

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.

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1. Introduction

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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 (just a few hundred yards from its current location, on the site of the Harpur Crewe houses) was in fact two second-hand military huts joined together, purchased with funds from the United Service Fund.

Since then, and to quote a 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 it 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](#).

A registered charity

Although the building itself is called Alstonefield Memorial Hall & Community Centre, the registered charity is called **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 (more here: [2. Overview - Constitution and charitable status](#)).

Our key responsibilities

As trustees of the charity, our key focus is to maintain a viable facility for users from the local community, at the same time ensuring adherence to all relevant legislation on matters such as health and safety and charity law. These are explained more fully in this Handbook, with links to external reference sources.

The facility needs to be affordable for people to hire and we must ensure priority is given to Parish residents. However, like many village halls, we have seen a reduction in recent years in the number of local user groups hiring. Without increasing hire charges to a level that makes them unaffordable, our running expenses can often significantly exceed hire charges alone so we have to look for other sources of revenue*. These can include grants, donations, and fund-raising activities such as holding events. We can also try and increase the range of bookings such as weddings or other private/commercial use, by increasing the Hall’s appeal and actively promoting what we have.

(*For more on our costs v expenses, see [2. 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.***

Constitution and charitable status

We have 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 provide guidance on **Charity Purposes and Rules**, which can be found on Gov.uk [here](#).

Our Constitution (a copy of which can be found in this Handbook [here](#)) is registered with the Charity Commission under ref No.228929. 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 (an indication of emerging difficulties with membership as user groups began to change or disappear).

The Constitution sets our objectives and other conditions governing the proper and effective use and running of the hall.

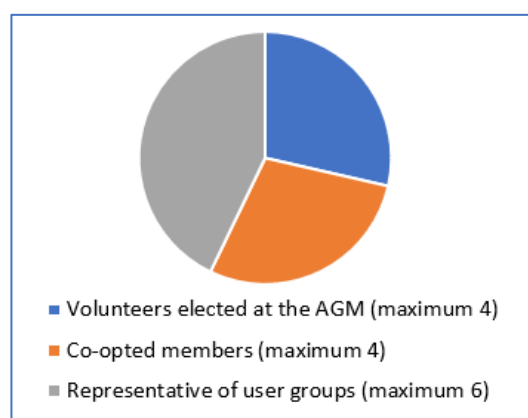
Whilst we own the land and premises, the Charity Commission has, since 2008, been the 'Custodian Trustees' (it was previously the Parish Council), with a responsibility to hold the legal title of the charity's property and to act on the lawful directions of the Management Committee in any transactions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

Management Committee

Under the Constitution, the Committee can comprise up to 14 volunteers, 6* of whom should ideally be from user groups of the Hall (in theory representing our principal beneficiaries).

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'. Each person retires from the role automatically at the end of the following year's AGM (but they may be immediately re-elected/re-appointed).



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

At the first meeting after the AGM, a committee member 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 on the village hall page of the village website [here](#).

For more on committee membership and meetings etc., see [9\(f\) Policies – Governance](#).

Finances

Under charity law, we are required to produce a set of accounts. We currently appoint a committee member to do this (as treasurer) and, as our gross income has in recent years been above £25,000 – a legal Charity Commission threshold - we have to arrange for these to be examined prior to the AGM by an independent person.

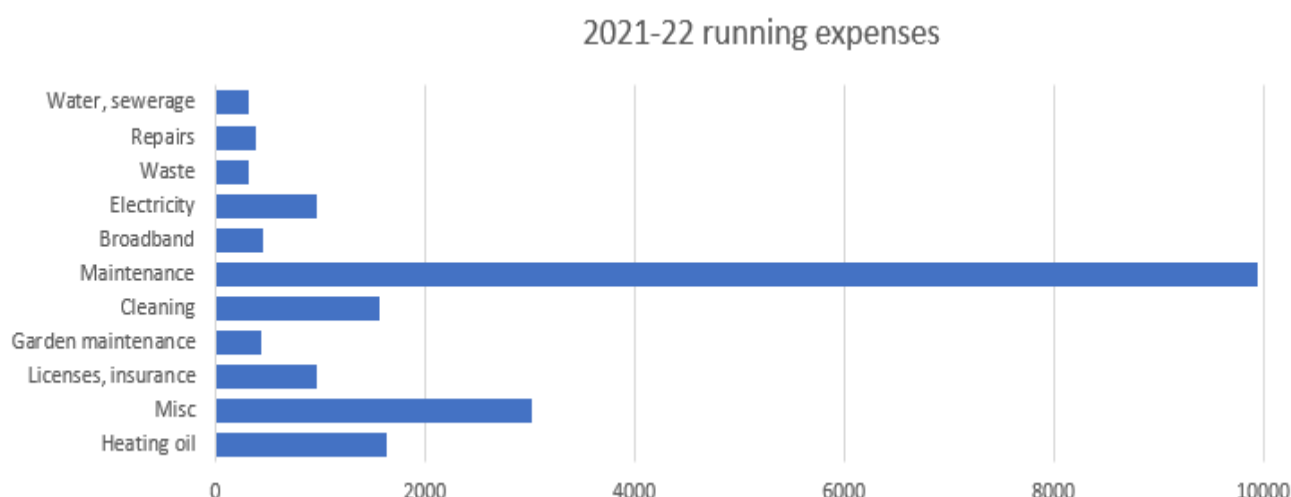
Based on the last few years' accounts, our yearly expenditure (over £24,000 in 2023/24) has been far greater than the income we generate from hiring fees and donations alone, which totalled under £6,000 in the same year. Whilst the amounts vary every year, this is a fairly typical picture.

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 and garden maintenance, etc.

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

Every year differs. For example, there was a community café during the 2021-22 year that arose out of the COVID pandemic, compensating to some extent for the loss of hire income during that period. We also received substantial grant income, as the emergency lasted for far longer than expected. Other significant income sources in recent years have been car boot breakfasts and live music concerts, but these cannot be assumed for the future.

In terms of running costs, the following were the main expenses in that year (maintenance was the largest item, although the amount we choose to spend is to an extent discretionary):



Fund-raising v trading

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, i.e. does the activity advance our charitable aims and provide public benefit.

If an activity *could* be regarded as falling 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 there is a greater amount, we would no longer be exempt from tax on that income.

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 are acceptable, such as selling refreshments to visitors at an event.

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

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(k) of the [Health & Safety Policy](#)).

For our financial policies in full, go to [9\(e\) Policies - Financial](#)

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 films, plays, dancing, supply of alcohol, food preparation, late night entertainment and presentation of live music, subject to any other licensing needed, such as copyright.

We also hold a Music Licence permitting live or recorded music.

Hirers of the Hall benefit from the Hall's licences, although supply of alcohol may (or activities outside the limits of our licenses) would normally require the hirer to apply for a Temporary Events Licence and/or copyright licenses for things like film broadcasts.

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.

More information on Licensing (and links) can be found [here](#) and more details on the Premises Licence and supply of alcohol can be found in section 3 of our Health & Safety Policy [here](#).

Hiring 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](#).

More details of the basis of our hire charges and how we ensure these are as fair and consistent as possible can be found ([here](#)).

Policies and procedures

For legal and practical reasons, we have a range of policies covering matters such as Data Protection, Safeguarding, Fire risks, Health & Safety, etc., which can be found [here](#).

Procedures to help ensure adherence to these policies are explained within that section of the Handbook or in the section on [Governance](#), which explains, for example, the controls we have as part of the meeting Agenda protocols to ensure regular discussion of the key requirements.

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3. 2023/24 Committee and other volunteers

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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>		
Parent & Toddlers Group	Lois Adams	07581 175087	smithyfields@outlook.com
Friendship Club	<i>No nomination</i>		
History Group	Martin Snodin	01335 310121	martinsnodin@gmail.com
Cricket Club	Charlotte Jordan	07944 909007	charlottejordan@live.com
Bowls	<i>No nomination</i>		

** Note that under the current Constitution, it is specified 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. We may additionally select at the AGM up to four other (non-commercial) local organisations to ask for representative members. The above shows potential/actual user groups as at the 2024 AGM.*

(b) Elected Members (max 4):

Jo Griffin	01335 818082	jl.griffin@hotmail.co.uk
Dave Littlehales	01335 310322	dave.littlehales@gmail.com
Kevin Stockton	07932 159 041	kmsdiy@yahoo.com
Val Littlehales	01335 310322	val.littlehales@gmail.com

Under the [Constitution](#), the Committee is 'complete' when there are 10 members (excluding co-opted members below). As at the 2023/24 AGM, we are 3 short of this.

