

# Alstonefield Village Hall

## Handbook for Committee Members



Thank you for volunteering to be a trustee and member of the Alstonefield Village Hall Committee. As you will know, we are a registered charity (number 228929) and on joining the Committee you become one of the charity's Managing Trustees. This Handbook has been prepared as an introduction to new members and a quick-reference guide for all. It covers some key aspects of governance, a short history of the Hall, our policies and the procedures we follow. I hope you find it both interesting and useful.

Chair

November 2022

### 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 also available on the village website

## Navigating with hyperlinks in PDF

To make navigation easier around PDF documents, take a moment to tailor the toolbar in your Adobe Reader software by adding Back and Forward buttons. Just right-click in a blank part of the toolbar, then look in the dropdown box for 'Show Navigation Tools'. Select the **Previous View** and **Next View** arrows and they'll be permanently added to your Adobe Reader toolbar.



# 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. 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. It was 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. (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 committee members are 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 2022, but there have been discussions about changing this – 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 over 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 generally greater than the amount we can probably expect to receive from hire charges alone (unless they are significantly increased) 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, broadband and a well-equipped kitchen, etc., we are well positioned to continue 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 simple 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 prescribed composition of Members on the Committee. The Constitution sets our objectives and other conditions governing the proper and effective use and running of the hall.

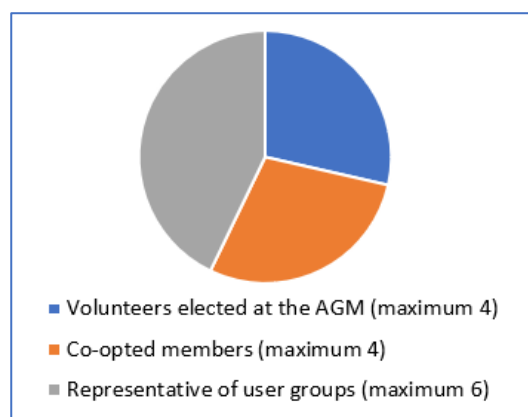
Whilst we own the land and premises, the Charity Commission have, since 2008, been the Custodian Trustees (it was previously the Parish Council), with a responsibility to hold the legal title of the charity's property and to act on the lawful directions of the Management Committee in any transactions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

### 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 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 in April or as soon as possible afterwards, 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 has recently been above the Charity Commission threshold of **£25,000**, we arrange for these to be examined prior to the AGM by an independent person.

As a basic set of controls, expenses above [£500] require prior Committee approval (which may be by circulated email rather than waiting for the next meeting). Wherever practicable\*, a minimum of two quotations should be obtained for items of expense such as building work likely to exceed [£2,500]. For larger projects likely to exceed [£5,000], a minimum of three quotations should be obtained. (\*This may depend on factors such as general availability of trades persons in the area or specific expertise needed for the project.)

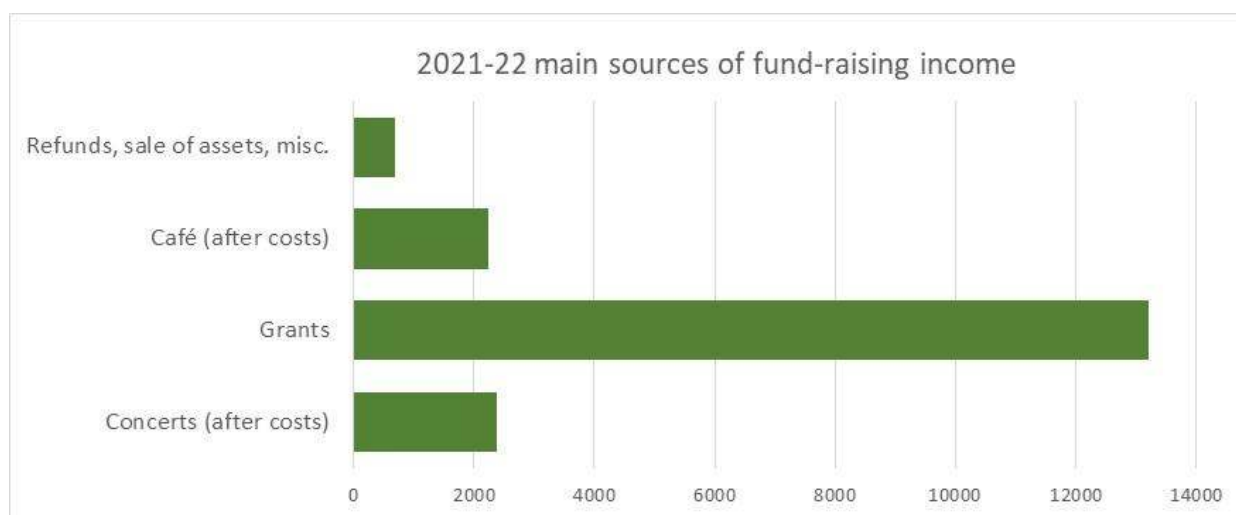
Based on accounts ending 2021-22, the Hall's yearly expenses (over £19,000) are significantly greater than the income we generate from hiring fees and donations alone (just over £7,000).

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.

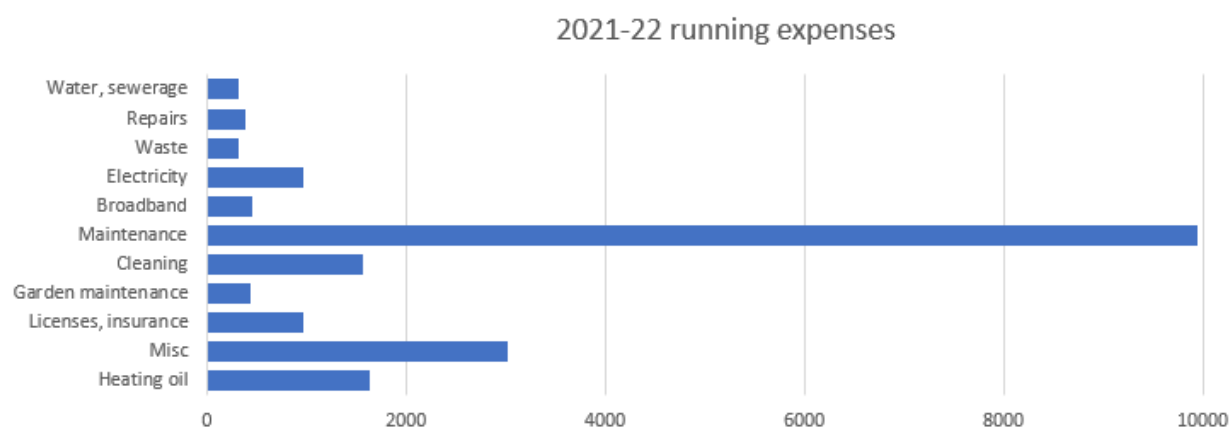
Consequently, the committee needs to raise other income and maintain reserves, from sources such as grants and our own fund-raising activities.



Every year differs (e.g. there was a café during the 2021-22 year that may not occur again), but the main activities generating a significant part of our income can be illustrated by the chart below. It should be noted that in this particular year, as in the previous year during the COVID pandemic, a large part of our income came in the form of grants, which cannot be relied upon in forecasting for future years.



For basic running expenses, the following were the main costs in 2021-22 (maintenance was significant and to some extent discretionary, at least in terms of timing):



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

### Fund-raising or commercial trading? (Small Trading Exemption)

Given the necessity, as a rule, for fund-raising to help balance the books, we must be cognisant of our primary purpose and ensure we are not inadvertently carrying out non-charitable trading activities. We need to ask ourselves whether any activity is consistent with and advances our charitable purpose and provides public benefit.

Alternatively, if an activity *could* be regarded as outside our charitable purpose, we must ensure that the level of income it generates falls within the HMRC's [Small Trading Exemption](#). Since April 2019, for charities with turnover below £32,000, the maximum amount of Non-primary Purpose Trading is £8,000. If a greater level of income is generated, we would no longer be exempt from tax on that income. Given our turnover in recent years has exceeded this threshold, we need to think carefully before embarking on any such activity.

If trading activity is carried out to raise funds but is not itself a charitable activity providing a public benefit, it could be considered by the Charity Commission and/or HMRC as non-charitable, particularly if it represents any risk, such as incurring debt. Examples could be:

- Operating a regular bar for the public (because it might be seen as not managing the hall for the benefit of all users)
- Running a bar alongside an event, if the bar is open to the general public\*
- Any commercially-oriented trading where there is a significant financial risk.

\*Note that activities can be considered ancillary or complementary to our primary purpose, e.g. selling refreshments to visitors at an event.

If we carry out a non-charitable trading activity on a regular basis, it may be preferable to do so through a trading subsidiary – see HMRC guidance link above.

## 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(f) 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. 2022/23 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*	<i>No nomination</i>	01335 310322	val.littlehales@gmail.com
Parent & Toddlers Group	(Lois Adams, tbc)		
Friendship Club	<i>No nomination</i>		
History Group	Martin Snodin	01335 310121	martinsnodin@gmail.com
Cricket Club	<i>No nomination</i>		
Bowls	<i>No nomination</i>		

SHORTFALL: 4

*\* Note that under the current Constitution, it is explicit that the **Parish Council** and the **Parochial Church Council** will nominate a representative member, but they have declined to do so in recent 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):

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

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*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)

Val Littlehales	01335 310322	val.littlehales@gmail.com
Kevin Stockton (joined Sept)	07932 159 041	kmsdiy@yahoo.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 Community Council Village Venture Award for its conversion.

In June 1988, the committee decided to apply for houses for local need and attempted 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 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.

*\* Rewarding committee members or other volunteers (e.g. small gifts, paying for outings, Christmas parties, etc.) is allowed as long as the cost is reasonable in proportion to the charity's total income and the scale of the contribution to its work made by the volunteers (ref. [www.vas.org.uk](http://www.vas.org.uk))*

#### **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](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)

[Return to Contents](#)

### ALSTONEFIELD VILLAGE HALL COMMITTEE Copy of Original constitution of Alstonefield Institute

Sealed 18<sup>th</sup> 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.

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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 1<sup>st</sup> January 1999

ALSTONEFIELD VILLAGE HALL COMMITTEE  
Copy of Original constitution of Alstonefield 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 15<sup>th</sup> 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 18<sup>th</sup> day of August 1978.

L.S.

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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 1<sup>st</sup> January 1999

**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 &amp; 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 6<sup>th</sup> 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 1<sup>st</sup> 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 planning 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 AUTHORIZES 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	Fiona Goodyear (07779 899 860)
Indoor Bowls	See below	Carol Harrison (07806 768 640)
Local History Group	See below	<b>Martin Snodin*</b> (01335 310381)
Parent & Toddlers	See below	<b>Lois Adams TBC*</b> (loisaadams@hotmail.co.uk)
Parish Council	See below	Martin Jinks (clerk@alstonefield-pc.org.uk)
Parochial Church Council	See below	Fiona Goodyear (07779 899 860)

\* Committee - Representative member

### Commercial

User	Times	Contact name
Threads	See below	Cathy Reavy (01335 310125)
Post Office	See below	Mark Daniels (07733 265493)
Pilates	See below	Victoria Turner (pilatesinthepeaks@gmail.com)
Yoga	See below	Liz Nicholls (xxxxxxxxxxxxxxxxxxxxxx)
Dance	See below	tbc

Timetable – see Village Hall calendar on [village hall website page](#)

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## 9. Policies:

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### (a) Accessibility (Disability Discrimination Act)

Under the Disability Discrimination Act 1995, it became unlawful for service providers to treat disabled people less favourably for a reason related to their disability, and it became necessary to make “reasonable adjustments” to account for disabled people's needs.

In complying with the law, the costs and practicability of any adjustments can be considered. The extent to which the adjustment actually improves access to the service and the importance of the service to disabled people can also be taken into account.

The village hall committee, with support from Staffs Rural Community Council and Stoke City Council, carried out an Access Audit in April 2002 (see minutes 10 May). This highlighted that entrances, general exits and fire exits must be available for use by both the able-bodied and the disabled. It was noted that the south entrance could be adopted for use as the main hall is some 18 inches higher than the outside pavement, and the required platform outside the door combined with a 1:20 approach ramp would take the edge of the ramp out onto the highway. In addition it would have been necessary to raise the height of the door lintel and this would incur excessive building costs. It was therefore agreed that a new (north) entrance to the hall would be incorporated into the building work for the proposed new extension, via the car park.

This planned work would also enable the new toilets to be built with full disabled access.

Proposed changes to the floor levels also dispensed with the need for ramps within the hall, which also presented an issue at the time.

