (double-sized) toilet roll cassettes are supplied on a contract with Initial Services, who replace fortnightly. Pauline is the contact point, if needed.

At the time of the 2020 COVID-19 pandemic, additional cleaning was carried out by Solutions2 (solutions2ltd.co.uk – contact Sarah on 07964 539 674), a firm that provides a cleaning service to the Peak Park Authority.

* Note that 20 polyester tablecloths were purchased in 2015, and we also have a number of heavier cotton/linen cloths for weddings etc.

Heating oil

The oil tank is located in the boiler room. It was installed in 2012 (replacing one installed in 1986, at that time to comply with the Oil Storage Regulations). In recent years, servicing has been carried out annually by:

Graham Bradshaw (grahambagshaw@hotmail.co.uk).

It has a 'watchman' indicator. Fuel is generally ordered when the level reaches 10% of capacity. This is currently checked, and ordered, by:

Frank Lipp

The market for heating oil is fairly competitive but not particularly transparent, without ringing several suppliers. Although the supplier we select is occasionally discussed at Committee meetings, we tend to get a good price - and service - from the following:

Stoddards Fuels, Greenhill Garage, Cheadle, ST10 1JF Tel. 01538 752253

Electricity readings

The electricity meter is in the high cupboard in the main hall. It is 3-phase, having replaced three previous meetings in 2013. Readings are subject to the requirements of the provider, but are typically monthly. This is currently checked by:

Frank Lipp

The market for electricity is very competitive and the choice of supplier is discussed at committee meetings as needed (we are currently on a fixed term contract with Western Power, arranged by ClearBusiness under a/c 941935, until 31 August 2021). Readings are passed to the Treasurer to arrange for payment.

Electrical and fire safety

In line with our [Health & Safety Policy](#), testing of the electrical supply is subject to minimum 5 yearly certification by a qualified electrician. The next check is due in June 2021.

Portable electrical equipment also needs to be checked ('PAT testing'), but equipment safety is something that all committee members can assist with, by watching-out for any frayed cables, broken plugs, etc. We generally undertake PAT testing by a qualified electrician bi-annually, even though there is no express legal requirement for this. The choice of electrician is discussed at committee meetings as needed. The current firms we tend use are:

J & V Goodwin, Flatt Head Farm, Sheen SK17 0HT Tel: 01298 84559

Neil Gilbert Electrical Services, Tel: 01629 826102/07766 565 607 Email: neilgil@hotmail.co.uk

Terry White, Back of Ecton Tel: 01298 687011 Email: Terry.terence@gmail.com

Giles Martin, DE4 Electrical, Wirksworth Tel: 07973 924588 Email: de4electrical@gmail.com

Fire equipment safety checks are included within our annual risk assessment, including things like the safety lighting, the fire blanket and extinguishers. The latter are subject to yearly inspection and need replacing from time to time. The last inspection was carried out on **February 2021** (costing £115.08), by:

Fire Control UK Unit 4A, Belfield Street, Ilkeston DE7 8DU Tel. 0115 930 7129

A CO2 extinguisher in the attic was replaced in February 2021. The other CO2s should be good until 2023; the foam extinguisher until 2027. No action is therefore needed until a further inspection and/or replacement beginning in 2023.

The Chair holds a copy of the Extinguishers Certificate, if required.

Broadband/Wifi

Our Wifi system was upgraded in 2018 with the assistance of Gordon Campbell (from Endon House), when we also switched to a new broadband contract with **PlusNet** that avoided the problem we were having with 'excess-use' charges.

The system itself is administered by UniFi, which is now accessible by the Hall committee (Gordon can help if needed). For ease of use for visitors, the system has been set up with public (guest) access without a password, requiring only that the user ticks a box on their device to agree to the terms of use conditions.

There will be occasions when administration access is needed, either to change functionality of the system or, more routinely, to login with a password to set up certain devices to run on the network, such as the Hall's card reader or HIVE (central heating). The Chair/Sec, Martin Snodin, has the UniFi account information and the password.

First Aid kit

This is checked every 3 months by the Booking Secretary, who is asked to confirm this has been done, at each general meeting. (For more, see [Health & Safety Policy – First Aid.](#))

Window cleaning

We should aim to have the windows cleaned approximately twice a year. The Booking Secretary to arrange this. Current window-cleaner:

Arek Szostok tel. 0129827863 / 07515017214 / email: buxtoncwc@gmail.com

Oak floor/oak cabinets

The main hall floor was laid by Richard Eades of Hope Marsh Farm in 2006 at a cost of c.£9,000. Richard also built the oak display cabinets and cupboards in the hall and kitchen.