(c) Co-opted Members (max 4)

Liz Power	07854 233433	liz.power@btinternet.com
Duncan Scroggs	07727 048845	duncanscroggs@gmail.com
Mark Smith	07960 050083	mjsmith3946@gmail.com

N.B. For the purposes of a **quorum**, all members count towards the third required for voting. For example, with 10 current members, we need a quorum of 4. (See [Policies 9\(f\) Governance](#))

Additional volunteers to note (non-committee)

- Pauline Hambleton (self-employed, helps with cleaning) 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, a 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.*

5. Act with reasonable care and skill

As someone responsible for governing a charity, you:

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

6. Ensure your charity is accountable

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

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

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

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

6. Copy of 1978 Constitution (as amended 2012)

[Return to Contents](#)

ALSTONEFIELD VILLAGE HALL COMMITTEE Copy of Original constitution of Alstonefield Institute

Sealed 18th August 1978

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

Charity Commission Registration Number 228929

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

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

SCHEME

1. Administration of Charity.

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

TRUSTEES

2. Trustees and vesting.

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

OBJECT

3. Object of Charity.

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

COMMITTEE OF MANAGEMENT

4. Constitution.

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

Four Elected Members and
Six Representative Members.

5. Elected Members.

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

6. Representative Members.

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

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

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

1

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

ALSTONEFIELD VILLAGE HALL COMMITTEE
Copy of Original constitution of Alstonfield Institute

7. Co-optative Members.

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

8. Termination of membership.

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

9. Additional Representative Members.

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

10. Alteration of constitution of Committee.

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

11. Casual Vacancies.

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

12. Failure to appoint.

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

13. Declaration by Members.

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

14. Members not to be personally interested.

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

MEETINGS AND PROCEEDINGS OF THE COMMITTEE

15. Meetings of the Committee.

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

16. Chairman.

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

17. Voting.

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

18. Minutes and accounts.

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

ALSTONEFIELD VILLAGE HALL COMMITTEE
Copy of Original constitution of Alstonefield Institute

19. Rules

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

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

INSURANCE.

20. Insurance.

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

APPLICATION OF INCOME.

21. Receipts and expenditure.

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

22. Surplus cash.

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

ANNUAL GENERAL MEETING.

23. Annual General Meeting.

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

GENERAL PROVISIONS.

24. Donations

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

25. Questions under Scheme.

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

SCHEDULE

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

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

L.S.

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

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

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

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

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

Signed: Mrs Jean Allen,

Chairman of the Alstonefield Village Hall Committee

Date 26 June 2012

7. Copy of Premises Licence

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Licensing Act 2003

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LOCAL AUTHORITY



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

Part 1 - Premises Details

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

Alstonefield Village Hall and Community Centre

Alstonefield, Staffordshire Moorlands, DE6 2FR.

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

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

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

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



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

THE OPENING HOURS OF THE PREMISES

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

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

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

Part 2

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

Alstonefield Village Hall & Community Centre Management Committee

Alstonefield, Ashbourne, Derbyshire, DE6 2FR.
Telephone 01335 310342

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

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

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

Licence No.

Issued by



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

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

The below conditions with effect from 6th April 2010

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

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



any favourable manner.

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

The below conditions with effect from 1st October 2010

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

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

5. The responsible person shall ensure that-

- (a) Where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml; and
- (b) customers are made aware of the availability of these measures.

Mandatory condition: exhibition of films

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



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

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

Annex 2 - Conditions consistent with the operating schedule

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

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

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



M. Trillo
Executive Director & Monitoring Officer



LOCAL AUTHORITY



STAFFORDSHIRE
moorlands
DISTRICT COUNCIL
ACHIEVING EXCELLENCE

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

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDANCE 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



	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 (2024/5)

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Non-commercial

User	Days*	Contact name
Friendship Club	Wed	Fiona Goodyear (07779 899 860)
Indoor Bowls	Fri	Carol Harrison (07806 768 640)
Local History Group	varies	Martin Snodin (01335 310121)
Parent & Toddlers	Wed	Lois Adams (loisaadams@hotmail.co.uk)
Parish Council	varies	Martin Jinks (clerk@alstonefield-pc.org.uk)
Parochial Church Council	varies	Fiona Goodyear (07779 899 860)
Leadenboot	Varies	Jon Lane (jonlane2020@gmail.com)
First Responders	Varies	tbc
AVETS	Varies	Meg Handscombe (meghandscombe@gmail.com)

Names in **bold** are Representative committee members

Commercial

User	Days*	Contact name
Threads	Var	Cathy Reavy (01335 310125)
Post Office	Mon/Thurs	Mark Daniels (07733 265493)
Pilates	Mon/Fri	Victoria Turner (pilatesinthepeaks@gmail.com)

Other

User	Days	Contact name
Staffs County Council (elections etc)	Var	

*For approx. times – see Village Hall calendar on [village hall website page](#)

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9. Policies & procedures

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For legal and practical reasons, we have a range of policies linked below, and associated procedures to help ensure adherence. N.B. Some of the procedures are explained more fully in the section on [Governance](#), such as the controls we have as part of the meeting Agenda protocols to ensure regular discussion of the key requirements of these policies.

- a. [Accessibility \(Disability Discrimination Act\)](#)
- b. [Data protection](#)
- c. [Equality and safeguarding](#) *
- d. [Environmental and sustainability](#) *
- e. [Financial](#)
- f. [Governance](#)
- g. [Health and safety](#) *
- h. [Hiring](#)
- i. [Licensing](#)
- i. [Marketing and promoting the Hall](#)
- j. [Maintenance, routine tasks and trade/services contacts](#)
- k. [Responsibilities for administration and other tasks](#)

(a) Accessibility (Disability Discrimination Act)

[Return to Policies & Procedures index](#)

User access

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.

Committee meetings

The management committee also has discretion to adapt the usual requirements for 'in person' attendance at its governance meetings, as permitted by the Charity Commission (see [CC48](#)).

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(b) Data Protection

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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.

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

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\(f\) Governance – v\) Agendas](#)).

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(c) Equality and Safeguarding

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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.

The management committee also has discretion to adapt the usual requirements for 'in person' attendance at its meetings, as permitted by the Charity Commission (see CC48).

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 2024 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

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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.

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 Q3.

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(e) Financial

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- (i) [Why do we need this policy?](#)
- (ii) [Obligations on the trustees](#)
- (iii) [Treasurer and oversight](#)
- (iv) [Annual report to the Charity Commission](#)
- (v) [Record-keeping](#)
- (vi) [Preparing accounts](#)
- (vii) [Budgeting](#)
- (viii) [Reserves Policy](#)
- (ix) [Cost management](#)
 - 1. [Main costs](#)
 - 2. [Expense controls](#)
 - 3. [Reimbursement of committee members](#)
 - 4. [Trustee Liability cover](#)
- (x) [Income management](#)
 - 1. [Hiring the hall](#)
 - 2. [Donations and gift aid](#)
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(i) Why do we need this policy?

Aside from the legal obligations placed on us by the Charity Commission, the Committee is, in effect, managing a business where the principal income is from hiring out the hall. The main expenses relate to the cost of maintaining the building for the future and for the present, 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 the risks involved. 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(s) 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 village hall specific guidance, such as ACRE Information sheet VHIS-41 (available from the Chair), by:

- keeping proper records, with annual accounts being prepared
- reviewing these financial controls during every financial year/reporting period
- 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 Chair (and other committee members as required) in order to integrate with hall hire and practical aspects such as heating.

A copy of the current account bank statement (or online access) should be provided to the Chair every month, so that a trustee other than the one managing the transactions has some level of oversight.

End-of-year accounts are examined prior to the AGM by an independent person, as required by charity law – see below [Annual Return to Charity Commission](#).

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. A meaningful treasurer's report to all members is vital because they are collectively accountable (importantly, 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 the main payments and receipts since the last report
- balances on all accounts, showing the different categories (e.g. reserved funds)
- any movements between accounts and, ideally,
- a summary of any significant variations from any [budget](#) set 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. Example format:

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) Annual Return to the Charity Commission

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 ([CC32](#)) - a threshold we first exceeded in the 2019/2020 financial year. (Under £250,000, accounts do not need to 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.

The examination itself is a limited form of check (sometimes referred to as 'negative assurance'), in contrast to a formal audit. The examiner is only required to confirm whether any material matters of concern have come to their attention, whilst an auditor is required to provide an opinion on whether a charity's accounts give a 'true and fair view'. This is confirmed formally in standard form, as part of the **Annual Return** we are required to submit to the Charity Commission.