Compliance with legislation was required by 2004 the various works were completed in 2006 and 2011, for the floor levelling/kitchen changes and extension works, respectively. At around the same time, accessibility improvements include:

- the installation of a hearing induction loop in the main hall
- provision of a section of refreshment worktop space at a lower height (850mm)

Other access facilities were deemed acceptable or incorporated into the works at the time. More recently, a disabled parking space close to the entrance was marked out when the car park was re-surfaced in 2020 and vehicle spaces were marked-out for the first time.

### (b) 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](http://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.

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

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## **(c) 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 first meeting after 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 the *safeguarding lead person* should be confirmed at the first meeting after the AGM (a Scheduled Item) and monitored on an ongoing basis by 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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## **(d) 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**

As a control, application of this Policy will be routinely reviewed by inclusion as a standing item on Committee meeting agendas annually in Q4.

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## (e) Financial Policy

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- (i) [Why do we need this policy?](#)
- (ii) [Obligations on the trustees](#)
- (iii) [Treasurer and oversight](#)
- (iv) [Reporting to the Charity Commission](#)
- (v) [Record-keeping](#)
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- (viii) [Reserves Policy](#)
- (ix) [Cost management](#)
  - 1. [Main costs](#)
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### (i) 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 charity law under which we operate. Decisions taken in meetings must be financially prudent and carried through in a proper manner.

### (ii) Obligations on trustees

We are subject to the requirements of the Charity Commission under accounting and reporting legislation of the Charities Act 2011 and associated practice guides (e.g. [SORP 2005](#)). The Commission has a guide to **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](#))

*\* This is one issue with the current constitution that may need to be addressed – more [here](#)*

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 assets of the charity, so it is essential that there are adequate internal financial controls. 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, and reporting to the Commission.

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### (iii) 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 the financial information for the year-end report. According to the Charity Commission, management of the simple accounts required can be done without book-keeping knowledge, especially with the help of user-friendly software now available. An example of this is Simple Accounts for small community groups (link [here](#)).

Since 2020, the Treasurer has used a bespoke Google-based Excel workbook for managing accounts, which is shared with the Booking Secretary (and other committee members such as the Chair as required) in order to integrate with hall hire and practical aspects such as heating.

A copy of the current account bank statement should be provided by the Treasurer to the Chair every month, so that a trustee other than the one managing the transactions has sight of these important documents.

End-of-year accounts 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 first exceeded in the 2019/2020 financial year – see [CC32](#)\*. (Under £250,000, accounts do not need to be formally audited by an accountant.) The thresholds are subject to change from time to time as the regulations made under the 2011 Act are updated.

Our independent person is currently:

**Rebecca Longdon, Hope Fields Farm, Alstonefield** (To avoid the need for an engagement letter and other implications explained in CC32, Rebecca does not charge for her services; rather, she has complimentary entry to village hall-hosted 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](#).

As stated above, all committee members, not just the treasurer, are jointly responsible, as trustees, for the proper conduct of the charity and its financial management, and need to be kept up-to-date. An adequate treasurer's report to all members is vital because they are collectively accountable (it is not the treasurer's prerogative to 'control' the finances of the committee). For this reason, 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.

For example, we may need to review sources of our income and look at a strategy to raise funds from new sources.

The format of the agenda financial report should be consistent, available to all, 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.

In general, it may be sufficient to simply update from the previous meeting. Occasionally, however, a year-to-date statement may be more appropriate. This can include variations from any budget set out at the start of the year in a financial plan. See [Budgeting](#) below.

A minimum **financial update** should look something like this, and be available to all members:

Summary of income v expenses since last meeting				
Category	No of items	Debit	Credit	More information on item if needed
Maintenance				
Licences, insurance & affiliations				
Cleaning & toiletries				
Postage, telephone, stationery				
Concert expenses				
Water & sewerage				
Telephone/internet				
Electricity				
Old School Garden				
Heating oil				
Misc				
Interest				
Lettings				
Concert income				
Donations				
Car park				
Grants				
Refunds/gift aid				
Fund-raising				
Sale of assets				
		£ -	£ -	
		£	-	Overall +ve or -ve since last update
ACCOUNT BALANCES				
Current account (working funds)				
Restricted funds (grants received for a purpose)				
Designated/Reserve fund (for planned projects)				
Free reserves				
Total funds:		£	-	

The committee should also be open to seeking external professional advice when needed. This should be agreed in advance by the committee so that credentials can be verified and any costs of consultation can be agreed in principle beforehand.

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#### (iv) Reporting to the Charity Commission

Details of our income and expenditure are submitted online in a standard format by the Chair/Secretary to the Charity Commission [here](#) – a password is required.

This must be within 10 months of our financial year end, i.e. by end of January (as a control, confirmation is required in the general meeting in Q4).

The independent examination referred to above must accompany the accounts and is in a statutory format. (See Charity Commission [Independent Examiner's Report template](#).)

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

For greater transparency, it is also our practice to publish our end-of-year financial information and minutes of the Annual General Meeting on the Village Hall noticeboard(s) and [webpage](#).

It is also a Charity Commission requirement that the words “Registered Charity no. xxxxx” appears on documents such as fundraising appeals, event posters, invoices and receipts.

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## (v) Record-keeping

Accounting records should be kept for 6 years, including:

- Invoices for all payments, showing date of payment and who paid/authorised;
- Receipts for cash purchases;
- Paying-in slips/vouchers showing the date, source, amount and name of the person
- Copies of hiring agreements with date, name of hirer, amount due
- Copies of any invoices issued, e.g. for hiring charges, with date/details of payment
- Bank statements for all accounts held.

Although records may be held electronically by the Treasurer, we must ensure that information can be accessed (as hard copies if needed) at any time. See also [Data Protection Policy](#). In practice we archive governance paperwork such as minutes, with accounting information as reported, indefinitely. A copy of the latest year’s accounts is included in this Handbook (see AGM Minutes and accounts [here](#)).

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## (vi) Preparing accounts

Our accounting year runs to 31<sup>st</sup> 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.

The categories of receipts and payments should remain reasonably consistent from year to year, as far as possible, in order to easily compare year-on-year information. The following is an example of the categories to include, although these may need to be altered if income sources change or new expenditure types begin to be incurred:

Income	Expenditure
Lettings and hire of equipment	Insurance
Fundraising	Licences, memberships, etc
Grants	Water & sewerage
Donations from individuals	General maintenance, purchases, cleaning
Small gifts donations, e.g. car park	Broadband, telephone, postage & stationery
Gift Aid	Heating (oil, boiler maintenance, etc)
Sales of assets, e.g. books, cards	Electricity
Bank Interest	Major repairs, equipment/replacement
Miscellaneous	Commercial waste
	Miscellaneous

In terms of assets (account balances), funds should be segregated into at least three bank accounts, to differentiate clearly between:

- Working funds (current account)
- Designated funds (funds reserved for planned projects or expected expenditure)
- Free (unallocated) reserves (see [Reserves Policy](#) below.)

In reporting, any funds received by way of grants should be categorised as a Designated amount, i.e. whilst this may be kept within a deposit account, it should be earmarked for the purpose intended and unavailable for other expenditure or free reserve. See [financial update](#).

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. At as 2022, our current account is:

Virgin Current  
Sort Code: 05-08-03  
Account: 21824566

Funds over this amount are to be deposited either in an accessible deposit account or, if funds permit, in a more long-term deposit fund suitable for unallocated, free reserves, where higher interest rates may be available. At as October 2022\*, our sole deposit account is:

Virgin Cash Management  
Sort Code: 05-08-03  
Account: 21824572

(\*This is currently under discussion while this whole Financial Policy is being reviewed.)

*[Note that under the current Constitution, the deposit account 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](#)).]*

**Fixed assets** such as the building or equipment do not need to be shown in the accounts but it is good practice to maintain an inventory, which can also be helpful in assessing insurance values. The re-building cost of the property is something that should be reviewed regularly, so that insurance cover is not compromised. See [Insurance](#) below.

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## **(vii) Budgeting**

Even if a charity's finances seem healthy, there are good reasons for doing some basic forward planning using a budget. For example:

- it can help outline what our plans are more clearly and their likely cost
- it helps in making financial decisions and keeping control during the year
- it may be needed to apply for a grant, because funders may want to know our plans
- if your plans change, it reduces the risk of a financial shortfall my mistake.

A particular benefit is budgeting is that when the Treasurer reports to the committee at any general meeting, it provides a 'year to date' picture, which is a much more informative account of what is happening and the state of the hall's finances. The report can also be corroborated by the balances in cash and in all bank accounts.

There are many sources of guidance in preparing budgets (including ACRE's VHIS41) but essentially it is a simple process of comparing what we think our expenses will be in a future period, compared to the income we expect to receive. The start point is our opening balances on all accounts. The process should identify whether we will have a *net income* (receiving more than we spend) or a *net expenditure* - where the reverse applies, and action may need to be taken. The following example illustrates how a budget may look:

ALSTONFELD VILLAGE HALL BUDGET FOR FINANCIAL YEAR:		Starting position	
		Total funds on 31. March XXXX (estimate)	£ -
		less Restricted Funds (grants that must be used for agreed purpose)	£ -
		Total remaining	£ -
		Designated/Reserve Fund for projects such as the kitchen and Old School Garden	£ -
		Free reserves	
INCOME	Explanation		
Lettings and hire of equipment		£	-
Fundraising - misc		£	-
Fundraising - concerts		£	-
Small gifts donations, e.g. car park		£	-
Donations from individuals		£	-
Sales of assets, e.g. books, cards		£	-
Gift Aid		£	-
Bank Interest		£	-
Grants		£	-
Misc, in refunds		£	-
		TOTAL INCOME	£ -
EXPENDITURE			
Insurance		£	-
Licences, memberships, etc		£	-
Water & Sewerage		£	-
General maintenance, purchases, cleaning		£	-
Broadband, telephone, postage & stationery		£	-
Heating (oil, boiler maintenance, etc)		£	-
Electricity		£	-
Major repairs, equipment/replacement		£	-
Commercial waste		£	-
Misc		£	-
		TOTAL EXPENDITURE	£ -
		Net income (+) or Net expenditure (-)	£ -
		End of year position, i.e. Free Reserves less net expenditure	£ -

We may wish to include in the budget process specific objectives such as increasing revenue from hiring by x%, or reducing utility bills by y%.

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## (viii) Reserves Policy

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 should 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 part of a reserve is from donations or grants designated for a particular purpose, that should be stated, with an indication of when such reserves will be spent.

In setting our policy, it has been 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 (twice, in 1967 and 2001) and by the Coronavirus Covid-19 pandemic that affected hire income from the start of 2020 for a period up to mid-2022. As a result, our Reserves Policy (last agreed at a meeting of the committee on 12 October 2022) is relatively cautious, as follows:

*In light of unforeseeable events that have caused a material loss of income in the past (such as Foot & Mouth disease in 1967 and 2001 and the COVID-19 pandemic in 2020-22) and the significant costs these days of major works that*



*may need to be undertaken to maintain the premises, the management committee considers it reasonable and appropriate to hold reserves representing at least 3 years of its typical annual expenditure, to ensure as far as possible that our core activities could continue. A proportion of these reserves (a minimum of £5,000) should be maintained in a readily realisable form. The application of this policy is an integral part of our annual planning cycle and risk assessment.*

Using the above criteria, with expenditure in the last 6 years averaging c.£16,000 (ignoring the accounting corrections taken during the grant-aided COVID period 2021-2022), we consider it reasonable and appropriate to carry forward deposits of around £48,000 as at 2022.

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## (ix) Cost management

### 1. Main costs

Our basic expenditure in a year on core running costs generally now exceeds £10,000 by some margin, equivalent to over £27 a day, depending on the amount of maintenance carried out (see [chart](#) for 2021-22 in Overview section). 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. It is password protected.
- **Electricity:** This is currently with Western Power, arranged via [Clear Business](#), on a fixed-rate basis, until mid-2023.
- **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 at least 2022 (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 fire/accident emergency use – see Health & Safety [here](#) - and a good standard of broadband with Wifi throughout the premises. It was upgraded in 2018 with the assistance of Gordon Campbell (Ecton House), 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”, currently 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 seek 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 October 2022, 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. NO VAT is payable because charities do not fall within 1-5 of the 1980 Standard Industrial Classifications (SIC) list. See link on Gov.uk [here](#).
- **Concert expenses:** These are essentially fund-raising expenses but are significant because they relate to the fees charged by performers, in return for which the Hall receives considerable income by way of ticket sales (see below [Fund-raising](#)).

As for any other supplier, performers and sound engineers are required to provide an invoice before payment can be made, which should be made by bank transfer. (See [Expense controls](#) below.)