Richard Eades tel.01335 310008 / 07855715712 e.mail e.mail richard@eades.net

In 2019, it was refurbished, sanded and finished with an oil sealant (at a cost of c.£2,300), by:

Baileys Floor Care, 34 Hill Lane Close, Markfield Ind Est, Markfield, LE67 9PY
Tel.01530 249 370 or email: info@FloorCareSpecialists.co.uk

Minor repairs, decorating and maintenance

Minor repairs and maintenance, such as clearing gutters, are generally carried out by Committee members (or by Pauline Hambleton if cleaning only, or very minor maintenance). Subject to Committee approval where the cost is likely to exceed **£250**, larger repairs, decorating and electrical work or complex work beyond the capabilities of 'DIY' skills, must be carried out by contractors. Of course, if non-committee locals can help with any minor work, this is welcomed. Decorating has been carried out in the past by:

Richard Allen, The Alders tel. 01335 310037 / 07885184939
email: underthealderstree@hotmail.com

Major repairs/building work

We have in the past used the following, among others:

Mark Hambleton, Alstonefield (Mark did much the extension in 2011)
Denis Moore & Son, Ashbourne (they did the main 1985 conversion from the old school)
Ian Shaw Tarmacking, Sycamore Lodge, Onecote ST137RN
Ian Goodwin Engineering, 6 Dolby Rd, Buxton SK179PW (kitchens, canopies, etc)

Catering suppliers, e.g.

The kitchen oven was purchased from **Kirklands** at Stoke (www.kirklands.co.uk).

Keys and security

External locks were last re-fitted, with Restricted Security keys supplied, in January 2020 by:

Reliable Security, 46 Balance Street, Uttoxeter ST148JE
Contact: 01889 568403/07870585504 or email-john@reliable-security.co.uk

Waste collection

Since 2011, if we wish to have rubbish cleared, we have been required to use the Council's commercial waste collection service. This is the large green container in the car park which takes recycling and general waste). The fee is paid annually to Staffordshire Moorlands (and can be managed, e.g. suspended for periods, via their website).

Piano tuning

Although we have a digital electric piano, we also have an old upright piano which, if we keep it, may need tuning from time to time. The firm we have used in the past is GEV Chapman & Son, who will often contact us proactively.

Their contact details are: 01283 841923 info@piano-expert.co.uk

Catering

If the Committee needs to use caterers for events, we (or users of the Hall) have in the past used:

- Pam Naden (Warslow)
- Carver Cottage Kitchen - Clair Linley (01335 310047, em: clairelinley@hotmail.com)
- Delish Dishes – Nicki Hetherington (01335 664590 / 0770 290 9484)
- The Tea Ladies' (Sally Smith & Janet Bray) - 01298 84417 or 01335 310077
- Katherine Simcock Catering (01538 370166 / 0783 319 1218, em: ksimcockcatering.co.uk)

Old school garden and Hall grounds

The grass areas outside the Hall are currently mowed by the village lengthsman, Ian Redfern. If there is a need to tidy the car park area (e.g. clear leaves in the Autumn), we typically have a working party of committee members and local volunteers.

We are fortunate in having the horticultural skills of current committee member Anne Morgan, who since 2010 has voluntarily kept the **old school garden** in good order, as well as planting tubs etc around the Hall itself. In 2015, it was agreed that £200 per year should be allocated for new planting and maintenance, and we do occasionally need to call a working party for support, or employ a contractor. We also pay Ian Redfern £15 each time for mowing the lawn as needed (a figure agreed in 2018).

Defibrillator

The defibrillator located in the porch does not belong to the village hall – we simply provide space for it (the porch being unlocked). WACFR and West Midlands Ambulance Service are responsible for its maintenance. It is good practice to occasionally request confirmation that this remains the case, to ensure the Committee cannot be considered culpable if the equipment ever fails at a time when it is needed.

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(j) Responsibilities for administration and committee events

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TO BE WRITTEN AFTER 2020 AGM

Currently, admin is mostly split between Margaret as Secretary, Jo as Booking Secretary and Debs as Treasurer. At the meeting in March 2020, it was suggested we move to fewer specified roles, with tasks allocated to people as committee members, rather than necessarily as named 'officers' (we are only required to have a Chair). Margaret has provided a list of the tasks she has been carrying out as Secretary. So we should update this after the first meeting post-AGM.

Note: We also need to include something on responsibilities for - AND help at - committee events such as car boot refreshments and concerts, including accounting processes (float etc); details of where necessary items are stored; etc.

We should also ensure we emphasise that we can look beyond the committee for broader help – for example, see [Marketing Policy](#).

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10. Hiring form and Conditions of Hire

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Last updated
8 January 2020

Alstonefield Village Hall (Alstonefield Memorial Hall & Community Centre)

Registered charity
no. 228929

Hiring Agreement

Hirer's name and organisation (if any):	
Address:	
Contact number and/or email:	
Rooms/facilities required:	
Purpose of hire:	
Will alcohol be supplied?	
If any other licensable activity is intended, please state which activity: (see Standard Conditions of Hire (2))	
Other items required, if applicable (e.g. tablecloths, beer glasses, etc.)	
Is this a regular hire?	
Day(s) of hire required:	
Time(s) of hire required:	
Hire fee and any other charges agreed:	
Deposit paid:	

Before booking, the hirer should read the information below and the **Conditions of Hire**. By signing this form and collecting the keys to use the premises, the hirer is deemed to have accepted the Conditions of Hire and to have understood that failure to comply with these may result in costs being incurred and, in extreme cases, legal action being taken.