Our independent examiner is currently:

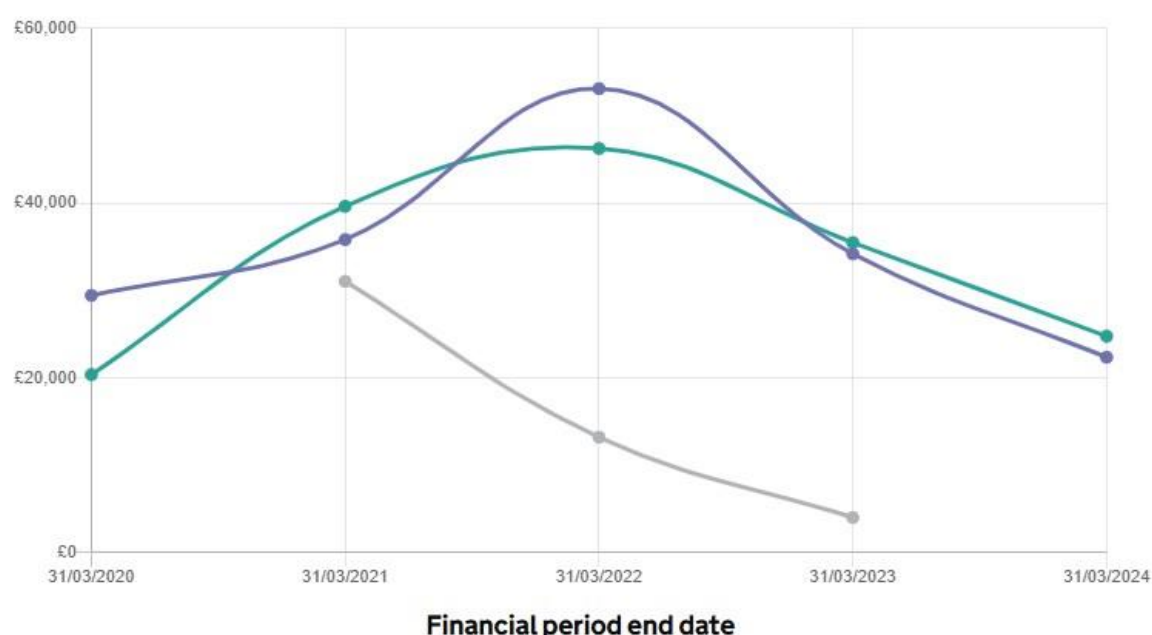
Rebecca Longdon, Hope Fields Farm 07870 731389 em: rebecca.cook@rocketmail.com
(To avoid the need for an engagement letter and other implications explained in CC32, Rebecca does not charge for her services; rather, she has complimentary entry to village hall-hosted events.)

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. 2024). See Support Organisations [here](#).

Until our financial years 2022/23, the report had to accompany the accounts as part of the Annual Return on-line submission. For year ending 31/3/2024, no accompanying documentation was needed – the return only now needs prescribed fields completing. The return is made [here](#) – a password is required (held by the Chair/Secretary). It must be filed 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 that it has been actioned or is in hand. Before submission, the effectiveness of our financial controls must be reviewed, as this needs to be positively confirmed as part of the submission (this is a Scheduled Item for Q1 and/or Q3).

The reported information is publicly available. The audience for the Return 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.

In the interests of transparency, it is good practice to publish a summary of the financial history available on the Charity Commission website on the village hall webpage and noticeboard(s). The latest summary is as below:



	Income / Expenditure	31/03/2020	31/03/2021	31/03/2022	31/03/2023	31/03/2024
<input checked="" type="checkbox"/>	■ Total gross income	£29.42k	£35.82k	£53.09k	£34.18k	£22.34k
<input checked="" type="checkbox"/>	■ Total expenditure	£20.36k	£39.62k	£46.25k	£35.47k	£24.75k
<input checked="" type="checkbox"/>	■ Income from government contracts	N/A	N/A	N/A	N/A	N/A
<input checked="" type="checkbox"/>	■ Income from government grants	N/A	£31.04k	£13.19k	£4.00k	N/A

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(v) Record-keeping

Under S.130 of the [2011 Charities Act](#), 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 we report to the Charity Commission, [HMRC's guidance on tax records](#) confirms there are no rules on *how* records should be kept ("You can keep them on paper, digitally or as part of a software program (like book-keeping software)"). The important thing is that we must ensure that information can be accessed (as printed hard copies if needed) at any time.

See also [Data Protection Policy](#).

A copy of the latest year's accounts and AGM Minutes is available on the [village hall webpage](#).

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(vi) Preparing accounts

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

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.

It is our policy to keep a maximum of c.£5,000 in the current account for working purposes, to limit exposure to external fraudulent activity. At as January 2024, our current account is:

Virgin Current Account
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 January 2024, our general deposit account is:

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

For longer-term reserves, we have a fixed savings account (opened in 2023):

Virgin Business 12 month Fixed Rate Savings (rate 4.5% in January 2024)
Sort Code: 05-08-03
Account: 00004197

[Note that under the current Constitution, deposit accounts should be in the name of the Custodian Trustee (the Charity Commission) but we have not done this in the past. Rather than doing so now, we should consider changing the Constitution.]

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 plans change, it reduces the risk of a financial shortfall by 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 Information Sheet 41 – available from the Chair) 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:

ALSTONERFIELD 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

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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, these should be treated as restricted funds, falling outside the Reserved funds that are subject to this Policy. It should be clear from Minutes when such reserves will be spent and kept under review, particularly as the grant provider will expect a report on the money being 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 at least £20,000 (ignoring the accounting corrections taken during the grant-aided COVID period 2021-2022), we consider it reasonable and appropriate to carry forward deposits of **up to £60,000** (as at year ending March 2024).

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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. Our average total expenditure for 5 years up to December 2024 was over £30,000, including discretionary spending on maintenance and equipment or capital items – equivalent to almost £90 a day. Note also the following:

- **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 £1,000-2,000 p.a. over the last 6 years. 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 and/or to link with the *Hallmaster* booking system. It is password protected (refer to the Booking Secretary).
- **Electricity:** This is currently with Western Power, arranged via [Clear Business](#), a/c 941935 on a 3 year fixed-rate basis, which expires on August 2023. **TO BE UPDATED.**
- **Insurance:** We have specialist village hall cover through Hiscox (previously Allied Westminster, until 22/3/24), which renews on 23 March, at an annual premium of £743.08. The broker is Business Services at CAS Ltd. 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 commercial premises type of contract with PlusNet that avoided the problem we were having with excess-use charges and increased security/control of use. The contract will need to be

reviewed from time to time, for competitiveness. (An upgrade is expected in 2025 when full-fibre broadband is connected to the area.)

- **MusicLicence:** This license, issued by PPL/PRS, allows us to have recorded and live music on the premises.
 - * The **PRS** element of the licence is applied to the premises, to permit live music performance
 - * The **PPL** element is applied to "whomever is playing recorded music", to be able to allow that person/group to play music without infringing copyright.

Note that commercial hirers (such as pilates or dance classes) must arrange their own Music Licence for the PPL element if they wish to play recorded music.

The tariffs for each element are normally based on the Hall's gross income, as they define it (which is unfortunately very much focused on music-based premises, which we're not). For example, it defines income as **"door takings; the net contribution from food and bar takings; and all hiring charges"**. This means, for example, that if we hold fund-raising concerts*, the associated costs (such as the musician's fee) cannot be deducted from the ticket sales – but income from the bar is based on the net profit after deducting the cost of purchases.

However, whilst our licence charge will include an amount for PPL this is only applicable if we are likely to play recorded music, and the licensing body are flexible in calculating an appropriate charge where this is only occasional.

The income definition also includes some important **exemptions** (last updated in 2024). These are: donations; grants; bank interest; and hire income from use as a polling station or 'domestic events' ("*...events such as weddings, christening, birthday parties etc. to celebrate an important family occasion and where the only attendees are family and friends of the hirer and there is no charge for attending the event.*").

In terms of charges, the two elements of the tariff are currently as follows:

- PRS: 1% of income (+ VAT), subject to a current minimum of £64.50, and provided ticket prices are less than £20.
- PPL: 1% of income (+VAT) or £53.50 if our income falls below £10,000.

The charge is based on the last published accounts, so, for example, in working out our declarable income (after exemptions) for the year starting 6 June 2024 (the PRS/PPL's licensing period), we will generally need to use figures for our 2023 year-end (unless we happen to have submitted our accounts very quickly). However, as stated above, the licensing body is flexible in taking account of the actual number of live music events we expect to be staged, and events where we ourselves might have recorded music. So it is important when submitting the Review form (in April/May, typically) that we indicate how many events are expected.

- * Note that when we ran regular concerts, we tried to apportion the pure 'live music' part of this cost more fairly for all Hall users, through our concert accounting procedure, by charging a small percentage to each performer, i.e reducing their fee, where this was calculated on a percentage basis - [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 2024, 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](#).
- **Event expenses (concerts, plays, etc):** These are essentially fund-raising expenses but costs can be significant because they will typically relate to the fees charged by performers, in return for which the Hall would receive a similar (or hopefully greater) value in income by way of ticket sales, to make an overall profit (see below [Fund-raising](#)).