To assist performers, we have a standard invoice template (consistent with the Musicians’ Union template), which can be completed after the concert, avoiding the need for an invoice to be sent in the days following (see [Appendix 2](#) below). This is an attractive option for both parties, avoiding administration and delay. A similar invoice template is available for payment of a sound engineer (or other supplier).

It is possible (but unlikely) that a performer (or other supplier) may require cash, for example to split the fee between band members, or it could be an overseas act with no UK bank account. In these instances, if it is a fixed fee, an invoice must be provided at least 2 weeks in advance, so that the cash amount to cover the fee can be withdrawn by the Treasurer. If the fee is based on a percentage, the maximum fee should be estimated (i.e. a sell-out) so that the cash can be withdrawn, with any excess paid back into the account afterwards. The standard invoice template can also be used to confirm payment and receipt of cash, provided all contact details are included.

The basis of the fees charged is subject to contractual agreement (written or verbal/email) between the supplier and the particular concert organiser (currently Martin Snodin or Dave Littlehales) on behalf of the committee. These are always available for scrutiny by the Treasurer (or independent examiner) but any queries about the level of fee must first be raised through the Martin or Dave and not directly with the suppliers, because of the contractual relationship and (often) long-standing connections with the suppliers or their agents (such as booking agents).

Any other associated expenses such as bar stock or hospitality costs should be

reimbursed to the committee member as per our [Reimbursement policy](#) below or, if they are for small cash amounts, from the petty cash float, and accounted for accordingly (see [Cash transactions](#) below.) Any bottles taken from Hall-owned bar stock and given to the performers by way of hospitality (or any bottles added to the raffle) should be accounted for at their cost price in assessing the overall profitability of the event (there is a spreadsheet for this calculation).

- **Cleaning:** Our main cleaner, Pauline Hambleton, sends us an invoice for her work, 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 would be covered by the Hall's [Employee Liability](#) insurance.)
- **Garden maintenance:** Similarly, routine garden work such as mowing is carried out currently by Ian Redfern, who sends us an invoice for his work, operates to his own schedule and uses his own equipment. The Old School Garden takes additional management, which we either undertake voluntarily or use paid contractors as needed.

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## 2. Expense controls

In relation to general expenses, a sensible level of controls protects the charity and individual trustees by providing evidence we are properly protecting the charity's assets. We have set certain thresholds for payments, as follows:

- Expenses **above** **[£500]** require prior Committee majority approval (which, if **under** **[£1,000]**, may be my email rather than waiting for the next meeting).
- Two quotations are required for items of expense or services likely to exceed **[£2,500]**.
- For larger projects likely to exceed **[£5,000]**, a minimum of three quotations must be obtained.

However, when it is not reasonably practicable to obtain more than quote, or there is a particular specialism or reason to select a person/firm, then a supplier *may* be selected on a 'sole source' basis, but only after due consideration and approval of the committee.

Payments to suppliers or service providers should only be made having received a proper invoice with an appropriate note or endorsement made once payment is made.

**Bank transfers-out** are almost all now BACS payments, undertaken by the Treasurer with 'instant access oversight' by the Booking Secretary (or vice versa). Every login onto the account is recorded. If payments are made *to* either of the above, these are always paid by the other person. As an additional control, the Chair receives a copy of the bank statements monthly.

**Cheques** are rare these days, but these always require authorisation by two people. 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 invoice being paid, the invoice endorsed with the cheque number, marked PAID, dated and initialled by both signatories

**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 from Hall funds, this should be pre-arranged (e.g. [Concert Expenses](#)) or paid out of a petty cash float specifically kept for such payments, with details properly recorded. Payments should not be taken from cash received at an event (such as a bar receipts or ticket sales) as this corrupts the audit trail, which should be able to trace income records through to the bank account.

Any 'float' should be kept securely. It 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 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.

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### **3. Reimbursement of committee members**

Where members pay for services or supplies and need to claim reimbursement, it must be clear (as per Charity Commission [Internal Controls Guidance CC8](#)) that the expense was incurred legitimately in the course of carrying out the charity's business and must be:

1. requested with a dated signature ("a self-declaration that the claim is accurate and incurred on the business of the charity");
2. supported by a clear description of the nature, date and amount; and
3. accompanied by a receipt/invoice for goods purchased or, in the case of supplier services, confirmation of receipt by the person/firm with their address and contact details.

(n.b. 1 and 2 are similar to requirements set by our independent examiner in 2014).

We do not require a particular format for requesting reimbursement but the claim should include the following declaration (whether by written or electronic means:

*"This expenditure has been incurred by myself wholly, necessarily and exclusively for the purposes of the Alstonefield Village Hall charity, as described. Evidence in the form of a receipt is attached".*

Reimbursement of travel costs can be made, provided any mileage claim is based on HMRC's [Travel mileage and fuel rates and allowances](#) (currently 45p per mile for cars).

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### **4. Trustee Liability cover**

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

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## **(x) Income management**

### **1. 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, i.e. hire fees. (For information on how we set hire charges and conditions on how the Hall may be used, refer to [8\(g\) Hiring Policy](#).)

In terms of accounting evidence, 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. Once paid, the invoice should be endorsed accordingly.

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## 2. Donations and gift aid

The Village Hall is fortunate to receive occasional donations, such as a bequest from someone who lived in the village or benefited from the Hall in some way. Charitable users or those providing community services (e.g. First Responders) are asked to make a donation to the Hall rather than pay normal hire charges ([link here](#)). We also ask for donations for use of the car park, both from daily visitors or by villagers wanting to 'borrow' parking space for a period.

Gifts of cash to UK charities by individuals who 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 things like car park 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).

We have a QR code that can be used for electronic donations – [see below](#).

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## 3. Fund-raising

In common with most village halls, our yearly expenses these days are generally far 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, energy efficiency projects (solar panels etc.), garden improvements, etc.

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

- monthly live music concerts;
- refreshments served at car boot events and, more recently;
- a pop-up café (no longer operating, as at October 2022).

Regarding **car boot refreshments**, these are dependent upon car boots themselves continuing and the willingness of committee members or other volunteers to supply a refreshments service from early in the morning (around 7am).

Regarding **concerts**, although these are a form of fund-raising, the accounting requirements are not quite the same as, say, a coffee morning, 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 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 concert expenses – [see above](#).)

Most tickets payments are made directly into the current account via the ticket seller (currently WeGotTickets.com). Some advance direct payments will also be paid directly into the current account, by people purchasing by credit card at events or over the bar (using SumUp).

Some tickets will be paid for in cash, either on the door or, occasionally, in advance (often by locals or regulars who prefer to do this). This cash should be paid to the Treasurer as soon as possible for banking, using a paying-in slip confirming the source of the money (the names of individual ticket holder are not required for this purpose but the concerts should be specified).

CASH PAYMENT SLIP TO ALSTONEFIELD VILLAGE HALL TREASURER	
Passed to Treasurer by (name)	On (date)
Sources of cash (bar, raffle, etc.)	Amount(s)
1.	£
2.	£
3.	£
Signature amount	Total £
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

The Treasurer can provide the basic template in MSWord format for any committee member likely to receive cash payments for banking.

*\* 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), typically amounting to c£300-£400). For this reason, it has been our policy since 2021 to ensure ticket prices are sufficient that we can include a 2% 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 1 [below](#).*

### Electronic payments

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 Virgin Current account, subject to a commission deduction of 1.69% (as at October 2022). There are no other fees. The Sumup account is currently password protected, in the name of the Chair, Martin Snodin, with Debs Railton added as an administrator.

SumUp Support telephone: 020 3510 0160 (Machine ID MDLL3R7Z)



The SumUp account can also accept payments made via a QR Code, which can be displayed in appropriate places in the building or the car park (where it can be used to receive donations). Scanning the code takes the user to this payment link: <https://pay.sumup.io/b2c/QYS3U19H>. The link can also be useful for anyone who wishes to make a payment remotely. (We could in theory use the SumUp 'card not present' facility for payment over the phone, but this is not very practical because of the location of the machine; there is also a higher charge of c.3% and it is necessary to apply to SumUp for the facility, involving set up of a 'virtual terminal'.)

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## 4. Trading

As described above ([Small Trading Exemption](#)), there is nothing in theory to prevent the Committee from raising funds by more regular trading activity (known as 'non-primary purpose trading') such as a café or running a permanent bar. However, there can be tax implications



and 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](#)).

When the activity is more occasional and of community benefit (such as the monthly fund-raising concerts we have hosted for some years), these would not be regarded as trading, but the extent of these should always be kept under review, to avoid local users having reduced access to the facility for their own activities.

N.B. Under Charity Commission rules, use of the hall for private parties, one-off public events (e.g. art or fashion sales) and a reasonable level of commercial bookings are classed as fund-raising. But commercial use needs to be balanced with our charitable aims, which should be focused primarily on community activities, as reflected in our [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 FAQ publication [here](#).)

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## 5. Grants

There is a number of sources for 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 the latter). 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 look 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)
- ✓ Community Foundation for Staffordshire ([link](#))
- ✓ Garfield Weston ([www.garfieldweston.org](http://www.garfieldweston.org)) (provided £5,000 for the 2011 hall extension)
- ✓ Comic Relief ('Robbie Williams' Fund, £5,000 in 2013 to replace the boiler)
- ✓ National Lottery ([link](#))
- ✓ 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 Hall windows); just over £5,000 from the Single Generation Fund/Sure Start (for the oak storage cupboards, and £200 towards a ceiling) 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.

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## 4. 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. (A full copy of the 30 page insurance document with all terms and conditions, is on file if required.)

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.

Trustee Liability cover is a standard part of most village hall insurance products. Liability cover is also extended, within limits, to cover the liability risk of non-commercial hirers (bowls, parent & toddlers, etc.) but not to business hirers, who would be expected to have their own Public Liability insurance in place (and, by law, Employer's Liability cover, if they employ anyone). There are certain exclusions to liability cover such as inflatables such as bouncy castles\*, or fireworks displays, so any planned activities that could appear unusual or risky should be checked against the policy wording. (\*See also [10. Hiring form and conditions of hire](#))

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](mailto:insurance@alliedwestminster.com) ([www.villageguard.com](http://www.villageguard.com))

Insurer: Aviva - Policy No. \_VH 88/0047440/BS73272 Due Date of Renewal \_\_24.03.2022

n.b. The policy is currently subject to a 5 year Long Term Undertaking (LTU) to help maintain premium levels, which rolls over at each renewal. The penalty for terminating the LTU early is that we would need to repay the discount (c7%) given in the previous year.

Insurance is also referred to in section 4(k) 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**

web: [www.villageguard.com](http://www.villageguard.com)  
email: [insurance@alliedwestminster.com](mailto:insurance@alliedwestminster.com)

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: **100723922BDN**  
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: **24/03/2022** Expiry Date: **23/03/2023** Business Description:  
Risk Address: **Alstonefield Memorial Hall and Community Centre Village Hall**  
**Beresford Lane**  
**Alstonefield**  
**ASHBOURNE**  
**Derbyshire**  
**DE6 2FR**

**PREMIUM DETAILS**

Premium Net:	£665.26	<b>Total Payable:</b>  <b>£765.09</b>
Insurance Premium Tax:	£79.83	
Administration Fee:	£20.00	

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

Cover	Limit of Cover	
Buildings Sum Insured	£404,586	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: (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)	£12,335	Excess: £250
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	

Policy Number **VH 88/0047440/BS73272** Effective Date: **24/03/2022** Page 1 of 4

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: £35,816.00 Final Day of Accounts: 31 Mar Period of Accounts: 12 Months 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

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### Example summary sheet and declaration for concert revenue v expenses

Concert:		XYZ Band														
Date:		Date														
<b>REVENUE</b>		<b>EXPENSES</b> <small>(relating to concert - not general items such as occasional printing costs)</small>														
Ticket sales:				Y/N												
a) WeGotTickets (online)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">No</th> <th style="width: 15%;">Price</th> <th style="width: 15%;">Revenue</th> </tr> <tr> <td>75</td> <td>£ 13.00</td> <td>£ 975.00</td> </tr> <tr> <td>10</td> <td>£ 15.00</td> <td>£ 150.00</td> </tr> <tr> <td>0</td> <td></td> <td></td> </tr> </table>	No	Price	Revenue	75	£ 13.00	£ 975.00	10	£ 15.00	£ 150.00	0					
No	Price	Revenue														
75	£ 13.00	£ 975.00														
10	£ 15.00	£ 150.00														
0																
b) Direct																
c) Other (concessions etc)																
Total	85	£ 1,125.00														
Bar profit		£ 150.00														
Raffle profit		£ 75.00														
Other revenue, if any		£ -														
(Specify below)																
Total revenue		£ 1,350.00		Total expenses	£ 757.50											
<b>Overall profit/loss: £ 592.5</b>																
Signed as a true record:																
PRINT NAME		PRINT NAME														

## Appendix 2 – Invoice template for live music performers

Musicians Union standard format

### PERFORMER DETAILS

Address and contact details: \_\_\_\_\_

\_\_\_\_\_

Company No: \_\_\_\_\_

VAT No: \_\_\_\_\_

## INVOICE

### EVENT INFORMATION

PERFORMANCE DATE: \_\_\_\_\_

INVOICE DATE: \_\_\_\_\_

DATE DUE: \_\_\_\_\_

**INVOICE TO:**  
Alstonefield Village Hall Committee  
Beresford Lane  
Alstonefield  
DE62FS

DESCRIPTION	AMOUNT	VAT	TOTAL £

**TOTAL DUE £**

### BANK DETAILS IF PAYMENT BY BACS REQUIRED

\_\_\_\_\_

\_\_\_\_\_

IF PAYMENT IS BY CASH, BOTH  
PARTIES TO SIGN AND DATE BELOW.  
SIGNATURE CONFIRMS PAYMENT ON  
BEHALF OF ALSTONEFIELD VILLAGE  
HALL COMMITTEE AND RECEIPT BY  
THE PERFORMER(S).