Hirer's signature (see above)

--

Booking Officer or other Hall Management Committee member's signature

N.B. If alcohol is to be supplied, the agreed times during which this may be supplied are:

--

Alstonefield Village Hall

(Alstonefield Memorial Hall & Community Centre)

Information for hirers

Hire charges

Standard hire charges are displayed on noticeboards in and outside the Hall, as below. These are current as at January 2020 but are subject to change from time to time.

Hirers should allow time to set-up and to clean the premises after use. As stated in the Conditions of Hire, charges are calculated from the time the Hall is unlocked for use, until departure and return of keys to the Booking Officer (or deposited in the key safe).

If setting-up or cleaning afterwards needs to take place on the day either side of the booked period, the Hall must be booked for this period and is subject to availability for other bookings, at the Hall's discretion. If available and agreed, the standard hourly rate applies to the hours used.

If, instead, a post-event cleaning service is required (e.g. after 'heavy duty' events such as walking groups or weddings), a cleaning fee will be charged, in lieu of the hire charge for the extra period, which is subject to agreement at the time of booking.

The Hall has discretion over charges for special circumstances, on request.

This mostly applies to one-off events aimed at charitable fund-raising or that benefit the community, provided the aims are consistent with the Hall's objectives. In all cases, a notional charge of £20 per day is payable (or pro-rata for bookings of less than 4 hours, at the Committee's discretion), as a contribution to running costs. We are also willing to consider free 'taster sessions' on request.

Overnight bookings (e.g. for scout or guide groups) are subject to individual agreement, and will not generally be treated as charitable for charging purposes. A specific risk assessment must be undertaken by the user or, if necessary, by the Committee with input from the hirer. If a satisfactory risk assessment cannot be undertaken, the Committee has full discretion not to accept the booking.

ALSTONEFIELD VILLAGE HALL (ALSTONEFIELD MEMORIAL HALL & COMMUNITY CENTRE)

AVAILABLE FOR HIRE

for weddings, parties, meetings and other events

HIRE CHARGES*

Parish residents/groups

Main hall:

- Standard daytime rate £ 8.00 per hour
- Friday/Saturday evening rate (after 6pm) £12.00 per hour

Meeting room only

£ 5.00 per hour

Exclusive-use rate

£16.00 per hour

(i.e. sole use of all facilities including car park)

Commercial (non-residents)

Main hall:

- Standard daytime rate £16.00 per hour
- Friday/Saturday evening rate (after 6pm) £20.00 per hour

Meeting room only

£10.00 per hour

Exclusive-use rate

£25.00 per hour

(i.e. sole use of all facilities including car park)

*The Committee has discretion over its charges for special circumstances, on request.

Charges include heating and use of the kitchen (dishwasher, cooker crockery, etc.)

Check availability online at www.alstonefield.org/community/village-hall

Or contact Jo Griffin, Booking Secretary Tel. 07812 606 790
email: alstonefieldvillagehall@hotmail.co.uk

For regular bookings such as weekly (e.g. clubs, societies and other user groups), it may be possible to enter into an alternative, bespoke, hiring agreement.

If a commercial or non-charitable organisation wishes to use the Hall, the Management Committee will need to consider where there may be local user groups or other potential bookings for charitable purposes that may need to be given priority or accommodated.

The hire charge includes the costs of major items such as heating, electricity use, water heating, and use of the kitchen equipment including the cooker, dishwasher, utensils and crockery. Note that kitchen preparation knives are kept in the Storage Room to reduce risks, and will need to be requested if required. Other items may be available on request, such as tablecloths, tea-towels and glasses for events when alcohol is to be supplied. There may be an additional charge and conditions for their use, which should be discussed at the time of booking.

Safety - some basics

Although the Hall Committee has carried out a risk assessment for the premises and has a Health and Safety Policy reflecting these, hirers are also expected to adopt safe practices and, if necessary, carry out a risk assessment for their intended use of the premises. At a basic level, the following practices must be followed in order to minimise risks:

- Make sure emergency exit doors are clear and unlocked as soon as the Hall is to be used and throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not attempt to move heavy or bulky items alone e.g. stacked chairs/tables
- Use the trolley for moving stacks of chairs (up to a recommended maximum of seven)
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions).
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to the Booking Officer or any Hall Committee member.
- Report accidents (including 'near-misses') in the Accident Book and advise the Booking Officer or any Hall Committee member
- Be aware of, and seek to avoid, the following risks:
 - creating slipping hazards on stairs, polished or wet floors, e.g. mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops and other items
 - creating toppling hazards by piling equipment e.g. in or on top of storage units
 - risks in handling kitchen equipment e.g. preparation knives

Safety - emergencies

There is a NOTICE TO ALL HIRERS & HALL USERS on the main hall and kitchen noticeboards, which includes a reminder of basic fire safety checks and emergency procedures. Fire extinguishers are located prominently in the main hall, kitchen and main corridor. There is a fire blanket in the kitchen.