As for any other supplier, performers, sound engineers, etc. are required to provide an invoice before payment can be made, which should be made by bank transfer. (See [Expense controls](#) below.) To assist, we have standard invoice templates (one version for use with musicians is consistent with the Musicians’ Union template - see [Appendix 2](#) below). These can be completed on the day of the event if needed, avoiding the need for an invoice to be produced afterwards by the supplier. This is an attractive option for both parties, avoiding administration and delay.

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 a nominated committee member. These should always be available for scrutiny by other members, the Treasurer (or independent examiner).

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 any 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 calculating event profits – refer to the Secretary or Treasurer).

- **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** £250 require prior Committee majority approval (which, if under £500, may be by email rather than waiting for the next meeting).
- Two quotations are generally 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 should be obtained.

However, when it is not reasonably practicable to obtain more than one 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 formal 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 nowadays almost all BACS payments, undertaken by the Treasurer with 'instant access oversight' by the Chair. Every login onto the account is recorded. As an additional control, the Chair has access or receives a copy of the bank statements monthly.

Cheques are fairly 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. [Event Expenses](#)) or paid out of any 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 making the Annual Return to the Charity Commission.

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 form of 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).

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).

(x) Income management

1. Hiring the Hall

The whole purpose of the Village Hall is that it should be hired 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\(h\) 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. (This is part of the online *Hallmaster* booking process.)

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.

In addition, charitable users or those providing community services (e.g. Macmillan coffee mornings or First Responders) are able to make a donation to the Hall rather than pay normal hire charges (link [here](#)).

If people borrow equipment such as the wheelchair, crockery or tables/chairs, we should expect a donation (this has been discussed and agreed several times in meetings over the years). Similarly, we should 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.

Generally, 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](#)). However, 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 amount of standard 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/committee-run events

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:

- live music concerts (which ran from 2011 until Dec 2023);
- refreshments served at car boot events (car boots date back to 1986!);
- a community pop-up café (a COVID initiative, no longer operating).

All types of fund-raising should be agreed by the committee in relation to things like:

- the community benefit achieved (e.g. recreational, educational, engagement);
- the legal/Charity Commission situation (e.g. [trading](#) is not generally permitted)
- the financial **risk v return** involved
- the publicity and 'lead-in' time needed for success
- which committee members will be involved in the organisation and work needed; and
- communication of the outcome, e.g. press coverage, social media, community magazine.

In considering **risk v return**, the committee should take account of past experience, by reference to previous minutes, etc. For example, new year's eve parties and ceilidh dances have been tried but were not repeated at the time, through lack of interest (see minutes in February 2007 and October 2003, respectively). In another example, in 2020, a review of the New Year Market, which made £652, noted that:

- a reasonable charge should be made for refreshments and food (not too cheap)

- focus on publicity, with more posters (including sending some to stallholders to help), local press and radio, websites and social media
- 3 month planning time should be allowed allow for the fact that stallholders can fail to turn up; and
- consider arranging transport for the elderly/disabled.

Regarding **car boot refreshments**, these are dependent upon car boots themselves taking place (and who runs them). In the past, committee members and village volunteers were happy to provide a refreshments service, often from early in the morning (around 7am). In more recent years, it has been operated commercially with a specially-agreed hire rate that reflects the amount of electricity use during the (otherwise short) hire period.

Regarding **concerts**, these were very successful between 2014-23 (raising c.£30,000) but these stopped for various reasons. Whilst events like this 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 ticketed events, ticket sales must be recorded in the accounts as income, along with with the *net* proceeds from bar, food, raffle, etc*. Costs of running the event, such as a performer's fee, a sound technician's charge and items such as hospitality, must be separately recorded as event expenses – [see above](#).)

** 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 was our policy since to ensure ticket prices were sufficient that were able include a 2% deduction in performers' fees, in order to apportion that part of the tariff 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](#). [NOTE: THIS SECTION HAS BEEN RETAINED FOR INFORMATION ONLY (Jan 2024).]*

We have a ticketing website, www.WeGotTickets.com/alstonefield, and direct payments can also be paid directly into the current account or via a SumUp card machine – see below.

Any **cash** received at events, such as 'on the door' concert tickets or bar cash should be paid to the Treasurer as soon as possible for banking, using a paying-in slip as below, confirming the source of the money (form available from the Secretary/Chair on request).

CASH PAYMENT SLIP TO ALSTONEFIELD VILLAGE HALL TREASURER		
Passed to Treasurer by:		On (date)
Sources of cash (bar, raffle, etc.)	Category*	Amount(s)
1.		£
2.		£
3.		£
Signature	Total amount	£
<p>* Suggested Category only, for accounting purposes Categories can be found in Committee Handbook 9.e (vi)</p>		

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 January 2025). There are no other

fees. The Sumup account is currently password protected, in the name of the Secretary, with the Treasurer 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, 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. Grant income

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](#). There are also resources such as [My Funding Central](#), which maintains a database of sources of funding.

All committee members are encouraged to keep a 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) (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 Leaden Boot 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; appropriate policies (such as health & safety, equality, safeguarding and data protection); the latest set of accounts; and recent bank statements.

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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xi Donations to other charities

In general, one charity cannot simply give money to another (*"Trustees must make sure the charity's assets are only used to support or carry out its purposes"* - Charity Commission's guidance document '[The essential trustee: what you need to know, what you need to do](#)'). However, we are permitted to hold an event, such as a recreational activity (consistent with our constitutional aims) with profits going to a particular cause, provided we are clear when doing this, in advertising the event or on entry. ACRE give an example of a village hall organising a coffee and cake event where the proceeds will go to another cause (the village hall is not, in this example, passing over its own assets).

The Charity Commission has detailed guidance on working or collaborating with other charities ([link here](#)), which is more complex and describes entering into a formal agreement. It recognises, however, that a charity may simply want to raise funds for another because it can do so more effectively, provided the decision to do so is agreed and minuted as being consistent with our own objectives and there is a check to ensure the money is used as intended. (The charity's governing document must not prevent giving money to another charity, which ours doesn't.)

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xii 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 for the property and contents can be seen in the schedule extract [below](#). (A full copy of the 18 page Schedule with the full range of covers and related documents with all terms and conditions, is in file storage 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 in March) along with other values such as contents in the Hall.

The value of other fixed assets items is not something that is normally included in the 'simple accounts' we are required to keep, but it is good practice to do a yearly inventory of assets and equipment and consider this in reviewing insurance values (it is a Scheduled Item in general meetings in Q1). The last inventory was carried out by the Secretary in February 2024, to assist in setting the contents insurance for the March 2024 renewal (available on request).

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.

Details of the current specialist broker and insurance provider are:

Agent/broker: Business Services at CAS Ltd, 160 Hadleigh Road, Ipswich, Suffolk, IP2 0HH
Email insurance@communityactionsuffolk.org.uk

Insurer: Hiscox, 1 Great St. Helens, London EC3A 6HX).

Renewal date 24.03.2024

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** (available from the Chair).

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**Hiscox Insurance
Policy Schedule**

Your covers

This is a summary of each section of your policy. See each section for cover details.

Cover	Insurance amount	Excess	Annual Premium (exc IPT)
Insured premises: Alstonefield Memorial Hall and Community Centre Beresford Lane Alstonefield DE6 2FR			
Property – buildings	£513,148	£100	£372.93
Property – contents	£36,000	£100	£66.86
Property – business interruption	Not covered	£0	£-
Property – away and in transit	Not covered	£100	£-
Property – equipment breakdown	Not covered	£100	£-
Property – money	£ See Policy for limits	£100	£Included
Public and products liability	£10,000,000	£100	£104.92
Employers' liability	£10,000,000	£0	£33.25
Personal accident	Not covered	£0	£-
Management liability – trustees and individual liability	£500,000	£0	£85.50
Legal protection	Not covered	£0	£-

The figures above are in summary only and are not in addition to the amount insured specified against each cover section below.

Policy endorsements

Applicable to: 15661 WD-PIP-UK-GTCA(3)

Amendment of cover: cancellation

General conditions, 7. Cancellation is amended to read as follows:

7. You or we can cancel the policy by giving 30 days' written notice. We will give you a pro-rata refund of the premium for the remaining portion of the period of insurance after the effective date of cancellation for which you have already paid.

If we have agreed that you can pay us the premium by instalments and we have not received an instalment 14 days after the due date, we may cancel the policy. In this event, the period of insurance will equate to the period for which premium instalments have been paid to us. We will confirm the cancellation and amended period of insurance to you in writing.

Applicable to: 16090 WD-PROF-UK-PD(3)

Amended definition: buildings

Special definitions for all property sections, buildings is amended to read as follows:

Buildings

The buildings, which belong to you or for which you are legally responsible, at the insured premises, including:

1. outbuildings and annexes;

Your covers

This is a summary of each section of your policy. See each section for cover details.