Signed: \_\_\_\_\_  
for the Performer(s)

Signed: \_\_\_\_\_  
for Alstonefield Village Hall Committee

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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## (f) 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 to the Charity Commission its trustees, to produce a set of accounts and a trustee's report.

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

N.B. As described more fully in [9\(d\) Financial](#), details of our income and expenditure are submitted to the Charity Commission online, within 10 months of our financial year end, i.e. by end of January. As a control, confirmation is required in the general meeting in Q4. The information submitted 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.

### (i) 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) on joining and at the first meeting after each AGM. An online link to this Handbook is provided (it is on the village website) or, if preferred, it can be printed.

Section 5 of this Handbook ([Trustees' Duties](#)) 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
<small>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 CCC 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.</small>	
Name:	
Signed:	
Date:	
Home address:	
Tel No(s): (optional)	
Email:	
Date of birth:	
<small>Unless stated as optional, this information is required for completion of the Charity Commission's annual return.</small>	
<small>* 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.</small>	

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.

## 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 and PCC have declined to nominate a representative member in recent years, which creates a difficulty in terms of the current Constitution – [see Constitution footnotes in 2. Overview.](#)*

### (iii) 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 recent Coronavirus experience, if and 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 greater than the minimum requirement in the [Constitution](#) (two per year), although for many years they were more frequent.

Anyone over 18 from the parish of Alstonefield is entitled to attend and vote at the AGM, as a potential beneficiary of the charity.

#### **(iv) Decision-making (general meetings) and quorum**

The Charity Commission has produced a 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.

#### **(v) 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 (e.g. fire extinguishers, emergency lighting, first aid, general maintenance, utilities and scheduled items – see below)
- New items to discuss (items notified to the Chair/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 declns (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](#)
- Charity Commission annual return due January (Q4) – more information [here](#)
- Equality & safeguarding (first meeting after AGM) – more information [here](#)

The Chair the above are added to the relevant agenda, ensure sufficient time is given to each item and, if necessary, have a time limit, so that all items can be covered before an agreed 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.

\* 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](#).

Other agenda 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). As beneficiaries of the charity, public attendees are able to vote at the AGM on matters such as approval of membership and acceptance of the accounts.

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).

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

## **(vi) 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).

Minutes of the AGM (including the summary of accounts) must be published, on the main noticeboard outside the premises, for a period of a minimum 10 days. A copy should also be displayed on the inside board and on the village hall webpage [here](#), where it should remain available until the next year's update. The AGM minutes and accounts are the basis of the annual return that must be sent to the Charity Commission within 10 months of the financial year end (i.e. by 31 January) – more information [here](#).

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

### **(vii) Nominated Committee member responsibilities**

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

### **(viii) 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](mailto:alstonefieldvillagehall@hotmail.co.uk).

### **(ix) 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](http://www.resourcecentre.org.uk/information/charity-reporting-and-accounts) or refer to ACRE guidance VHIS-41, available from the Chair on request.

### **(x) 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/Secretary), 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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## (g) 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 (i.e a risk assessment and actions).
- 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 (via this Handbook) 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 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 that we know of 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 Chair/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](http://www.gov.uk/government/organisations/charity-commission); [www.ncvo.org.uk](http://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](http://www.supportstaffordshire.org.uk); [www.acre.org.uk](http://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](http://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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There have been various de-regulations that mean a licence is not required under the Licensing Act 2003 for, inter alia, performance of live music or playing of recorded music between 8am and 11pm at premises licensed to sell alcohol before an audience of no more than 500 people.

The Hall has a Premises Licence under the 2003 Act (first issued by Staffordshire Moorlands DC in April 2012), which authorises the activities listed below, between the *later* 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. 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.
- Sufficient 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 licence holder (i.e. the committee) is responsible for the supervision and authorisation of all alcohol sales but, as a community building, there is no requirement to have a 'designated premises supervisor' or personal licence holder. All committee members need to understand the general licensing requirements but it is the Booking Secretary who must ensure that the supply of alcohol is only carried out by persons who are competent to do so.

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 key safe, 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 be 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 first floor, donation boxes, cupboards, etc. Alternatively, such keys are normally kept in the key box in the kitchen (for which a keycode known only to committee members 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 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.

### b. General risk assessment

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The significant findings of risk assessments need only be documented by law if there are 5 or more employees. However, it is good practice to do so even where there are no employees, and can be helpful if an accident or problem occurs. It can also be an insurance requirement.

We 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 2022 by Jo Griffin). 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).

As **concerts** have been a regular feature of the committee's social and fund-raising activity (and attendances can be up to c.100 people), a concert-specific risk assessment has been carried out – see [Appendix 4](#) - which should be reviewed as part of the annual general risk assessment in terms of any changes needed, such as hazards identified in the previous year. Note that where concerts are supported by external organisations such as 'Live & Local', these may expect an event(s)-specific risk assessment to have been done.

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 (inc. electricity, capacity, etc)**

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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](#) and **ACRE Information Sheet 37 Fire Safety in village halls** (available on request to the Chair).

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 and by regular monthly visual checks, ideally monthly, by committee members (see [Maintenance, routine tasks and trade/services contacts](#)).

Fire resistant doors between rooms should be kept closed. Emergency fire exit doors must be unlocked (or push bar type) when the premises are in use, with directional signs and lit exit signs above the doors.

**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) at the time and since (most recently August 2022). These should be regularly checked:

- 'daily' i.e. a visual check whenever the Hall is in use that the LED indicator is illuminated
- monthly, i.e. a 30 second failure test using the 'fish key' switch (or circuit breaker)
- yearly by an electrician, i.e. a 3 hour test using circuit breaker.

(see [Maintenance, routine tasks and trade/services contacts](#)).

**Portable appliances** should be checked ('PAT testing') but there is no prescribed timeframe and items that are regular moved will be inherently less safe than items that stay in one position, such as white goods. It is something that all committee members can assist with, by watching-out for any frayed cables, broken plugs, etc. However, we carry out formal testing by a qualified electrician at least bi-annually. It was last undertaken in August 2022 (by Neil Gilman Electrical Services). The certification is non-specific, i.e. on the recommendation of the electrician, items are not labelled as having been tested because this tends to lead to users questioning the safety of items merely because a label may be, for example, over 12 months old.

The **electrical installation** itself must be regularly inspected, to identify any deficiencies against the national safety standard (BS 7671) and to ensure that the safety of Hall users is not put at risk. This can either consist of a full inspection every 5 years or broken down to a yearly rolling programme of 20% inspections. The inspection checks include (e.g.) adequacy of earthing; serviceability of equipment; type of wiring and its condition; extent of any wear and tear, damage or other deterioration; presence of adequate identification and notices.

The last full inspection was carried out in 2016, and a new yearly rolling programme was begun in August 2022 (by Neil Gilman Electrical Services). Using this method ensures that the installation can be checked once a year for faults, and at the same time the emergency lighting can be checked and any necessary PAT testing carried out.

It is an insurance condition (and a general health & safety requirement) that boilers are inspected annually.

Ensuring the various checks are carried out is the responsibility of all committee members, which we control by having standing and scheduled items on the standard general meeting [agenda](#). The following should be reviewed at every meeting or as scheduled (e.g. Q1, Q2, etc.).

Emergency Lighting	Every meeting
Fire-fighting appliances	Every meeting
Boiler inspection	Annually – H&S Standing item in Q1
Electrical installation	2/5 yearly – H&S Standing item in Q1
Portable Appliances Testing	2 yearly – H&S Standing item in Q1

A record is held by: **Chair/Secretary**



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 6](#) 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 noticeboard in the kitchen, 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 they cannot rectify immediately, they should alert an appropriate colleague on the Committee, another helper or tradesperson to arrange for the problem to be dealt. The Booking Secretary should be advised, if users need to know of the issue. 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.

### **(ii) Hazardous substances**

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Under the Control of Substances Hazardous to Health (COSHH) Regulations) 2002, the potential for harm from the use of any hazardous substances should be considered as part of the annual risk assessment. The main substances used in the village hall are various types of cleaning products, i.e. floor cleaner; toilet cleaner; washing-up liquid; surface cleaners; bleach; polish; dishwasher detergent and rinse aid. Most of these are commonly used in domestic settings and will therefore be familiar to anyone using them in the village hall. Only the (commercial) dishwasher fluids may be unfamiliar to domestic users, and these can represent a slightly higher risk of irritation or skin burns, so a higher standard of risk control is appropriate for that product (specific labelling, child locks, etc.)

Decorating materials that may include leftover paint etc. is stored under the stairs (accessed from the Meeting Room cupboard). This is not a public area and the materials are in any event those in common use (e.g. turps).

Most products have clear safety directions on the containers and manufacturer or distributor data sheets are generally available on-line. Key sheets are printed and available near the Accident Book in the kitchen. However, providing the substances are used in accordance with the manufacturer's instruction, risks are small/minimal.

A specific risk assessment template can be found in [Appendix 3](#), last updated in October 2022. (It should be reviewed every year and updated if needed.)

### **(iii) 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 7](#)). A record of the check is kept in the folder in the kitchen window. The current checklists used (October 2022) are as follows:

#### **Main first aid kit contents (for general use)**

<b>Kit Contents</b>	<b>Quantity</b>	<b>Expiry date (if applicable)</b>
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
<b>Additions to the requirements:</b>		
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

### (iv) Accident Book

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All accidents and hazardous incidents must be recorded in an accident log, which may be important in the event of a claim (records must be kept for eight years for this purpose). Any incidents recorded may be disclosable to the Hall's insurers at renewal. The cause of any accident must be investigated and appropriate actions taken.

An Accident Book is kept on the kitchen window shelf. It uses individual sheets, which allows previous completed details to be removed once actioned, and kept confidential for privacy and data protection reasons. It contains instructions that any incident must be reported to the Booking Secretary or another member of the Management Committee. The committee member responding should discuss with the committee if needed and/or take any remedial action needed to minimise the risk of recurrence, where possible. The completed sheet should

be removed from the Book and placed in the Minutes folder in the committee's filing cabinet so the incident and actions can be reviewed at subsequent meetings if necessary.

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).

#### **(v) 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

Although there is a telephone reporting option (for fatal/specified incidents only), reporting is an online process (link here: <https://www.hse.gov.uk/riddor/report.htm#online>).

The resulting form will then be submitted directly to the HSE's RIDDOR database and there is an option to download a copy for our records.

Users are alerted in the Accident Book to the legal requirement for reporting the above incidents and how to do so. The person responsible for completing the RIDDOR process, is the Booking Secretary, **Jo Griffin**.

#### **(e) Asbestos**

There is a legal duty to manage the presence of any asbestos in the premises. It was primarily used from c.1950 to the mid-1980s for a variety of purposes including fireproofing, roofing and insulation. A specialist survey was carried out in September 2022 that identified some low-risk asbestos in the premises, for which we need a management plan requiring ongoing attention by the committee— see [Appendix 5](#).

For more information on asbestos and the implications for village hall committees, refer to ACRE Information Sheet 14 (available from the Chair/Secretary on request).

**(f) 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).

## **(g) 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 basic 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 63 C or below 8o C, except for short periods;
- keep written records to confirm that proper procedures are in place and have been followed.