In the event of a need to evacuate the premises, there is a manual (rotary) alarm bell in the Hall corridor near the back door (north) entrance.

In the event of an emergency, all Exit doors are clearly marked and the exit through the glass fire doors in the main hall has a lit sign above (the switch for this is on the same panel as the main hall lights, and must be switched on whenever the premises are in use). In the event of a power cut, the Hall has an emergency lighting system that operates in the corridor and other parts of the building, to facilitate exit from the premises.

A first aid box is located in the kitchen, clearly marked. In the event of an accident to anyone on Hall premises, it is a Condition of Hire that a record is made in the Accident Book (located in the kitchen) and a Committee member informed of the incident.

In the event of a suspected heart attack, first **call 999** in the usual way (there is a First Responder service in the area that gives support to the main emergency service). The village also operates a Village Emergency Telephone System (VETS) that can be used to call for community help, such as help with CPR. The VETS number is **01335 818911**. A defibrillator is available in the Hall porch.



Mobile phone and Wifi service

The Hall has good Wifi with free guest access via a log-in screen that requires acceptance of our terms of use. As at January 2020, mobile phone network services can be poor, so users may wish to use 'wifi calling' – a facility on most new devices, where the user's network provider supports the option.



In the event of an emergency, there is a landline in the Meeting Room (by the back door).

Hearing loop

The main hall has a hearing loop fitted to aid people who are hard of hearing. The system should remain switched-on at all times, even when leaving the premises.

Entertainment licences

The premises are licensed by Staffordshire Moorlands District Council for most types of recreation and entertainment, including plays, films, dancing and performance of live music.

There may be conditions applying (see Conditions of Hire), such as:

- closing windows at 11pm if amplified music is playing;
- signs asking people to leave the premises quietly in consideration of neighbours;
- age restrictions on the admission of children to films.

The Hall also pays for a *MusicLicence*, to allow music to be played or performed legally in the premises, which in turn ensures appropriate payments are made to music creators through PPL and PRS for Music (see www.pplprs.co.uk).



The Hall Committee has discretion over the types of events that are acceptable in the premises.

Sale and supply of alcohol

The premises are licensed by Staffordshire Moorlands District Council for the supply of alcohol on the premises (only), between the hours of 11am - 1am. However, to comply with the terms of the license, any supply of alcohol by hirers must be agreed and authorised by the Hall Committee in advance, including the hours during which alcohol will be supplied.

There are specific provisions in the Premises Licence, a summary of which will be provided at the time of booking, if relevant. These include, for example, requirements to only serve alcoholic drinks in appropriate measures; adherence to 'Challenge 25' (age verification with ID); and a ban on parking on the road outside the premises (traffic cones are stored in the Boiler Room to assist in compliance with this requirement).



There are additional over-arching legal requirements under the Licensing Act 2003 and the Mandatory Licensing Conditions Order 2010, such as:

- a ban on irresponsible promotions;
- a ban on dispensing alcohol directly into customers' mouths; and
- mandatory provision of free tap water.

Water heating

Hot water for general use in the kitchen is supplied by an under-sink water heater. The switch (near the taps) can be kept on all the time. Hot water for the toilets and Meeting Room uses a different heater, the switch for which is in the main corridor near the back (north) entrance. This system should be turned **OFF** after use.

Heating

The central heating system is on automatically (by default) as follows:

Monday to Friday		Weekends
9am	-	10.45am



12noon	-	5.30pm	Set to OFF
6.45pm	-	8.45pm	

The Booking Officer can arrange for heating to be turned on outside these times.

Radiator thermostats are normally set at '2', which has been found to be adequate on most occasions. If this needs to be increased, please return to the default setting 2 on leaving.

Chairs and tables

There are: 85 standard (blue) chairs and 12 armchairs, of which a number are generally stacked in the porch Storage Room near the front (south) entrance. There is also a small number of brown (plastic) chairs, which are normally stored in the loft.

There is a purpose-built trolley in the Storage Room that can move chairs in stacks. We recommend no more than 7 chairs are stacked on the trolley to be moved.

N.B. Care should be taken when using the trolley, to ensure the chairs do not slip forward when first tipping the loaded trolley backwards.



When not in use, chairs are stacked against the south-facing wall (by the windows). They should be returned to this location after use, stacked no more than 5 high for safety reasons. The armchairs and standard chairs need to be stacked separately.

There are 20 large and 20 small standard folding tables. There are also 6 (blue) lower small tables that are typically used for children. For ease of use, approximately 15 of the small tables are kept in the main hall, with the remainder kept in the Storage Room. There are also 12 small folding wooden tables in the loft, which can be useful for cabaret-type events for drinks, etc.