Cover	Insurance amount	Excess	Annual Premium (exc IPT)
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Property – money	£ See Policy for limits	£100	£Included
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Employers' liability	£10,000,000	£0	£33.25
Personal accident	Not covered	£0	£-
Management liability – trustees and individual liability	£500,000	£0	£85.50
Legal protection	Not covered	£0	£-

The figures above are in summary only and are not in addition to the amount insured specified against each cover section below.

Policy endorsements
<p>Applicable to: 15661 WD-PIP-UK-GTCA(3)</p> <p><u>Amendment of cover: cancellation</u></p> <p>General conditions, 7. Cancellation is amended to read as follows:</p> <p>7. You or we can cancel the policy by giving 30 days' written notice. We will give you a pro-rata refund of the premium for the remaining portion of the period of insurance after the effective date of cancellation for which you have already paid.</p> <p>If we have agreed that you can pay us the premium by instalments and we have not received an instalment 14 days after the due date, we may cancel the policy. In this event, the period of insurance will equate to the period for which premium instalments have been paid to us. We will confirm the cancellation and amended period of insurance to you in writing.</p> <p>Applicable to: 16090 WD-PROF-UK-PD(3)</p> <p><u>Amended definition: buildings</u></p> <p>Special definitions for all property sections, buildings is amended to read as follows:</p> <p>Buildings</p> <p>The buildings, which belong to you or for which you are legally responsible, at the insured premises, including:</p> <p>1. outbuildings and annexes;</p>

This page is for reference only as concerts are not (as at January 2025) a significant or planned part of our fund-raising activities.

(See above – [Concerts](#))

Example summary sheet and declaration for concert revenue v expenses

Concert:		XYZ Band					
Date:		Date					

REVENUE				EXPENSES (relating to concert - not general items such as occasional printing costs)				
	No	Price	Revenue					Y/N
Ticket sales:								
a) WeGotTickets (online)	75	£ 13.00	£ 975.00	Main performer's fee:	£ 650.00	Evidence attached?		
b) Direct	10	£ 15.00	£ 150.00	Second performer's fee:	£ -	Evidence attached?		
c) Other (concessions etc)	0			Sound engineer's fee:	£ 50.00	Evidence attached?		
Total	85		£ 1,125.00	Hospitality:	£ 35.00	Receipts attached?		
				Accommodation:	£ -	Receipts attached?		
Bar profit			£ 150.00	MusicLicence deduction (2%)	£ 22.50	n/a		
Raffle profit			£ 75.00	Other expenses, if any	£ -	Evidence attached?		
Other revenue, if any			£ -	(Specify below)	£ -			
(Specify below)								
Total revenue £ 1,350.00				Total expenses £ 757.50				
Overall profit/loss: £ 592.5								
Signed as a true record:								
PRINT NAME				PRINT NAME				

Musicians Union standard format

PERFORMER DETAILS**INVOICE**Address and contact details: _____

_____**EVENT INFORMATION**

PERFORMANCE DATE: _____

INVOICE DATE: _____

DATE DUE: _____

Company No: _____

VAT No: _____

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: _____

(f) Governance

[Return to Policies & Procedures index](#)

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

- (i) [Governance overview](#)
- (ii) [Trustee eligibility and declaration](#)
- (iii) [Management committee](#)
- (iv) [Meetings](#)
- (v) [Decision-making and quorum](#)
- (vi) [Agenda](#)
- (vii) [Minutes](#)
- (viii) [Committee member responsibilities](#)
- (ix) [Communications](#)
- (x) [Publications and documents](#)
- (xi) [Records](#)

(i) Governance overview

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Our governance arrangements for the Committee are based on:

- a) its Constitution, which sets out the charity objectives and requires a committee to be established, to ensure proper and effective running of the hall; and
- b) charity law, which among other things requires the committee to annually declare to the Charity Commission details of its trustees; to produce a set of accounts; and to provide a report of its activities.

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](#).

(ii) Trustee eligibility and declaration

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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 on-line link to this Handbook, describing the duties on trustees, is available to all committee members (it is on the village hall page of the village website www.alstonefield.org) or, if preferred, it can be printed. Section 5 ([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 CC3 The Essential Trustee: What you need to know. I am not under 18 years of age and am not disqualified* from serving as a member of the Committee, and, in the event of my becoming disqualified, will take no further part in the affairs of the charity whilst such disqualification lasts.</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.

(iii) Management Committee

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Committee members are automatically trustees of the charity known as 'Alstonefield Village Hall Committee'. Trustees are collectively and individually responsible for the day-to-day management of the charity, in accordance with the Constitution, and charity law.

As explained more fully [here](#), the committee is 'complete' when there are 10 members, but it can be up to 14. User group 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.

As a village hall (unlike many charities), we do not have other 'members' who might be entitled to vote but all Parish residents are entitled to attend the AGM and vote on resolutions made, e.g. acceptance of the Chair's report; adoption of the accounts; and elections of trustees.

All trustees 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.

(iv) Meetings

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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. All trustees 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 a meeting, a substitute may attend meetings in your place, but they are not trustees and would not be able to vote.)

Ordinary meetings are held approximately four times a year with, constitutionally, 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 ordinary meetings per year), although for many years they were more frequent. Meetings are organised by the Secretary and/or the Chairman.

Under the constitution, any 2 committee members (or the Chair) can request a special meeting, provided seven days notice is given.

Anyone over 18 from the parish of Alstonefield is entitled to attend and vote at the AGM, not as members but as potential beneficiaries of the charity.

Our constitution is old, so when written, it did not envisage the concept of virtual meetings via audio or video. This means that without changing the constitution, meetings must be face-to-face (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>).

There are obvious merits in meeting face-to-face but at some point, we might want to make alterations along the following lines: (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]."

(v) Decision-making and quorum

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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 (this would need to be rounded up by 1 if needed, e.g. a quorum of 4 would be needed if there are 10 members). Our policy is that no formal 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.

(vi) Agendas

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The agenda for **ordinary (general) meetings** should be issued at least 7 days in advance, with a copy of the previous meeting minutes. There is a standard template to ensure the minuted record includes:

- Apologies (from members who have stated they cannot attend)
- Members attending
- Approval of previous minutes (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).
- Financial update (Treasurer's report)
- Items carried forward or needing updating from previous meeting
- New items to discuss
- Standing items (e.g. fire extinguishers, emergency lighting, first aid, general maintenance, utilities)
- Scheduled items (see below*)
- Any other business
- Date of next meeting

***Scheduled items:** As part of our controls, additional items should be scheduled, as per the suggested timetable below, i.e.

- | | |
|--|---|
| ○ Election of Chair, member declns (first meeting after AGM) | – more information here |
| ○ Member responsibilities (first meeting after AGM) | – more information here |
| ○ Data protection (during Q3/Q4) | – more information here |
| ○ Insurance valuations, covers, inventory (Q1) | – more information here |
| ○ Financial return for AGM and review of controls (Q1 or 3) | – more information here |
| ○ Marketing (during Q1) | – more information here |
| ○ Health & Safety Checklist (first meeting after AGM) | – more information here |
| ○ Hiring Policy (first meeting after AGM) | – more information here |
| ○ Environmental & sustainability (Q3) | – more information here |
| ○ Mandatory inspections, e.g. boiler/electrical (Q3) | – more information here |
| ○ Committee-run events (Q3) | – more information here |
| ○ Equality & safeguarding (first meeting after AGM) | – more information here |

The Chair should ensure sufficient time is given to each item and, if necessary, have a time limit, so that all items can be covered before the meeting concludes (or deferred).

The agenda for **Annual General Meetings** must be issued *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).

Apart from ensuring there is a record of all attendees, the agenda for **AGM meetings** primarily 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.

Other agenda items may be included at the AGM, particularly if these may be of interest to users or members of the public who might be in attendance (an AGM is as much for users as it is for the management committee). More general committee business items may be better left to the ordinary meeting (which often follows-on immediately after the AGM).

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

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

(vii) Minutes of meetings

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If there is no elected secretary role in place, 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. There is no need for them to be lengthy or grammatically perfect. They need to record clearly and succinctly 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 a few days of the meeting, to provide 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.)

This extract from [CC48](#) is important:

"It should be noted that the formal minutes, once approved and signed as an accurate record by the chairman, form the only legal record of the business of the meeting. Clearly trustees can take notes of meeting for their own purposes; these should not however be used as an afterthought to the official minutes. It is important that, if a trustee is unable to agree that the draft minutes are an accurate record of the meeting, then he or she should draw the matter to the attention of the chairman before they are approved and signed."

Whilst minutes aren't generally made available to the public, minutes of the AGM (including the summary of accounts) are normally published on the main noticeboard outside the premises for around a fortnight and also on the village hall webpage [here](#). These are also the basis of the annual return that is sent to the Charity Commission and these are publicly available by a search of the Register [here](#).

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

(viii) Committee member responsibilities

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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).