## **(i) Registration as a food business**

It should be noted that the Management Committee has not (as at October 2022) 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 beer/wine/cider 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](mailto:hannah.wilkinson@highpeak.gov.uk) 01538 395400 ext: 4402 /07583112179

## **(ii) Standard of facilities**

Even though we may not be registered – albeit this could change – it is important in being able to hire the premises to people wishing to serve food that we maintain the facilities themselves to at a good standard, i.e. as if registered. This means, for example:

- Floors must be in good condition, non-absorbent, non-slip and easily cleaned.
- Walls must be smooth, non-absorbent, non-flaking and easily cleaned. Gloss or vinyl paint on smooth plaster is acceptable.
- Ceilings must be designed to prevent the accumulation of dirt, reduce condensation, prevent the growth of moulds and prevent the shedding of particles.
- Any woodwork (e.g. window frames, shelves, doors) must be sealed (e.g. painted or varnished) to allow cleaning.
- Work surfaces must be impervious and easy to clean with no gaps or crevices at the sides, back or joins. There should be no open chipboard visible, it should be sealed so that it is easy to clean.



- Drainage facilities must be capable of carrying away the amount of waste water produced and must be designed and constructed to avoid the risk of contamination. Waste pipes need water traps to prevent odours.
- A suitably located wash hand basin must be provided in the food preparation area, supplied with hot and cold water, soap and drying facilities.
- Suitable facilities, like sinks or dishwashers must be provided to clean and disinfect all tools and equipment that come into contact with food.
- There must be sufficient ventilation to prevent heat and steam build up and to remove odours. Natural ventilation will usually be sufficient but halls that are more frequently used may need additional mechanical ventilation.
- There must be adequate lighting, either natural (daylight) and/or artificial (electric light).
- Food waste and other refuse must be deposited in closable containers, preferably pedal bins. Waste should not be allowed to accumulate in the kitchen or left overnight but should be transferred into dustbins with lids. Arrangements should be made for the regular removal of waste from the site.
- Perishable foods will need to be kept safely, so refrigerators/freezers will usually need to be provided.
- The structure and equipment in any food preparation or service areas must be kept clean. Cleaning before and after the facilities are used is usually adequate but it may be necessary to arrange for deep cleaning or spring cleaning for areas such as behind cookers, inside cupboards and ventilation hoods, and the higher parts of walls.

### (iii) **Hirers**

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. Food businesses must make sure that any staff who handle food are supervised and instructed and/or trained in food hygiene in a way that is appropriate for the work they do. 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.

All food businesses (even voluntary organisations) serving loose foods must be able to supply accurate information about menu items that contain any of the main allergens contained in the Food Information Regulations, e.g. celery; cereals containing gluten; crustaceans; eggs; fish; lupin; milk; molluscs; mustard; nuts; peanuts; sesame seeds; soya and sulphur dioxide. If self-service food is available, allergen content must be readily available.

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 7 - Committee members' responsibilities](#).

## **(h) Informing hirers on safety matters**

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All hirers are:

- provided with information through the Hiring Agreement, and the Booking Secretary introduction, of the Hall's Health and Safety arrangements (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 should take 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.

## **(i) Paid help**

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The Management Committee has no intention 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 genuine contractors/self-employed persons, so there is responsibility on us 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.

We should check with contractors 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, experience and references, if appropriate
- 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](http://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](http://www.staffordshire.gov.uk/environment/Environmental-Health))
- ❖ ACRE - Charitable local development agency ([www.acre.org.uk](http://www.acre.org.uk))
- ❖ Support Staffordshire (we are members) - Voluntary Community and Social Enterprise Sector ([www.supportstaffordshire.org.uk](http://www.supportstaffordshire.org.uk)).

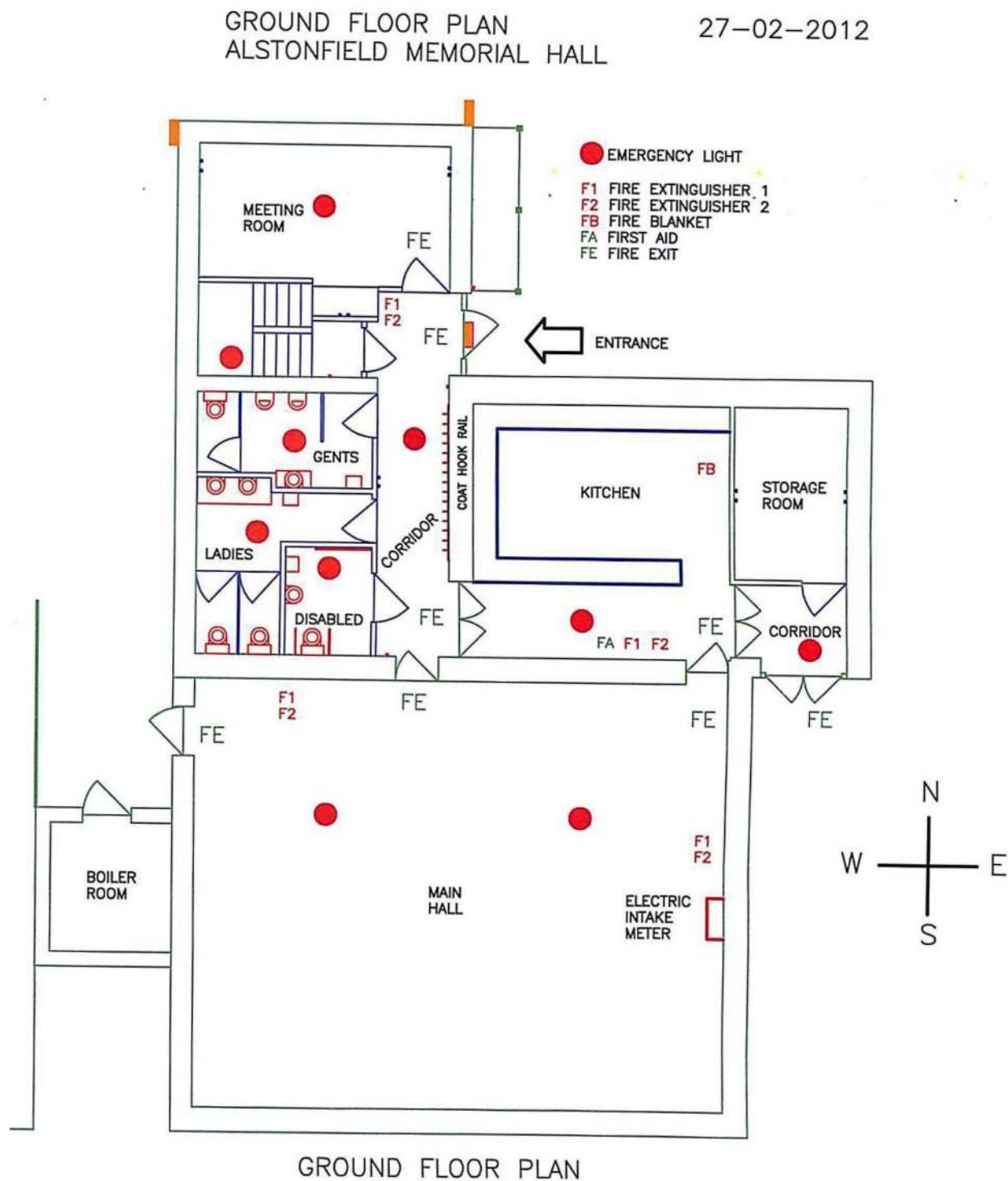
## Appendix 1 - Relevant legislation and its scope

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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'.) **SEE ACRE INFORMATION SHEET 15**

<b>Health and Safety at Work Act 1974</b>	Provide safe premises for all users, volunteers and contractors. It encompasses every aspect of the premises and equipment, including paths, surfaces, chairs, escape routes etc. H&S poster required if there are employees.
Health & Safety (Safety Signs and Signals) regulations 1996	???
The Licensing Act 2003	Required for premises to permit a range of licensable activities
<b>Management of Health and Safety at Work Regulations 1999</b>	Aimed at employers in particular. Written risk assessments required if more than 5 employees.
<b>Workplace (Health, Safety and Welfare) regulations 1992</b>	Look after welfare (heating, sanitation etc). Provide First Aid box.
<b>Provision and use of Equipment Regulations 1988</b>	Where equipment is used: risk assessment, follow-up, training and maintenance
<b>Manual Handling Operations Regulations 1992</b>	Risk assessment of operations involving moving furniture/ equipment and follow-up.
<b>Personal Protective Equipment at Work Regulations 1992</b>	Provide adequate protective equipment (e.g. gloves, safety glasses, helmets)
<b>The Control of Substances Hazardous to Health Regulations (CoSHH)</b>	Risk assessment for substances used, based on manufacturer Product Data Sheets if necessary
<b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995</b>	Provide an Accident Book or forms. Report all serious incidents.
<b>Electricity at Work Regulations 1989</b>	Electrical systems and equipment must be installed and maintained in a safe condition. professionally checked on a regular basis (at least every five years). Regular checking and testing of portable electrical appliances is recommended but is not an express legal requirement.
<b>Regulation Reform (Fire Safety) Order 2005</b>	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.
<b>The Licensing Act 2003</b>	Aimed at prevention of crime and disorder; public safety prevention of public nuisance; and protection of children from harm. Licence primarily required for supply of alcohol (and showing of films). Fire, general H&S, electrical and hygiene conditions (among other things) will apply to the licence.
<b>The Occupiers Liability Act 1984</b>	Ensure any dangers on the premises (including outside, e.g. car parks) are dealt with.
<b>The Control of Asbestos 2012</b>	Locate any asbestos, record it, check its condition, maintain a plan and manage the risk.
<b>The Food Safety &amp; Hygiene (England) Regulations 2006/2013 Regulation (EC) No 852/2004</b>	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. ( <i>see ACRE Information Sheet 20</i> )
<b>The Children's Act 1989</b>	To safeguard children's welfare. <i>See ACRE Info Sheet 5</i>
<b>The Water Supply (Water Fittings) Regulations 1999</b>	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](#)





## **Appendix 3 – COSHH risk assessment**

[Being updated October 2022]