Please help us keep the Hall tidy by returning any additional tables used during the hire period to the Storage Room or loft.

Stage system

There is a modular stage system available, on request. This must not be used without guidance or instruction from the Booking Officer or other Hall Committee member.

No charge is made for use of the system

Cleaning equipment

A vacuum, brushes, mops, buckets, etc. can be found in the grey janitor cupboard in the Meeting Room. There is also a selection of kitchen cleaning materials under the sink in the main kitchen. (The cupboards under the sink in the Meeting Room are not for the use of hirers.)



Cleaning equipment

A vacuum, brushes, mops, buckets, etc. can be found in the grey janitor cupboard in the Meeting Room. There is also a selection of kitchen cleaning materials under the sink in the main kitchen. (The cupboards under the sink in the Meeting Room are not for the use of hirers.)



Some key hiring conditions

The Hall's Conditions of Hire can be found [below](#). However, some key hiring conditions are:



- **Safety**
As the hirer, **you** are responsible for ensuring for meeting any Health and Safety requirements, including carrying out any necessary risk assessment. Please ask if you need any guidance on risk assessment.
- **Capacity**
The maximum seated capacity for the main hall is 105 people (fewer if tables are in use). The maximum number of people permitted in the Meeting Room is 12.
- **Alcohol**
If alcohol is to be supplied, this must be agreed and authorised in advance by the Booking Officer or other Hall Committee member.
- **Before leaving**
Leave the hall as you found it, e.g.
 - return chairs/tables to their previous stored location;
 - dispose of rubbish;
 - if used, leave kitchen clean and tidy;
 - sweep and vacuum floors if needed;
 - switch off all lighting and equipment used.
- **Securing the premises**
Close all windows before leaving; close internal (fire)doors; and ensure both external/porch doors are locked before returning the keys.

Alstonefield Village Hall

(Alstonefield Memorial Hall & Community Centre)

Standard Conditions of Hire

These standard conditions of hire apply to the hiring of Alstonefield Village Hall, (also known as Alstonefield Memorial Hall & Community Centre and referred to as the 'Hall' in this document).

1. Hirer's overall responsibility

The hirer, who must be an adult, is responsible for the care and safe use of the premises and its contents by all those using the premises during the period of hire. This includes supervision of car parking arrangements so as to avoid obstruction of the highway.

The hirer must be present at the Hall throughout the hire period unless a nominated person agreed at the time of booking is in attendance. No members of the Hall Committee shall accept any responsibility or liability to the hirer or any other persons or the property of such persons or to any third parties for any claim arising in any way from the use of the Hall by the hirer.

The hirer is advised to make arrangements to insure against any third-party liabilities that may arise from use of the Hall during the period of hire, such liability being specifically excluded from the Hall's Public Liability insurance cover.

2. Use of the premises

The Hall must only be used during the hire period for the purposes agreed at the time of booking. The hirer must not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything that may endanger the same or invalidate any insurance policies or licenses¹ applicable to the premises.

a. The performance of plays
b. The exhibition of films
c. Indoor sporting events
d. Boxing or wrestling entertainment
e. The performance of live music
f. The playing of recorded music
g. The performance of dance
h. Entertainments similar to those in a-g
i. Making music
j. Dancing
k. Entertainment similar to those in i-j
l. Provision of hot food/drink after 11pm
m. The sale of alcohol

The hirer agrees to inform the Booking Officer or other Hall Committee member in advance if it is intended that any of the licensable activities shown here are to take place.

If the intended activity is not covered by the Hall's own Premises Licence and, subject to the Hall's acceptance of the intended activity, the hirer agrees to provide the licensing authority with a Temporary Events Notice (TEN), at least 10 days before the event is due to take place.

Children are not permitted in the kitchen working space. When amplified music is being played, all windows and doors must be closed not later than 11pm, to avoid noise nuisance to neighbours. Noise levels must be kept to a minimum as patrons leave the premises, particularly at the end of evening events.

Safety and assessment of risk

The hirer is responsible for meeting Health and Safety requirements, including carrying out any necessary risk assessment. (A copy of the Hall's Health and Safety Policy is available on request or can be accessed on the village website on this link: [xxxxxxxxxxxxxxxxxxxxxx](#)).

The maximum number of people permitted inside the whole premises is 150. In the main hall, the maximum number of people seated shall not exceed 105, but this must be reduced appropriately if tables are in use (based on an appropriate assessment of risk), allowing clear exit routes. If standing/dancing, capacity can be increased to no more than 135. The maximum number of people permitted in the Meeting Room is 12.

The hirer must take note of the NOTICE TO ALL HIRERS & HALL USERS displayed in the main hall and kitchen area and ensure the Fire safety guidance and evacuation procedures are followed. The Emergency Exit sign must be illuminated at all times and exit routes kept clear of obstructions.

In the event of a fire, once people are evacuated from the affected area(s), all internal doors must be closed, to prevent the spread of fire, heat and smoke.