Other tasks are allocated to committee members as agreed from time to time – see list [here](#).

(ix) Communications

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Communications between Committee members may be by email or other electronic messaging, but no substantive decisions may be taken without a majority vote in a 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.

(x) Publicity and documents

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

(xi) Records

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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. Under the [2011 Charities Act](#), financial records must be kept for a minimum of 6 years.

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 solely 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 (now Flint & Co), 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 only 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

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4. [Arrangements and procedures](#)
 - (a) [Key security](#)
 - (b) [H&S Checklist](#)
 - (c) [Fire risk \(inc. electricity, capacity, etc\)](#)
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 - (i) [Paid help/volunteers](#)
 - (j) [Contractors](#)
 - (k) [Insurance](#)
5. [Review of this Policy](#)

Appendices

Appendix 1

[Relevant legislation and its implications](#)

Appendix 2

[Plan of the hall showing fire exits and extinguishers, utilities, stairs and loft access, etc.](#)

Appendix 3

[COSHH Risk Assessment](#)

Appendix 4

[Concert Risk Assessment](#)

Appendix 5

[Asbestos management plan](#)

Appendix 6

[Emergency and related contacts](#)

Appendix 7

[Committee members' responsibilities](#)

Appendix 8 - List of keyholders

[Appendix 9 - H&S Checklist –](#)

[Appendix 10 – Fire Risk Assessment](#)

1. Statement of Policy

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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).

As described on the [HSE website](#), we must ensure the hall, access to it and any equipment or substances provided are safe for people using it, so far as is 'reasonably practicable'. (This has been defined as *"balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble"*.)

The HSE reminds that we have no responsibility under the 1974 Act for risks created by activities organised by those who use the hall.

There is other legislation with which the Committee must also comply, which creates specific obligations in respect of matters such as:

- recording/reporting accidents and provision of first aid equipment
- provision of protective equipment (e.g. gloves)
- risk assessment for hazardous substances (COSHH)
- 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 Secretary (or Chair) will subscribe to email alerts from the Charity Commission, ACRE, and the National Council for Voluntary Organisations (NCVO), and bring any potentially relevant matters to the Committee's attention. (Links: www.gov.uk/government/organisations/charity-commission; www.ncvo.org.uk.)
2. We will monitor and/or maintain membership of appropriate organisations related to village halls or similar community enterprises (such as Support Staffordshire and ACRE), so we are alerted of changes through newsletters, social media etc. and benchmark our policies against others. (Links: www.supportstaffordshire.org.uk; www.acre.org.uk.)
3. H&S to be a standing item on the first meeting after the AGM, for the Policy to be ratified for the year ahead and/or for any member to raise concerns about the current state of the Committee's understanding on H&S matters. ([See H&S Checklist below](#).)
4. The Secretary will contact the Health and Safety Executive for guidance if needed. (Contact telephone 0300 003 1747 or via www.hse.gov.uk.)
5. Legal advice to be taken if there are any doubts raised by any Committee member with regard to our adherence to the law.

3. Premises Licence

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The Hall has a Premises Licence under the 2003 Licensing Act (first issued by Staffordshire Moorlands DC in April 2012), which permits specific licensable activities, between the hours of 11am to 1am (seven days a week). The activities are: **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 from 11pm to 1am**. The licence does not authorise boxing or wrestling entertainment.

There are important conditions applicable to the licensed activities, such as specific conditions for the sale of alcohol (e.g. age verification) and the viewing of films by children. **General conditions** also 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.

Supply of alcohol

As the licence holder, the management committee is collectively responsible for compliance with the legal conditions applying to the supply of alcohol and ensuring supervision. (Since 2015, there has been no requirement to have a named 'designated premises supervisor' or personal licence holder.) All committee members therefore need to have a good understanding of the licensing obligations.

The **alcohol-related conditions** are stated in full in the Licence (see handbook [here](#)) but are essentially as follows (these are in addition to the general conditions listed above):

- 'Under 25' signs to be displayed prominently
- Those serving alcohol must require any individuals who appear to be under the age of 18 years to produce identification bearing their photograph, date of birth, and a holographic mark.
- An Alcohol Sale Refusal Log must be available and operated

- Unless sold in a securely closed container (e.g. bottles, cans, etc.), legally recognised measures must be used, e.g. beer or cider: ½ or full pint; gin, rum, vodka or whisky: 25 ml or 35 ml; and still wine in a glass: 125 or 175 ml.
- Price lists must be displayed (with relevant measures) showing alcohol strength
- Under-18s must not be permitted to serve in the bar
- Special care must be taken to protect children
- No 'irresponsible promotions' that encourage excessive drinking (as defined in the Licence)
- Refuse to serve alcohol to anyone who appears intoxicated
- Free tap water to be available

Suppling alcohol at no charge

A private event where there is no entry charge and alcohol is provided free of charge is not a licensable activity. However, if an event is ticketed (or has an entrance charge) and a free drink is included, this is seen as selling and a licence is required. The only exception would be if alcohol is donated by an individual other than the person/organisation running the event.

Can we just run a bar?

No - we are constrained by charity regulations from simply 'running a bar' on a routine basis, as this would be classed as non-primary trading under HMRC rules, attracting tax if it exceeds certain thresholds (currently £8,000). Income generated from such trading would need to be recorded separately in the accounts*. The Charity Commission also highlight the reputational risk to the charity of routinely selling alcohol, for example if a local pub objected.

In contrast, there is no issue with us running a bar that is ancillary to an event we're running for fund-raising or entertainment purposes (such as a disco or concert), provided the event activity itself is consistent with our constitutional aims. It must be clear that the event is for the benefit of the Hall (e.g. posters must show our Registered Charity number) and the only people using the bar must be people attending the event. Similarly, we are permitted to run a bar for someone hiring the facilities (e.g. for a funeral wake or birthday party, etc.) as this is also considered ancillary to our primary charitable purpose, rather than 'trading'.

* If the £8,000 threshold is breached and it cannot be argued that it was unexpectedly breached then there is not only a tax implication on the bar income but the Charity could also be considered in breach of trust, which could result in **all** the Charity's income being liable for tax if the non-primary activity is not stopped.

Hirers wishing to supply alcohol

Legally, we are permitted to authorise hirers to sell alcohol under the terms of our Premises Licence, but there are practical matters to consider (such as stocking the bar, customer payment options and ensuring all conditions are met). We should keep in mind that we remain legally responsible and need to have arrangements in place to either supervise the activity or ensure there is a nominated person present who we can be confident will ensure all of the Conditions will be met. Hence the hiring process must operate such that only competent persons are expressly authorised and that any necessary training or briefing is carried out to ensure our own Licence terms are understood and applied in practice.

(ACRE guidance: "The hall management committee should ensure that there is a clearly documented process that is understood by all the hall management committee for handing the responsibility for the sale of alcohol over to hirers.")

For the above reasons, for hirers wishing to supply alcohol, there are generally **two options**:

1. As licence-holder, we run a bar, provide the stock and keep the takings; or
2. the hirer applies for their own **Temporary Events Licence (TEN)** from Staffordshire Moorlands District Council, purchase their own stock and retain the takings.

This approach is consistent with the policies of nearby village halls with a Premises Licence (such as Hartington, Warslow, Hulland Ward and Ashford) and is the only available options to unlicensed halls (such as Grindon, Butterson and Thorpe).

The **main exception** to the above is where the hirer intends using a contracted catering firm/mobile bar. In this situation, the booking can, at our discretion, be accepted under our Premises Licence (without requiring the hirer to apply for a TEN), *provided* the event is to finish by 1a.m. and we are satisfied that all general Conditions (such as noise nuisance) will be complied with. A charge of £15 applies, for use of our Licence (this is consistent with many Halls that permit use of their licence).

Another exception, at the committee's discretion, would be events that are ticketed (or have an entrance charge) where a free drink is included and the alcohol is incidental. This is still classed as selling alcohol but it represents a low risk from a licensing perspective, so the hire can generally be accepted under our Premises Licence. As above, a charge of £15 applies.

The on-line (*Hallmaster*) booking process requires the hirer to confirm by tick-box that they have read the hiring conditions. The importance of doing this is clearly stated on the webpage before the hirer makes their booking request, with a link to the Hiring Agreement (PDF) and also emphasises that full details will be needed when alcohol is to be supplied. The two options to hirers above are also stated – see also Hiring Policy.

In any case where we authorise a hirer to supply alcohol under our Licence, this must be confirmed in writing (a form is available to the Booking Secretary for this – see right).

The guiding principle is that a TEN is required if there is any perceived risk that the Premises Licence might not be complied with. In considering the risk, the following are examples of relevant factors:

- Is the hirer using an experienced licensed bar operator (such as a mobile bar)?
- Has the hirer booked the Hall on more than one occasion in the last few years?
- Has the hirer arranged an event with alcohol in the last few years with no issues?
- Is the supply of alcohol incidental to the event (e.g. a free drink)?
- Will the majority of the attendees be Parish residents or known personally by the hirer?
- Will the booking finish by 11 pm with the premises vacated before midnight?