## Appendix 4 – Concerts risk assessment

### Alstonefield Village Hall

### Committee-run concerts risk assessment

Template source – Musicians Union, based on HSE example

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
General awareness of risks and harm that can be caused	Committee volunteers, concert helpers, sound & lighting engineers, and visiting performers	This risk assessment	Share the risk assessment and actions with all stakeholders in 2 <sup>nd</sup> column, i.e. issue to committee/helpers with updates as they occur, provide to engineers etc. and leave a copy in the 'green room' (Meeting Room) alongside Welcome Information sheet given to performers.  Produce H&S checklist to be used on the day of event.	MS/DL (or anyone else delegated to run the event, which would be rare).	Ongoing for committee and helpers; on day of event and/or just before for performers, etc  Immediately	
Manual handling	As above	Only able-bodied people are involved in setting-up stage, chairs and tables (several people can be called on to help if needed)  A trolley for chairs is available, with signs stating that a maximum stack number of 7 (less than the manufacturers recommended 10)  Gloves are recommended and generally used by those moving stage blocks, to improve grip and risk of dropping, and also to avoid minor cuts from any sharp edges  Front-of-house speakers (on tripods) should be put in place by two people	Maintain a list of helpers who can be called upon to help if needed.  Check signs are clear, sensibly positioned and sufficient. Ensure trolley has sufficient rubberised or similar material on top edge to reduce risk of chairs slipping  Store blocks in downstairs Storage Room if possible.  Provide supply of gloves and leave next to stage blocks	TBC  TBC  n/a TBC MS	Immediately  Immediately  TBC Immediately Immediately	
Working at height	As above	If any adjustment to overhead spot lights is needed, one person supports the step-ladders while in use.	Include all above in H&S checklist  Include in H&S 'on the day' checklist <b>(CONSIDER REPLACING LADDERS)</b>	MS	Immediately	
Safety of stage	As above	The stage itself presents minimal risk but a robust metre-long step is added at each side to minimise any risk of tripping or falling.  The fillers at the back of the stage are secured by batons underneath the tops.	Replace any missing rubber pads on step corners.  The batons could be made a little deeper to eliminate any risk of them not being located properly during set-up.	MS MS	Done Done	
Safety of electrical equipment	As above: members of the public	Fixed electrical installations such as power sockets are subject to minimum 5 year certification under our H&S policy.	The same is expected of equipment brought into the premises by engineers, which will be verified prior to the first use, and subject to a regular reminder, at least once every 2 years.	MS or DL, depending on who arranges the contract,	Immediately	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		Sound and lighting equipment (and other equipment such as kitchen items that may be used on concert nights) owned by the Village Hall is looked after in use (e.g. properly put away and stored), visually checked as used, and PAT tested on a regular basis.	Performers will be reminded at contracting stage that we expect equipment used such as electrical instruments, mixers or amplifiers to be properly maintained, checked and PAT tested if appropriate.  <b>Investigate whether there is merit in Residual Current Devices (RCDs) being used for amplified equipment.</b>	whether verbal or written.  MS/DL		
Use of electrical equipment including cables	As above; members of the public	Cables on stage are laid with due care by the sound engineers (only) to minimise trip hazards.  Cables at the front of the stage (connecting monitors, microphones stands, etc) are kept within the stage area as far as possible, to minimise any trip hazard to the audience or others.  Adequate space is also left between the front of the stage and the front row of chairs.	Consider investing in 'skirt' for front of stage to reduce further the risk of trips from stray cables.  Include in H&S checklist	Committee to decide if this is a warranted expense  MS	Immediately  Next meeting  Immediately	
Fire alert and actions	As above; members of the public	Manual rotary fire bell by main (north) entrance and sign in kitchen to alert people to the emergency procedures, e.g. use bell, use fire extinguishers, call fire brigade, land line, etc.  Emergency exit signs above both main hall exit doors	Suggestion an electric rather than manual might be preferable (to be discussed with Fire Officer)  Suggestion the exits could be part of a H&S announcement at the start of all concerts (to be discussed with Fire Officer)	MS/JG (tbc)  MS	ASAP  ASAP	
Exit routes and access to extinguishers	As above; members of the public	The lit signs above the two main exit doors are switched on, with spare bulbs available in the Meeting Room in the event of bulb failure.  The stage is positioned to maintain a sufficient width of 'exit corridor' is maintained to the main Fire Exit door (and nearby extinguishers), with only necessary instrument bags etc permitted by the side wall.  A minimum of two aisles is maintained in the concert seating area, with no more than [8] chairs either side of an aisle. Maximum seated capacity of [95] for members of the public ensures	Include in H&S 'on the day' checklist  Include in H&S 'on the day' checklist and inform performers/sound engineers either verbally or in Welcome information	MS  MS/DL	Immediately  Immediately	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<p>sufficient space between rows for moving to exits. A wider space (1 metre minimum) is maintained at the back of the room, with no chairs where they might prevent access to the rear extinguishers.</p> <p>The exterior fire exit doors (and the door from the kitchen to the porch) are clearly marked and unlocked. All doors open outwards, i.e. in the line of exit</p>	<p>Include in H&amp;S 'on the day' checklist</p> <p>Improve exit signage in the kitchen to both exit routes</p>	<p>MS</p> <p>MS</p>	<p>Immediately</p> <p>ASAP</p>	
Car park safety and access by emergency services	As above; members of the public	<p>Exterior floodlights near north entrance and car park (PIR/timed) assist drivers and pedestrians.</p> <p>Cones set out for c.10 metres each side of car park entrance to ensure road isn't blocked for emergency services</p>	<p>Test immediately before every large event (include on H&amp;S checklist)</p> <p>Include on H&amp;S checklist for large events</p>	Booking Sec or committee organiser for own events	Immediately	
Display boards and banners could fall	As above; members of the public	<p>Banner at side of stage should be adequately secured to minimise risk of tipping forward</p> <p>Main (blue) display board is 'angled-in' to prevent risk of top half falling</p>	A secure fixing such as ceiling/wall hook could make this more secure	Concert team & helpers on the night	Immediately	

This risk assessment must be reviewed annually or at any time if might no longer be valid, e.g. following an accident or if there are any significant changes such as new equipment or activities.

## Appendix 5 – Asbestos Management Plan

### Alstonefield Village Hall Asbestos Management Plan

Premises: Alstonefield Memorial Hall & Community Centre, Beresford Lane, Alstonefield DE6 2FR


Date plan produced: 28 September 2022

Date of first review: 12 October 2022 (general meeting)

Date of first annual review: General meeting in Q2 2023 (and annually thereafter)

Issued to: Committee members

Copied to: Pauline Hambleton (contract cleaner)

Signed as correct:  (Chair)

#### Contents

- Background
- Summary of location, type and condition of asbestos
- Action
- Inspection
- Emergency procedures

#### Background

Asbestos is a microscopic mineral fibre that is so small that it can't be seen with the naked eye. Once disturbed, fibres can remain in the air for hours. If fibres are inhaled, even in small quantities, they can cause serious health hazards which might not become apparent for years. For this reason, asbestos should only be disturbed or maintained by specialist personnel, who must be licensed contractors, working under strictly controlled conditions.

Those responsible for non-domestic premises (in this case the village hall management committee) are required to manage them in respect of any asbestos they may contain. This requires knowing what *asbestos containing materials* (ACMs) may be present, their location and condition.

The committee engaged the services of CSS Asbestos Services ([css-surveys.com](http://css-surveys.com)) in September 2022 to undertake a full Management Survey Report, which has been used as the basis for this asbestos management plan. This was the first occasion the premises have been subject to a specific asbestos inspection. The full (35 page) Report is located in the committee's files or available as an electronic record on request from the Chair/Secretary.

The aim of the plan is to help manage the ongoing condition of, and access to, the ACMs found, including (a) regular checks and (b) control of any building or repair works to ensure any disturbance is undertaken by specialists under controlled circumstances.

#### Summary of location, type and condition of asbestos

(See survey report for full details.)

The survey report confirms there are no High-Risk ACMs in the premises.

The survey found ACMs categorised as Very Low Risk in the following two areas:

1. Front porch (GF8 in the report):
  - Red floor tiles ('reinforced composite'); and bitumen tile adhesive ('well bound material')
2. Boiler room internal area containing oil tank (GF11 in the report):
  - Cement panel door panel & door surround ('asbestos cement')
  - Cement panel ceilings ('asbestos cement')

In both instances, the recommended action is to monitor and re-inspect.

The report also listed all accessible areas of the premises in which no asbestos was found. The loft space above the main hall was not accessible so the report recommends inspection prior to disturbance or works taking place in that area.

### **Action**

Committee members will be informed of the contents of this plan on joining the committee and through the annual control (below).

The committee has agreed (at its meeting on 12 October 2022) that no immediate or urgent action is necessary. It is sufficient to leave the asbestos in place and manage it to prevent it being disturbed. However, if the condition of the ACMs deteriorates or gets damaged, professional inspection and action must be taken.

If building or similar work is undertaken on the identified areas in future, the tradesperson must be informed before the work commences and the opportunity should be taken to professionally remove the material. Any contractors who may access the affected areas should be given a copy of this plan (and may be given a copy of the full survey report if required). Contractors will need to be licensed and demonstrate their competence before being allowed to start. A full risk assessment and method statement will need to be produced, including disposal arrangements for the waste. Any asbestos waste disposed of must be properly documented and copies of consignment notes obtained, and retained indefinitely.

Control: Standing item for Q2 general meeting agenda, as a reminder to committee members.

### **Inspection**

Yearly inspection by a minimum of two committee members is required. If it is found to be damaged or becoming friable, the area will be evacuated until the risks are reassessed and controlled. If in any doubt on the condition of the material, professional advice must be obtained. A copy of the table below may be used to record the inspection, for reporting to the committee.

Asbestos annual inspection				
Date	Location of ACM	Condition	Inspected by	Action, if any

Control: Standing item for Q2 general meeting agenda, to check inspection has been done.

### **Emergency procedure in the event of damage**



If damage occurs to any ACM, committee members must ensure:

- activity or work is stopped immediately
- people are kept away from the area, with warning signs
- a licensed contractor is engaged, to remove or repair the damage

If dust or debris gets onto clothing, it should be wiped-down with damp rags and/or removed and place in a sealed bag. It should be bagged again and disposed of as contaminated asbestos waste, via a licensed carrier. The Accident Report form should be used to ensure an incident is on record and communicated to all committee members.

## Appendix 6 - 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: <a href="http://www.derby-fire.gov.uk">www.derby-fire.gov.uk</a>
Local fire officer	<b>Kelvin Chell</b> at <b>Ashbourne?</b>
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 7 - 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:	

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

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

### 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
- Jo Griffin
- Margaret Cohen [non-Committee volunteer after 2020 AGM]

The above information is correct as at October 2022.

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## Appendix 8 – List of external keyholders

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NEEDS UPDATING BY JO October 2022

Name	Position/ reason for having a key
Martin Snodin	Chairman, regular access needed
Jo Griffin	Booking Secretary, regular access needed
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).

## (h) Hiring Policy

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### Quick links/index (A-Z):

[Booking Secretary's discretion](#)  
[Charitable/community support bookings](#)  
[Christmas/New Year's Eve bookings](#)  
[Commercial hirers](#)  
[Equipment hire](#)  
[History of hire charges](#)  
[Hours chargeable \(setting-up/clearing away\)](#)  
[How often should this policy be reviewed?](#)  
[Local user groups \(non-profit\)](#)  
[Insurance](#)  
[Local authority bookings](#)  
[Minors \(capacity to contract\)](#)  
[Parish Council](#)  
[Post Office](#)  
[Use of the premises \(alcohol, food\)](#)  
[Principles](#)  
[Reduced rates in special circumstances](#)  
[Regular review](#)  
[Why do we need this policy?](#)

- LINKS (in this document): [Hiring Agreement](#)
- LINKS (online on village website): [Hiring Agreement](#) [Hire Charge Notice](#)

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### 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; then divide the Hall's total running costs\* by the number of sessions to calculate a 'standard' amount theoretically needed from a hirer for using the hall.

\* e.g. electricity, water, waste collection, phone/internet, cleaning, minor repairs and contingencies, insurance, licenses (premises, music).

Note: Whilst we may choose not to charge the 'standard' amount, it is important to know the figure, particularly if hire charges are challenged.

### **History of hire charges**

In the distant past, charges have been set using a range of methods, often discretionary. In 2005, a general charge was set at £9 per hour, with local groups such as bowls being charged a reduced 'per session' rate. After the building work in 2006, the general charge increased to £10 per hour. In 2008, the charge was increased to £12 per hour but a £6 rate was introduced 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).

Further general increases followed in subsequent years but a wider review took place in 2020, (see xxx Minutes) when an attempt was made to differentiate and make fairer the charges for the different types of hirer, e.g. local user groups, local private bookings, purely commercial bookings, etc. Soon afterwards, the COVID pandemic led to a period of reduced or nil charges:

- to encourage users to return when the government regulations permitted this, and
- because an unexpected source of income arose through a pop-up café.

As at October 2022, these lower charges (dated July 2021) are still in place but the café income has stopped and a general review is necessary in the near future.

### **Regular review**



Hiring charges are a scheduled item in the general meeting during Q2 and they should be reviewed yearly to ensure they remain sufficient, consistent with the Principles above.

Current hiring charges were last updated in July 2021 (effective January 2022 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*". Consistent with this, our current charging basis (as at October 2022), uses a standard hourly rate for Parish residents, which is either:

- reduced (e.g. for regular users or non-profit user groups); or
- Increased, for non-Parish private bookings or commercial bookings

The precise charge for commercial bookings is not specified in the published hire charges – the Booking Secretary has discretion and can refer to the full committee for agreement if needed.

Importantly, charges for commercial bookings must never be set at a level at which they are effectively being subsidised by local groups, nor should their booking request be given greater priority, as this may require Charity Commission approval. For similar reasons, Conditions of Hire should include a clause allowing the Committee to cancel a commercial booking if necessary (see ACRE Model).

### **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.** Whilst it is an important service that we would want to retain if possible, the charges need to be kept under review, depending on the future of the service, which has been reduced significantly in the last few years.

### **Charitable/community support bookings**

We need to retain discretion over charges for special circumstances, such as events aimed at charitable fund-raising, where their aims are broadly consistent with the Hall's constitutional objectives. This extends to community support bookings (e.g. First Responders) or public meetings/village consultations that relate to local community matters.

For charitable bookings, it would be wrong to allow the Hall to be used for free because this could be considered to be effectively contributing to a charity other than the Village Hall, which can be problematic under charity law. There would need to be provision to do so in our governing document, and our assets can only be used to further our own constitutional objectives. (In contrast, we could hold an event that meets our 'recreational' objectives, which fundraises for another cause, but we must be clear about this.) As the Charity Commission's guidance *'The essential trustee: what you need to know, what you need to do'* puts it:

*"Trustees must "make sure the charity's assets are only used to support or carry out its purposes."*

In setting a charge, the aim should be to roughly cover the basic running costs for the time and facilities used (perhaps half the standard community charge). The Booking Secretary has discretion and the published hire rates notice states:

“a notional fee to cover costs is requested, rather than a prescribed hire charge being payable, by individual agreement depending on facilities used.”

As at October 2022, our running expenses are equivalent to c.27 per day. This is not much less than normal hirers might pay for a half-day's booking, so a charge/donation towards our running costs needs to be less than this, e.g. £15 per day/£10 per half day.