In the event of an accident to anyone on Hall premises, a record must be made in the Accident Book (located in the kitchen) and the Booking Officer or other Committee member must be informed of the incident. In the event of a fatality or serious incident requiring transport to hospital, the incident must also be recorded on the RIDDOR form for reporting.

Food safety

The use of the kitchen facilities for food preparation is restricted to hirers who the Booking Secretary is satisfied understand the necessary steps to ensure food safety, e.g.

- regular hand washing, with drying using a disposable towel.
- keeping certain foods such as fish, meat and dairy products at appropriate temperatures, i.e. hot foods must be kept at 63oC or above; cold food at 8oC or below.
- wearing suitable, clean clothing with hair tied back and/or a suitable head covering.
- watches or jewellery (except a wedding band) should not be worn.

Alternatively, the hirer must make arrangements for the supervision of food handlers by a person holding a food safety certificate.

Any dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

Equipment and substances brought onto the premises

Any articles and equipment brought on to the premises during the hire period must comply with any relevant legal requirements such as the provisions of the Health & Safety at Work Act 1974 and the Local Government (Miscellaneous Provisions) Act 1982, and the hirer agrees to indemnify the Management Committee of the Hall against all liabilities in relation to such equipment. No portable heating or cooking appliances of any kind may be brought into the Hall for use in the premises, unless express permission is given in advance.

The hirer shall ensure that highly flammable substances are not brought into, or used, in any part of the premises and that no internal decorations of a combustible nature (e.g.

Licence¹, the Licensing Act 2003 and the Mandatory Licensing Conditions Order 2010. Supply must cease by 11pm unless an extension beyond this time is expressly agreed. No parking is permitted on the road outside the premises.

Activities involving children

The hirer must ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer agrees to provide the village hall management committee with a copy of their CRB check and Child Protection Policy, on request.

Damage arising

At commencement of the hire period the hirer should check the premises and notify the Hall Booking Officer of any evident damage. Damage revealed subsequently will be deemed to be the responsibility of the hirer. Any damage occurring during the hire period to the premises' fixtures or contents must be immediately reported. No drawing pins, tape, adhesive or other fixings shall be used on any part of the premises.

Hire charges

The hirer agrees that hire charges are calculated from the time the Hall is unlocked for use, until departure and return of keys to the Booking Officer (or deposited in the key safe). A 50% hire fee deposit may be required when making the booking; the balance being payable on the day the hiring period begins.

Cancellations

If the hirer cancels a booking, the following charges apply:

- a) more than 56 days prior to the event - 50% of the deposit will be retained by the Hall
- b) 28 to 56 days prior to the event - 100% of the deposit will be retained.
- c) less than 28 days prior to the event - the full booking fee will be payable.

Non-availability

The Hall reserves the right to cancel this hiring by written notice to the hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election; or a Police Authority election;
- (b) the Committee reasonably considering that:
 - (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
 - (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (c) the premises becoming unfit for the use intended by the hirer;
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the hirer shall be entitled to a refund of any deposit paid, but the Hall shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

End of hire

At the end of the hire period the hirer must ensure that:

- all parts of the Hall used are clean, tidy and in as good a condition as when hire commenced.
- Any tea towels or table-cloths used are taken away for cleaning, to be returned within 48 hours, unless otherwise agreed at the time of booking.
- any rubbish is cleared away and deposited in the outside bin(s) or as directed at the time of booking.
- items temporarily moved from their usual positions are put back in place.
- radiator thermostat valves are set at no more than level 2
- any water heaters, lighting and electrical equipment are turned off (unless signage indicates otherwise).
- all internal fire-doors and windows are closed, and blinds raised if they were drawn down during the hire period.
- external doors (including the inside front porch door) are locked on departure, unless directed otherwise by the Booking Officer.

Failure to do so may result in an additional charge being made.

¹ A copy of the Hall's Premises Licence is available on request or can be found on the Alstonefield website [on this link: _____].

A copy of the latest Risk Assessment is available on request or can be found on the Alstonefield website [on this link: _____].

11. Latest risk assessment

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Refer to village website on the link below:

<http://www.alstonefield.org/wp-content/uploads/Risk-Assessment-2019.pdf>

12. Minutes from last AGM and 2018/19 summary accounts

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ALSTONEFIELD VILLAGE HALL COMMITTEE MINUTES

The Annual General Meeting of the Alstonefield Village Hall and Community Centre was held at Alstonefield Village Hall on Wednesday 12th June 2019 at 6.30 p.m.

Present: Martin Snodin, Margaret Cohen, Frank Lipp, Sue Lovatt, Jo Griffin.

In attendance Cathy Reavy, Debs Railton and Mandy Domville.

Apologies: Ian Longdon, Ken Sharples, Val Littlehales, Dave Littlehales, Jill Benghiat.

Chairman: Martin Snodin took the chair.