Alstonefield Village Hall	
(Alstonefield Memorial Hall & Community Centre)	
Regiment square M43 8JH	
Authorisation for supply of alcohol in accordance with the Licensing Act 2003	
To:	
Subject to the conditions of hire as summarised below, this is our authorisation to supply alcohol at the following event at Alstonefield Village Hall (The Premises):	
Date(s):	
Time(s):	
Summary of relevant general conditions applying to the hire:	
<ul style="list-style-type: none">• Car park to be in after dark• No nuisance to be caused to local residents• If amplified music or entertainment is taking place, windows and doors to be shut after 11pm• Car parking is not allowed on the road outside the hall• Signs (provided) to be displayed asking people to leave the premises quietly• Children to be excluded from the kitchen	
The specific alcohol related conditions are stated in full in our Premises Licence (available on request or on the Village Hall page of www.alstonefield.org) but are essentially as follows:	
<ul style="list-style-type: none">- Awareness of the Licensing Act 2003 (mandatory licensing conditions) Order 2005- Under 25 signs to be displayed prominently- Those serving alcohol must require any individuals who appear to be under the age of 18 years to produce identification bearing their photograph, date of birth, and a biometric mark- An Alcohol Sale Refusal Log is available and must be used if necessary- Glasses used in a securely closed container (e.g. bottles, cans, etc.) legally recognised measures must be used, e.g. beer or cider: 1/2 or full pint; gin, rum, vodka or whisky: 25 ml or 35 ml, and still wine or a glass: 125 or 175 ml- Price lists must be displayed (with relevant measures) showing alcohol strength- Under 18s must not be permitted to serve alcohol; special care must be taken to protect children- No 'irresponsible promotion' that encourages excessive drinking- Refuse to serve alcohol to anyone who appears intoxicated- No alcohol to be supplied after 11pm- Free tap water to be available	
Alcohol must not be left unattended on site and no authority is granted for the storage of alcohol on the premises beyond that needed on the day of the event.	
Ticketed events where a free alcoholic drink is included in the price are subject to same conditions. Note that the maximum penalty for breaching the law in these respects is a fine of £20,000 or 6 months in jail. Those attempting to purchase alcohol who are under 18, buying for someone under 18 or who are drunk or buying for a drunk are also guilty of an offence.	
The Committee understands and is satisfied that the following named person, who must be present during the event, is competent to supervise the supply of alcohol in accordance with the above.	
Name:	Committee member: YES/NO
Signed, on behalf of Alstonefield Village Hall Committee:	
Name:	
Signature and date:	
Filename: Authorisation to supply alcohol under Premises Licence 2025.doc	

Where a Hirer is required to obtain a TEN, the Booking Secretary should request completion of the form (right) requesting this and must have confirmation from the hirer, prior to the event, that the licence has been granted.

Alstonefield Village Hall
(Alstonefield Memorial Hall & Community Centre)

Registered charity no. 104958

Application for consent to apply for a Temporary Event Notice

By signing below, I apply to Alstonefield Village Hall Committee for consent to give to the Licensing Authority (Staffordshire Moorlands District Council) a Temporary Event Notice to hold the following licensable activities at Alstonefield Village Hall (the Premises):

Date(s):	
Time(s):	
Description of event:	

I undertake to comply with the provisions of the Licensing Act 2003 (and any associated regulations) as they relate to a user of the Premises holding a Temporary Event Notice (TEN) and to indemnify the management committee for any resulting obligations. I also undertake to comply with all the conditions and terms stated in the Hiring Agreement and to indemnify the management committee for any obligations applicable.

Signed (by the person named in the Hiring Agreement):

Name:	
Signature:	
Date:	

I hereby authorise the person named above to give a Temporary Event Notice to the Licensing Authority for the event as described above.

Signed, on behalf of Alstonefield Village Hall Committee:

Name:	
Signature:	
Date:	

Form Licence Agreement TEN 2003.doc

Practical examples

Wedding with a mobile bar (such as Carla Critchlow's <u>Tipsy Cow</u>)	TEN or option to use our Premises Licence, at our discretion
Private party/event requiring a full bar but no plans to hire an outside catering/bar firm	We operate the bar ¹ or hirer applies for a TEN to run the bar
Ticketed event with incidental drinks included in ticket price, e.g. whiskey tasting	TEN or option to use our Premises Licence, at our discretion
'Village event' not run by the Hall, where a full bar is wanted, e.g. Leadenboot walk	We operate the bar ¹ or hirer runs and obtains a TEN (or option to use our Premises Licence, at our discretion)
Ticketed event where people bring their own drinks ²	No licence needed
Family party where alcohol is not charged for ²	No licence needed

¹ Village hall to retain the takings

² The principles should still be applied, e.g. emergency access (cones at the entrance); consideration of neighbours (signage to keep noise down); and under-age drinking.

Alcohol in raffles and as prizes

Whilst bottled prizes for lotteries (raffles, tombolas, etc.) can generally be supplied as an incidental part of a non-profit event without needing a Premises Licence, there are certain restrictions, i.e. there must be no money prizes and tickets must not be sold in advance (only when the event takes place).

For this reason, hirers must provide details of the any event where a lottery is planned and must either be authorised in writing to use our Licence, or asked to apply for a Temporary Events Licence.

Running the bar for hirers

We must always keep in mind is that if we want hirers to choose Option 1 (which is a financially attractive option to us, as well as being safer) we must be confident at the time of booking that we have sufficient committee members available to do it. It doesn't preclude us using village volunteers who we've often asked to help in the past, but we must at least have one definite

committee member who can be present to oversee everything. It's something the Booking Secretary would need to check at the time of the enquiry.

We would also need to keep a basic level of stock, which would need to be checked and 'topped-up' by someone, ahead of every booking. Similarly, for some bookings, a barrel would need to be purchased and set up a few days before the event.

Premises licence and hall capacity

Although it used to be the case, a Premises Licence does not normally 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 8](#) below.

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

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

Committee members (and certain users) with an external key may also be provided, according to their needs, with one or more additional keys to access places like the 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 used the room is being used for events as a 'green room' when equipment (e.g. musical instruments) or valuables are temporarily left in the room.

b. H&S checklist

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In 2023, we moved from a previous risk assessment pro-forma to a 'checklist' for H&S risks based on the Health & Safety version from their guidance and templates at:

www.hse.gov.uk/voluntary/work-types/village-and-community-halls.htm. These are aimed at assisting managers of non-domestic premises to comply with health and safety obligations.

The latest update of our checklist can be found in [Appendix 9](#). It provides the basis of our H&S risk framework by:

- identifying the main general risks and actions taken (or which need to be taken) and
- signposting to more specific risk assessments as needed for things like fire, COSHH, events, asbestos, etc.

The checklist is reviewed and, if necessary, updated annually at the first meeting after the AGM. ([See Handbook 9\(f\)\(iv\) – Meetings](#)).

By law, the significant findings of risk assessments only need to be documented if there are 5 or more employees or if the premises are licensed. Currently (2023), we have a Premises Licence, so we should document the assessment. In any event, it can be helpful if an accident or problem occurs, and may be an insurance requirement or be expected by bodies such as the Local Authority (e.g. when applying for grants).

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. To meet this aim, we generally delegate a sub-committee to undertake the H&S checklist review and specific risk assessments once a year. 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** were 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 is available – see [Appendix 4](#). This 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 or to reflect events likely

to take place. (Note that where events are supported by external organisations such as ‘Live & Local’, these may expect an event-specific risk assessment to have been done.)

(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 our policy is to undertake this at the same time as assessing H&S risks in general, but documented in a specific Fire Risk Assessment – see Appendix 12. We apply standards with reference to those outlined in **ACRE Information Sheet 37 Fire Safety in village halls** (available on request to the Chair). In 2023, the government updated its guidance for ‘small and medium places of assembly’ with a new version ‘Making-your-small-non-domestic-premises-safe-from-fire’ (link [here](#)). Its publication followed closely on a Fire Audit we requested in April from the Staffordshire Fire and Rescue Service, which confirmed our arrangements as satisfactory.



(ii) Precautions

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The Fire Safety Order 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. Whilst the committee is the ‘responsible person’ legally, the competent person nominated for year 2024-25 is:

- Kevin Stockton (Chair)

Fire-tackling equipment is in place, i.e.

- extinguishers in key locations (both foam* for general use and CO2 for electrical);
- a fire blanket in the kitchen

* We opted for foam rather than water extinguishers some years ago to reduce the risk of the wrong type being selected by users unfamiliar with the limitations of water, i.e. it is not suitable on liquid-based fires such as oil or alcohol-based cleaning/decorating materials (Class B fires).