### **Local user groups (non-profit)**

We primarily exist to provide a facility for the community so may need to be sympathetic to local user groups that cannot afford the full published rate, at least in the short term.

However, unless the circumstances are exceptional (such as during the COVID pandemic in 2021-22), some charge must be made, as a contribution to running costs, similar to the example above for charitable bookings.

### **Parish Council**

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, which was accepted.

### **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 (October 2022), 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 across the Staffordshire Moorlands/National Park;
- 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.

It is appropriate to stray from our normal hiring terms and use 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.

\* 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 Chair and/or other committee members 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.

A Hire Charge calculator has been set up, intended to help the Booking Secretary in setting a fair charge in line with these policies and providing transparency for the Committee.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>Alstonefield Village Hall - Hiring charges - ready reckoner</b>																
3		<b>Room/facilities being hired</b>															
4	HIRER	Regular user discount	Other discount/addition	Hall only	Hall only (set-up)	Hall only - Fri/Sat use	Hall only - Sat use (incl. 1 room)	Full kitchen use (incl. 1 room)	Hall - kitchen - Fri/Sat use	Meeting room	Whole hall	Whole hall - Fri/Sat use	Exclusion	Exclusion - Fri/Sat use			<b>Total charge in week/weekend booked</b>
5		Discounts below unlikely to apply if shared use		£ 6.00	£3	£ 9.00	£ 3.75	£ 7.50	£ 11.00	£ 5.00	£ 12.00	£ 15.00	£ 13.00	£ 16.00			
6	<b>Private/commercial</b>																
7	Pilates (local benefit)	-20	0	3													£ 14.40
8	Yoga (local benefit)	-20	0	3													£ 14.40
9	Therapy (local benefit)	-20	0	16	4	0	4										£ 98.40
10	Café using main hall (local benefit)	-20	0				4	20									£ 132.00
11	Café using hatch (local benefit)**	-20	0					4		16							£ 88.00
12	Commemoration, party (resident)	0	0					6									£ 45.00
13	Commemoration, party (non-res)	0	25					6									£ 56.25
14	Other private event (resident)	0	0	4	2												£ 30.00
15	Other private event (non-res)	0	50	4	2												£ 45.00
16																	
17	<b>Local user groups</b>																
18	Parent & Toddler	-20	-25	2													£ 7.20
19	Friendship	-20	-25	3													£ 10.80
20	Indoor Bowls	-20	-25	4													£ 14.40
21	Hortary Group	0	0							2							£ 10.00
22	Cricket club	0	0	3													£ 18.00
23	Parish Council	0	0	2													£ 12.00
24	POC	0	0							2							£ 10.00
25	Any Other	0	0														£ -
26	**Café with hot chair full kitchen use - note but if full weekend, no Sat eve charge needed. Discount of £500 for the whole kitchen and hall are available for all part of the time (which is usually the reason to book)																
27																	
28	<b>Charities (or bookings for charitable fundraising) where a donation should be requested, aimed at covering the actual, direct, COMMINGLED DONATION</b>																
29	e.g. Carol Supporters with kitchen use	0	-50	0				4	4								£ 37.00
30	e.g. WACFR training in Hall only	0	-50	3													£ 9.00
31	e.g. Education Trust in Meeting Room	0	-50	0						2							£ 5.00
32																	
33	<b>Ad hoc (negotiable rate) bookings</b>																
34	Local authority etc																
35	Overnight e.g. caravan club																
36																	

## 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 (alcohol, food)

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 have 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). A TEN would also be needed if the specific activities or hours went beyond the scope of the permissions in our licence.

Similar principles of competence apply to the provision of food by hirers. The Booking Secretary needs to be satisfied that the hirer or those preparing and serving food have the necessary competence and, if carried out regularly on a commercial basis, are registered as a food business (see [4. Health & Safety – \(g\) Food](#)).

### **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.

## (i) 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 an occasional cafe 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](#))



## **(j) 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. (Tea towels and tablecloths\* used by hirer should be washed and returned - this is in the [Hiring Agreement](#).)

The roller towels in the kitchen and toilets, the (double-sized) toilet roll cassettes and the automatic hand-wash units are supplied on a contract with Initial Services, who replace as needed (c.fortnightly). Pauline is normally the contact point, if needed (or Jo Griffin)..

\* 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](mailto:grahambagshaw@hotmail.co.uk)) tel. 07841708861 / 01538 304518

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

**Martin Snodin**

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. Readings are subject to the requirements of the provider, but are typically monthly. This is currently checked by:

**Debs Railton/Martin Snodin** (although a Smart Meter is planned, which will avoid this)

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 mid-2023).

### **Electrical and fire safety**

In line with our [Health & Safety Policy](#) and insurance conditions, testing of the electrical supply and emergency lighting is subject to regular certification by a qualified electrician. Portable Appliance testing (PAT) is also required. Local firms we have used or could use are:

**Neil Gilbert Electrical Services**, Tel: 01629 826102/07766 565 607 Email: [neilgil@hotmail.co.uk](mailto:neilgil@hotmail.co.uk)

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

**Robert Mellor**, 07816 985 291 Email: [rjmellorelectricalcontractors@hotmail.com](mailto:rjmellorelectricalcontractors@hotmail.com)

**Terry White**, (for PAT) Back of Ecton Tel: 01298 687011 Email: [Terry.terence@gmail.com](mailto:Terry.terence@gmail.com)

**Giles Martin**, DE4 Electrical, Wirksworth Tel: 07973 924588 Email: [de4electrical@gmail.com](mailto:de4electrical@gmail.com)

It was last tested in August 2022 (installation and PAT). The installation is a '2 year rolling' certificate, which ensures a more regular, ongoing, check than solely 5 yearly.

Emergency lights should also be tested monthly by turning off the main lighting circuits and testing each light with the 'fish key' (there is a spare in the keybox). The check is currently carried out monthly (with confirmation at every general meeting) by:

Martin Snodin

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 **April 2022** 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 equipment should be visually checked regularly (i.e. monthly). For extinguishers, this should be a check that every extinguisher is visible, unobstructed, in its designated location and with no obvious physical damage, corrosion or leakage. The locking pin should be intact, the tamper seal unbroken and the nozzle clear/not clogged. This is currently checked by:

**Martin Snodin**

The Extinguishers Certificate is stored in the locked filing cabinet, if required.

A log of the monthly inspections is kept in the kitchen with other H&S logs (sample page:)

**Monthly Fire Extinguisher Inspection**

The Regulatory Reform (Fire Safety) Order 2005 places legally enforceable requirements on organisations to safeguard the safety of relevant persons in the premises in the event of fire. This means that the management committee as the 'responsible person' must ensure that equipment and devices are maintained in efficient working order and in good repair.

- Annual servicing of the fire extinguishers is carried out by specialist firm Fire Control UK Unit 4A, Belfield Street, Ilkeston, DE7 8DU (tel. 0115 930 7129).
- Monthly visual inspections should also be carried out to check the following:
  - The extinguisher is visible, unobstructed, and in its designated location
  - The locking pin is intact and the tamper seal is unbroken.
  - Any obvious physical damage, corrosion, leakage, or clogged nozzle.
  - The pressure gauge or indicator is in the green range
  - The extinguisher is full (lift to check).
  - The operating instructions on the nameplate are legible and facing outward.

There are 9 extinguishers on the premises, including two in the attic. Their location can be checked by reference to Section 9(f) Appendix 2 of the Committee Handbook All should be checked on each monthly inspection.

Last annual inspection carried out in:

MONTH	INSPECTION DATE/YEAR	INSPECTION DATE/YEAR	INSPECTION DATE/YEAR	INSPECTION DATE/YEAR	INSPECTION DATE/YEAR	INSPECTION DATE/YEAR	INSPECTION DATE/YEAR	SIGNATURE
January								
February								
March								

### Telephone, broadband/Wifi

The telephone line is generally included as part of the broadband package. The number is 01335 310516. A base telephone is located with the broadband equipment in the loft and there is a linked unit in the Meeting Room, intended mainly for emergency use (see (iv) Fire precautions under [Fire Procedures](#)).

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 a card reader or the remote central heating (Honeywell) system. 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 bi-monthly. The Booking Secretary to arrange this. Current window-cleaner:

**Arek Szostok** tel. 0129827863 / 07515017214 / email: [buxtoncwc@gmail.com](mailto: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 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](mailto:info@FloorCareSpecialists.co.uk)

### **Minor repairs, decorating and maintenance**

Minor repairs and maintenance, such as replacing bulbs or clearing gutters, are generally carried out by Committee members (or by Pauline Hambleton if cleaning only, or very minor maintenance). Larger repairs, decorating and all 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.

A few tools are kept in the Meeting Room in two tool boxes. Spare bulbs for the emergency lighting and the round ceiling lights are kept in a marked box in the Meeting Room. Paint and decorating materials are only occasionally used so these are kept at the back of the under-stairs cupboard.

Decorating is generally carried out by local decorator:

**Richard Allen**, The Alders tel. 01335 310037 / 07885184939  
email: [underthealderstree@hotmail.com](mailto: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 T137RN  
**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](http://www.kirklands.co.uk)).

The Lincat water boiler was purchased some time ago but is still serviceable and was most recently repaired by Dove Catering (in 2019 for an electrical fault, and in 2022 for a new tap).  
Contact details:

**Dove Catering Equipment**, Mowbray Oaks, 2 Bretby Fairways, Bretby, Burton on Trent  
DE150QY 01283 240231 email: [service@dovecatering.net](mailto:service@dovecatering.net)

#### **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](mailto: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](mailto: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 - Claire Linley (01335 310047, em: [clairelinley@hotmail.com](mailto: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](mailto:ksimcockcatering.co.uk))

#### **Old School Garden (OSG) and Hall grounds**

The OSG grass and the 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.

In 2015, it was agreed that £200 per year should be allocated for new planting and maintenance of the OSG, but we do occasionally need to call a working party for support, or employ a contractor.

### **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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## **(k) Responsibilities for administration and committee events**

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Currently, administration is mostly split between the Chair, the Booking Secretary and the Treasurer. At a 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).

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

Below is an indicative list of tasks of all kinds that need to be carried out (it is not 100% accurate or complete and needs to be kept under review but it should give an idea).

## Village Hall tasks – allocation among committee members/others

<i>n.b. Chair is the only role we must have</i>		Chair	Secretary	Treasurer	Booking Sec	Other
Manage key distribution and maintain keyholder list					✓	
Monitor hiring requests by email and on website (or similar system)					✓	
Confirm hiring requests and update calendar of bookings					✓	
Ensure hiring agreement signed as required					✓	
Ensure payment for hire is actioned					✓	
Arrange access for hirers (and potential hirers)					✓	
Liaise with cleaner (Pauline) for timely cleaning					✓	
Issue agenda for general meetings (min 2 per year)			✓			
Check post box and deal with items, thank donors, etc			✓			
Check car park and kitchen donations box				✓		
Read electricity meter and provide readings to supplier				✓		
Check oil level and order if necessary						Jamie
Arrange annual boiler inspections						Jamie?
Pay invoices, utilities, licenses, insurance bills, etc.				✓		
Ensure Employer's Liability certificate is displayed			✓			
Maintain records of income and expenses				✓		
Bank cash, manage bank accounts and record balances				✓		
Provide financial update at every meeting				✓		
Complete year-end accounts and send for independent check	March			✓		
Complete Music Licence return	April-May			✓		
Contact user groups for Rep Member names before AGM	Jan-Mar		✓			
Issue agenda and publish notices for AGM (once a/cs done)	April-May		✓			
Chair meetings		✓				
Take, write-up and issue minutes			✓			or as agreed



Ensure minutes are signed and filed, digitally and on paper			✓			
Ensure member declarations are completed after each AGM	April-May		✓			
Publish AGM minutes onto noticeboards, village website	April-May		✓			
Report on year-end accounts at AGM	April-May		✓			
Write Chair's report for AGM	April-May	✓				
Complete Gift Aid online HMRC claim				✓		
Complete Charity Commission return within 10 months of y/e	May-Jan		✓			
Maintain policies & procedures ('Handbook')			✓			
Ensure there is a control for main procedures to be actioned*			✓			
Complete Staffs Moorlands commercial refuse collection form	Mar-April		✓			
Assist with annual risk assessment as needed		All	All	All	All	All
Visual check of emergency lights, fire extinguishers						?
Visual check of first aid and Accident recording book					✓	
Visual check of potential food safety issues						Jamie?
Visual check for any maintenance required, inc OSG		All	All	All	All	All
Carry out minor repairs, decorating, etc		All	All	All	All	All
Arrange contractor repairs & maintenance up to [£250]						
Old School Garden maintenance (aside from contracted work)		All	All	All	All	All
Assist Booking Sec with 'heavy-duty' bookings, on request**		All	All	All	All	All
Assist with committee fundraising events, e.g. concerts		All	All	All	All	All
Be alert to, and raise, any legal changes that might affect us		All	All	All	All	All
Monitor grant opportunities and arrange applications			✓			

\* e.g. insurance review; risk assessment; first aid; general maintenance; utility supplies and providers; hiring terms; etc. The main control is to include 'standing items' for discussion at every meeting, and 'scheduled items' for discussion at appropriate times, such as Q1-Q4

\*\* e.g. exclusive bookings such as weddings; any bookings where a licensed bar is required; early starts such as elections; large walking groups; any event where an additional risk assessment is felt necessary; etc.