Minutes: The minutes of the last A.G.M. held on 5th June 2018 were agreed as a correct record.

Treasurer's Report: Margaret Cohen presented the examined and signed financial report for the past 12 months 1st April 2018 to March 31st 2019. This is filed with these minutes. She highlighted the following points:-

Lettings were down in value, but this was due to late payments by the bowls and friendship groups. The figure for fundraising relates to profit from the car boot sales and Indoor Market. The income from Concerts is shown separately, and after deducting the expenditure, the overall profit from concerts remains at the high total of around £3,500. Although heating costs look high, this is because of a late submission of an invoice for oil delivered in February 2018 and paid in this financial year. This year, the financial statement, shows additional village hall assets amounting to just over £1,600, which are the floats held by committee members for the concerts, bar and car boot refreshments.

The treasurer's report was adopted unanimously.

Chairman's Report:

2019 is my first AGM as Chairman - something neither I or anyone else expected this time last year - and it's a role I've taken on during the year effectively by default (because I was nominal vice-chairman), following the untimely and incredibly sad death of Jean Allen just 7 months ago. Jean was so committed to the Hall and the village - and loved by so many people - that I couldn't hope to come close to emulating her role, which in truth was much wider than simply being the Committee's chair.

Our governing rules, of course, require that all of us as committee members step down at the end of the AGM, with continued membership needing to be confirmed by re-election. So it may well be that my brief stint as Chairman has indeed been a very temporary one - the decision on who will be chair for the next year is the first item on our agenda following this meeting. All I can say is that Jean cared so very much about the Hall that she spoke of it even in her last few weeks, and was apparently comforted to know that the person picking up the reins shares her passion for wanting this place to be a well-maintained and friendly village hub.

But I'm not the only person with such a passion, which is the reason that the Hall runs so successfully. We have an incredibly committed committee but, more than that, we have people **not** officially on the committee who nevertheless lend a hand to make sure the various user groups and events work successfully. Just look at the support we get in the kitchen for car boot breakfasts, the concert team, and the village turn-out that makes Leaden boot the event it is. And there are many more unsung helpers who get actively and happily involved throughout the year. So to everyone who has helped this vital community hub, I want to express my thanks, as I'm sure Jean would also have wanted.

SIGNED.....PAGE.....

DATE.....

ALSTONEFIELD VILLAGE HALL COMMITTEE MINUTES

As to the year gone by, Margaret's report has summarised all we need to know about the healthy state of the Hall's financial stability, which should be a central focus for us as trustees. But we also have duty to ensure the place is well-maintained and fit for purpose, so it's pleasing to be able to report that we've continued to make modest improvements to the facilities - the dishwasher, water heater, janitor cupboard etc - without making any noticeable dent in our finances - and that we are in a position to look at some further improvements in the months and years ahead. The hall floor is soon to be re-furbished; re-decoration is pencilled-in; and re-surfacing the car park is something we can hopefully begin to look at before too long, with or without grant aid.

Looking forward, whatever *my* role, one priority for us is to look at our constitution, which is no longer fit for purpose. We have an opportunity to correct a couple of legal flaws (something we'll no doubt discuss under the next item) and at the same time consider moving to a more modern model (known as a CIO - a Charitable Incorporated Organisation) that might suit us better, and actually help attract and retain committee members in the long term.

To finish, I just want to say a couple more 'thank yous'. It looks like Sue Lovatt will not be up for re-election, which will be a huge loss in terms of her membership, although I'm sure her support for the village will be little affected. So thank you, Sue, for all you have done (and thanks to Dave Lovatt, too). I don't really want to single out other members, but I must thank Margaret for her superb work both as Secretary and Treasurer. And off the committee, I want to thank Pauline Hambleton, who goes the extra mile in keeping the Hall clean and tidy, despite her busy family life.

Representative Members:

The Parish Council has declined to have a representative member because, since all decisions must be made by the Council, a member alone cannot give advice without prior consent of the council. The following representatives of active groups, which now use the hall, have agreed to serve on Alstonefield village hall committee. They were nominated and unanimously appointed.

Friendship club	Mandy Domville
Parochial Church Council	Val Littlehales
Alstonefield Cricket Club	Steve King tbc.
Mother and Toddlers Group	Jo Griffin
History Group	Margaret Cohen

Elected Members:

The following agreed to serve on the committee as elected members and were elected:-

Martin Snodin
Frank Lipp
Dave Littlehales
Debs Railton

Co-optative Members:

The following members were co-opted on to the Committee:

Ken Sharples
Anne Morgan
Ian Lonogdon

The members present signed "The Declaration by Members".

Matters Arising - None.

A.O.B: - None. **The meeting closed at 7.15 pm**

SIGNED.....PAGE.....

DATE.....