## 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: .....

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# 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](http://www.alstonefield.org/community/village-hall)

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



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## 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.



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## 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).

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## 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.

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## 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](http://www.pplprs.co.uk)).



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

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## 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.

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## 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.

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## 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.

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### 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

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### 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.)





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### 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.)



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### 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 licenses<sup>1</sup> 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: [xxxxxxxxxxxxxxxxxxxxxxxxxx](#)).

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.



Licence<sup>1</sup>, 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.

<sup>1</sup> 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 general 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 2021/22 summary accounts

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### Alstonefield Village Hall Committee Minutes of the Annual General Meeting (AGM)

Held at the Village Hall

on Tuesday 14 June 2022

Minute taker: MS

Item:

**1 Apologies:**

Jamie Tomlinson, Val Littlehailes, Ann Morgan (who is standing down)

**2 Members present:**

Dave Littlehailes(DL), Joanna Griffin(JG), Debs Railton(DR), Martin Snodin(MS)

**3 Others present** (names of members of the public attending do not need to be recorded):

Cathy Reavy, Carrie Osborne, Phil Goodyear, Paul Adams, Lois Adams

**4 Minutes of the last AGM** to be signed as a correct record, or corrected:

Agreed as a correct record

**5 Financial report** (Treasurer's report)

The account is healthy. Virgin passbook closed as interest was negligible so money was moved to the Virgin cash management account. Santander account was finally closed and again money moved to the cash management account. As of 31/3/21 the Virgin current account was £2,340.04 and Virgin cash management account was £53,042.46, total money £55,382.50 (up from £48,538.91). *Meeting agreed to split account as was previously the case, to ring-fence around half the amount as a refurbishment/sinking fund.*

Comments on Income

Lettings despite covid lockdown and free rent for regular village charity bookings was £4,550.20 - this was up from last year (lockdown) but half the previous year before lockdown. Fundraising concerts generated profit of over £5,000, although purchase of the sound equipment for £2,500 was made (a capital investment rather than a concert expense). See details of other income in accounts summary below.

Comments on Expenditure

Total payments £46,249.32 (up from 39,616.08 from last year) – see details in accounts summary below. Clear Business electricity fixed until Oct 23. Moved water from Water Plus to Clear Business as better deal (5p / unit cheaper and standing charge only £12.11/year instead of £51). Gift aid transferred from Margaret Cohen - yet to apply but have up three years to do so. Telephone and internet a reasonable bill but enables Sumup card machine to work and good for lettings as can use the wifi for the projector.

NOTE: MS to check independent sign-off Charity Commission requirements, in case initialling account summary is not sufficient.

**ACTION**

**6 Report on the preceding year** (Chair's report)

It's hard to believe now but the last two AGMs were held – only just – while everyone was impacted by the COVID pandemic, and it's worth reminding us all that, even now, it's not entirely disappeared. As recently as January, we were still receiving COVID-related grants

Signed: .....

Date: .....

Registered charity no. 22892

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from Staffordshire Moorlands – the last one, to recognise the continuing shortfall in hire income that was affecting all village halls.

Although the Treasurer has reported a continuing healthy balance (the highest amount ever and nearly 14% up on the previous year), much of the increase of over £6,000 could be attributed to the success of the café and the grants received during 2021. Both of these have stopped. And even after all this time, what we might consider our ‘normal’ income from bookings and fund-raising – essentially our monthly concerts – hasn’t yet returned to normal levels. As an encouragement, we waived hire charges to social user groups for most of the year – the right decision but incurring some cost to us.

And in recent weeks, largely as a result of the Ukrainian conflict, we are seeing unprecedented increases in the cost of utilities, particularly oil and electricity, both of which are among our biggest expenses.

So I do think we should be realistic as we look ahead that we may well appear to be going backwards for a while, and our balances by the end of this financial year may well reduce, perhaps significantly. It’s a risk that I think we should act upon now, and I’ll be recommending a budget-planning meeting – an Extraordinary Meeting – to the committee members after this AGM.

Before moving on from the financial aspects, I’d like to thank Debs for getting the books to balance again, in what turned out to be a complex year that hopefully won’t be repeated. We should record our thanks, too, to Rebecca Longdon for her independent examination of the accounts and the advice she has given during the year.

The main new activity for much of last year was the café, which developed into something greater than anyone might have expected. From a social/community viewpoint, it was hugely valued, so it was regrettable, albeit understandable, that Mandy felt unable to continue through the winter or re-open in Spring. I suppose we might now regard it as a valuable experiment; one that demonstrated there is plenty of demand, for anyone willing to have another go at making it work.

So we should record our thanks to Mandy for all her time and effort, and her general support for the village hall even though she hasn’t been able to be a committee member during that time.

In terms of other achievements, it’s been a quieter year – no massive projects such as the car park that we did in 2020. But we bought a number of items such as outside furniture, audio visual equipment and the sound equipment we use for concerts; and we replaced the flooring in the kitchen and hallways [paid for at the start of the 2022 financial year].

In offering thanks, we do of course rely on volunteer members – trustees – and I thank those members here tonight and those unable to attend. But we also rely on help from others, and I’d like to put on record again our thanks to Pauline Hambleton, who despite her busy life, manages to clean whenever we ask - and sometimes when we don’t.

---

## **7 Committee membership for the following year:**

- i) Nominations for (max 6) Representative Members *(potential user groups to be invited every year)*

User group	Nomination	Note
Parent & Toddlers	-	Representation may follow - tbc
Friendship club	-	Representation may follow - tbc
Bowls	-	No nomination offered
History Group	Martin Snodin	
Cricket Club	-	No nomination offered
Parochial Church Council	-	No nomination offered
(Parish Council)	-	(Do not wish to be represented)

ii) Elected members (maximum 4)

Jo Griffin	Dave Littlehales
Debs Railton	Jamie Tomlinson

iii) Co-opted members (maximum 4)

Val Littlehales	

Notes on adequacy of committee, if any

Although this is a total of only 6 trustees for now, the general view was that this should be adequate and we may have additional Representative Members in due course.

## 8 Any other business

Carrie Osborne suggested we should consider hosting activities for youngsters in the village. Discussion followed on whether the committee has a role in this other than making people aware Hall is available for hire.

Cathy Reavy thanked the committee for its work in maintaining the Hall, which is appreciated by her Threads customers. She also mentioned one of the loo seats is loose.

See accounts summary below.

## Accounts summary 2021-2022

## ALSTONEFIELD VILLAGE HALL

## Summary of Accounts for year ending 31st March 2022

	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017
Balance brought forward from previous year	£48,538.98	£52,339.27	£43,273.21	£38,562.76	£30,322.61	£21,064.34
<b>Receipts</b>						
Lettings	£4,550.20	£1,569.00	£9,118.82	£5,570.00	£7,498.25	£7,241.00
Fundraising	£149.92	£0.00	£2,825.75	£2,875.50	£3,813.71	£3,325.40
Concerts	£19,602.15	£0.00	£10,850.00	£11,005.00	£8,843.30	£5,948.00
Car Park	£1,543.40	£1,088.70	£882.56	£1,107.17	£692.00	£811.42
Donations	£1,092.50	£1,740.00	£4,152.25	£1,120.00	£2,032.28	£2,034.20
Books/cards	£0.00	£0.00	£65.77	£193.55	£101.13	£264.00
Refunds/Gift Aid	£534.72	£265.14	£668.36	£0.00	£272.71	£0.00
Bank Interest	£16.95	£116.88	£157.42	£114.71	£74.76	£89.07
Grant	£13,198.58	£31,036.00		£114.71		
Sales of assets	£651.60	£0.00	£700.00	-	-	
Pop-Up Cafe Income	£11,752.82					
<b>Total Receipts</b>	<b>£53,092.84</b>	<b>£35,815.72</b>	<b>£29,420.93</b>	<b>£21,985.93</b>	<b>£23,328.14</b>	<b>£19,713.09</b>
<b>Payments</b>						
Cleaning & Toiletries	£1,566.65	£674.54	£570.52	£846.26	£846.18	£1,005.00
Licences, Insurance & Affiliations	£967.09	£1,214.48	£1,067.99	£1,154.99	£1,182.49	£1,047.07
Water & Sewerage	£325.10	£0.00	£127.65	£200.41	£145.35	£355.28
Maintenance	£9,949.10	£33,736.24	£3,806.36	£827.49	£699.53	£1,757.53
Postage, Telephone, Stationery	£18.22	£41.43	£41.61	£62.69	£72.38	£0.00
Telephone/Internet	£448.83	£602.84	£475.09	£721.84	£1,249.67	£382.95
Heating	£1,629.28	£0.00	£1,265.64	£2,137.51	£385.95	£1,143.13
Electricity	£959.68	£638.59	£555.38	£632.89	£645.02	£648.00
Replacements & Repairs	£393.50	£1,043.90	£2,482.88	£232.22	£1,863.11	£888.87
Waste Bins	£324.11	£0.00	£314.67	£304.03	£292.34	£554.01
Concert Expenses (incl. Donation to Lisieux Trust)	£17,222.71	£200.20	£5,484.37	£7,698.00	£5,859.80	£2,416.50
Old School Garden	£435.00	£313.00	£195.00	£1,083.49	£722.40	
Misc. (including new kitchen equipment)	£2,480.76	£1,150.86	£3,967.71	£1,373.66	£1,123.77	£256.48
Pop-Up Cafe expenditure	£9,519.29					
<b>Total Payments</b>	<b>£46,249.32</b>	<b>£39,616.08</b>	<b>£20,354.87</b>	<b>£17,275.48</b>	<b>£15,087.99</b>	<b>£10,454.82</b>
<b>Balance at year end</b>	<b>£55,382.50</b>	<b>£48,538.91</b>	<b>£52,339.27</b>	<b>£43,273.21</b>	<b>£38,562.76</b>	<b>£30,322.61</b>
<b>Reconciliation</b>						
Deposit Accounts balance at year end (Virgin current acct)	£2,340.04	£1,945.33	£29,372.26	£835.88	£833.85	£11,031.75
Virgin Account (Refurbishment Fund) - CLOSED	£0.00	£20,641.02	£20,540.01	£20,386.82	£20,272.66	
Current Account balance at year end (Virgin cash management)	£53,042.46	£23,536.61	£449.11	£22,081.17	£20,252.17	£19,257.54
Current Account balance at year end (Santander) - CLOSED	£0.00	£2,385.70	£1,877.71			
Cash-in-hand at year end	£0.00	£30.32	£100.18	£10.04	£239.06	£73.32
Less Payments not reached bank a/c at year end	£0.00		£0.00	£40.70	£3,034.98	£40.00
Receipts not reached bank a/c at year end	£0.00		£0.00	£0.00	£0.00	£0.00
<b>Total</b>	<b>£55,382.50</b>	<b>£48,538.98</b>	<b>£52,339.27</b>	<b>£43,354.61</b>	<b>£38,562.76</b>	<b>£30,322.61</b>
ERROR	£0.00					
Treasurer	.....	Date				
Independent Examiner	.....	Date				
Chairman	.....	Date				

Signed: .....

Date: .....

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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](http://www.supportstaffordshire.org.uk). The current contact (as at May 2022) is mail address is Celia Muir, who works three days a week, Monday, Tuesday and Thursday. Email: [celia.muir@supportstaffordshire.org.uk](mailto:celia.muir@supportstaffordshire.org.uk) Tel: 07932 888633

#### 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](mailto: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](http://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](http://www.hse.gov.uk/risk/casestudies/villagehall.htm)

FSA – Managing Food Safety [www.food.gov.uk/business-guidance/managing-food-safety](http://www.food.gov.uk/business-guidance/managing-food-safety)

National Council for Voluntary Organisations [www.ncvo.org.uk](http://www.ncvo.org.uk)

Advice for the Voluntary Sector [www.afvs.org.uk](http://www.afvs.org.uk) Tel. 0845 319 8330

Institute of Fund Raising [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)

Fund-raising <https://fundraising.co.uk>

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