ALSTONEFIELD VILLAGE HALL**Summary of Accounts for year ending 31st March 2019**

	2018 -2019	2017-2018
	£	£
Balance brought forward from previous year	38,562.76	30,322.61
Receipts		
Lettings	5,570.00	7,498.25
Fundraising	2,875.50	3,813.71
Concerts	11,005.00	8,843.30
Car Park	1,107.17	692.00
Donations	1,120.00	2,032.28
Books/cards	193.55	101.13
Refunds/Gift Aid	0.00	272.71
Bank Interest	114.71	74.76
Total Receipts	21,985.93	23,328.14
Payments		
Cleaning & Toiletries	846.26	846.18
Licences, Insurance & Affiliations	1,154.99	1,182.49
Water & Sewerage	200.41	145.35
Maintenance	827.49	699.53
Postage,Telephone, Stationery	62.69	72.38
Telephone/Internet	721.84	1,249.67
Heating	2,137.51	385.95
Electricity	632.89	645.02
Replacements & Repairs	232.22	1,863.11
Waste Bins	304.03	292.34
Concert Expenses (incl. Donation to Lisieux Trust)	7,698.00	5,859.80
Old School Garden	1,083.49	722.40
Misc. (including new kitchen equipment)	1,373.66	1,123.77
Total Payments	17,275.48	15,087.99
 Balance at year end	 43,273.21	 38,562.76
 Reconciliation		
Deposit Accounts balance at year end	835.88	833.85
Virgin Account (Refurbishment Fund)	20,386.82	20,272.66
Current Account balance at year end	22,081.17	20,252.17
Cash-in-hand at year end	10.04	239.06
Less Payments not reached bank a/c at year end	40.70	3,034.98
Receipts not reached bank a/c at year end	0.00	0.00
Total	43,273.21	38,562.76

Treasurer

.....Date

Independent Examiner

.....Date

Chairman

.....Date

Notes**Additional Assets as at 31st March 2019**

Concert float (Dave Littlehales) £928.00

Bar float (Frank Lipp) £661.00 (change float £268, stock float £260, stock at cost price £133)

Car boot float (Sue Lovatt) £50.00

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13. Support organisations, memberships and information sources

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Memberships

The Committee is a member of Support Staffordshire ('the largest independent voice for Voluntary, Community and Social Enterprise Organisations in Staffordshire'), which merged with the now defunct Staffordshire Community Council in 2018.



Its objectives are: "to increase skills and knowledge, harness the drive, enthusiasm and energy of people, to enhance individual and family livelihoods, to build capacity in neighbourhoods and communities and to improve the relationships and resilience of organisations and individuals." Unlike the former Community Council, it does not offer grant funding, but it can assist in this.

Their website contains a great deal of general information including model documents and links to other information. As a member, we are also entitled to 3 hours of free support per year, on a range of areas, such as:

- Funding and fundraising
- Involving volunteers
- Planning
- Policies and procedures
- Governance and trustees

There is no cost for membership, but support above the 3 free hours must be paid for. They can be contacted Monday-Thursday, 9am–1pm, on 0300 777 1207 – or go to www.supportstaffordshire.org.uk.

UPDATE ON LEGAL SUPPORT MAY 2021

Support Staffordshire has announced it is working with Nowell Meller Solicitors. The firm is highly experienced in the charity sector and has a great deal of specialist knowledge and expertise in the field.

Steve Kirwan, MD of Nowell Meller quote: *"Our local community is at the heart of everything we do at Nowell Meller and we actively try to support as many different charities and people in need as possible. We are delighted to be working with Support Staffordshire to improve the access to legal services for Village Halls. The work Support Staffordshire do for the community is second to none and we are honoured to be a small part of that."* More: <https://supportstaffordshiretogether.org.uk/corporate/>

Other organisations

ACRE (Action with Communities in Rural England) is the national body for 38 charitable local development agencies. Describing themselves as "the voice of rural communities", ACRE influences national policy on rural issues, from housing, health and transport to broadband, services and fuel poverty.



ACRE provide a large range of guidance and legally-approved model documents, many of which are directly relevant to village halls. A number of these are free publications that can be downloaded from their website; others are chargeable. They also publish research, much of it relevant to village halls.

They have a team of local advisers who can provide information and advice. The contact for Staffordshire is Jill Norman, who can be contacted by email: jill.norman@supportstaffordshire.org.uk or tel. 01538 381356. For more information, go to: <https://acre.org.uk>

Additional reading and links

Trustee role and responsibilities (ACRE Information sheet 17) – available on request from the Chair
Charity Commission www.gov.uk/government/organisations/charity-commission

Charity Commission – operational guidance <http://ogs.charitycommission.gov.uk/g562a001.aspx>
HSE example risk assessment for village halls www.hse.gov.uk/risk/casestudies/villagehall.htm
FSA – Managing Food Safety www.food.gov.uk/business-guidance/managing-food-safety
National Council for Voluntary Organisations www.ncvo.org.uk
Advice for the Voluntary Sector www.afvs.org.uk Tel. 0845 319 8330
Institute of Fund Raising www.institute-of-fundraising.org.uk
Fund-raising <https://fundraising.co.uk>

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