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 (11 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 2023). 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.

A yearly '20%' rolling programme of inspection re-commenced 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.

The Hall's insurers will normally expect to see a copy of the most recent certificate and may impose conditions before renewing, such as requiring any significant recommendations made to be implemented.

It is also 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 and exit lighting	Every meeting
Fire-fighting appliances	Every meeting
Fire doors operation	Every meeting
Boiler inspection	Annually – Standing item in Q1

Electrical installation	2/5 yearly – Standing item in Q1
Portable Appliances Testing	2 yearly – Standing item in Q1
Fire safety annual check	Annually at first meeting after AGM (as part of H&S Checklist review)

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

From time to time (particularly if the Committee membership changes), instruction should be given on the use of fire and related equipment. As a control, this question should be included in the annual H&S Checklist and Fire Safety check at the first meeting after the AGM.

Details for contacting the emergency services are contained in [Appendix 6](#) of this Policy.

(iii) Capacity

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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:

- (a) **Whole premises: 150**
- (b) **Main hall seated, without tables: 105.** This is based on the application for variation of the Premises Licence in 2012, although based on the hall size of c.77m², it should be noted that this provides *less* than the recommended 1m² per person for comfort, if all blue chairs are in use (85 + 12 armchairs).
- (c) **Main hall seated, with tables:** capacity must be reduced from (b) above based on the nature of event, size of tables, etc., to leave clear exit routes.
- (d) **Main hall standing/dancing: 135** (providing *more* than the recommended 0.5m² per person).
- (e) **Main hall part-seated: between 105 and 135**, depending on the mix.
- (f) **Meeting room: 10**

(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.

Given the ready access to the outside and the car park, no particular meeting point has been specified (in addition, most user groups and hirers do not take lists of names at entry so would not, in any event, be able to carry out a persons check)



Link to latest [Fire Risk Assessment \(Appendix 10\)](#).

(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. However, **key sheets are printed and available near the Accident Book in the kitchen.** These are mostly to assist anyone trying to help in the event of a spillage or other accident. But provided 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 (January 2024) are as follows:

Main first aid kit contents (for general use)

Kit Contents	Quantity	Expiry date (if applicable)
First aid guidance Leaflet	1	N/A
Assorted washproof plasters	100	Mar-24
Eyepad sterile 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

Additions to the requirements:

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

Catering kit contents

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

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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 put in place 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

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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).

Donations should be expected for its use.

(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

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It should be noted that the Management Committee has not (as at January 2024) 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. 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 'Low Risk Food Questionnaire' was last provided online to the Authority in December 2023. For reference (or we change the amount of food preparation we undertake), contact details are:

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

(ii) Standard of facilities

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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**

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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\(e\) 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 7](#)) will report to the committee on any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users.

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

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

Appendix 1 - Relevant legislation and its scope

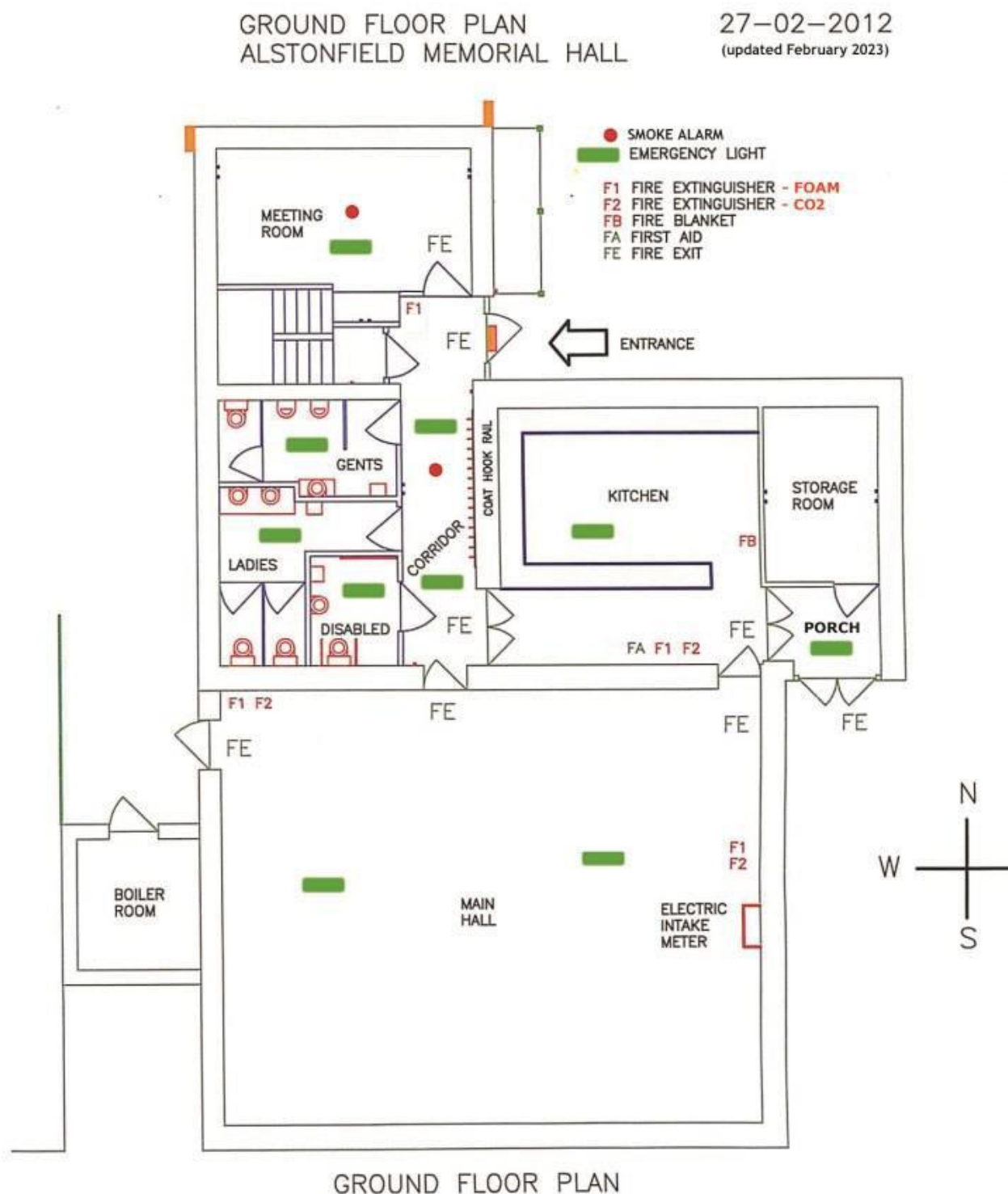
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(N.B. The over-arching Health and Safety at Work Act applies to all premises to which the public and volunteers have access, not just where there are 'employees'.) **SEE ACRE INFORMATION SHEET 15**

Health and Safety at Work Act 1974	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
Management of Health and Safety at Work Regulations 1999	Aimed at employers in particular. Written risk assessments required if more than 5 employees.
Workplace (Health, Safety and Welfare) regulations 1992	Look after welfare (heating, sanitation etc). Provide First Aid box.
Provision and use of Equipment Regulations 1988	Where equipment is used: risk assessment, follow-up, training and maintenance
Manual Handling Operations Regulations 1992	Risk assessment of operations involving moving furniture/equipment and follow-up.
Personal Protective Equipment at Work Regulations 1992	Provide adequate protective equipment (e.g. gloves, safety glasses, helmets)
The Control of Substances Hazardous to Health Regulations (CoSHH)	Risk assessment for substances used, based on manufacturer Product Data Sheets if necessary
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995	Provide an Accident Book or forms. Report all serious incidents.
Electricity at Work Regulations 1989	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.
Regulation Reform (Fire Safety) Order 2005	Risk assessment of fire hazards and follow-up. Obtain advice from Fire Authority re provision and maintenance of fire precautions, fire-fighting equipment, detection, fire exits, training.
The Licensing Act 2003	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.
The Occupiers Liability Act 1984	Ensure any dangers on the premises (including outside, e.g. car parks) are dealt with.
The Control of Asbestos 2012	Locate any asbestos, record it, check its condition, maintain a plan and manage the risk.
The Food Safety & Hygiene (England) Regulations 2006/2013 Regulation (EC) No 852/2004	All food provided on the premises must be safe; specifies basic food hygiene standards used for food preparation. (If food is "regularly" prepared on the premises) All food handlers to be supervised and instructed and/or trained in food hygiene matters commensurate with their work. (<i>see ACRE Information Sheet 20</i>)
The Children's Act 1989	To safeguard children's welfare. <i>See ACRE Info Sheet 5</i>
The Water Supply (Water Fittings) Regulations 1999	All water fittings and equipment must comply with these regulations (unless installed before these regulations).

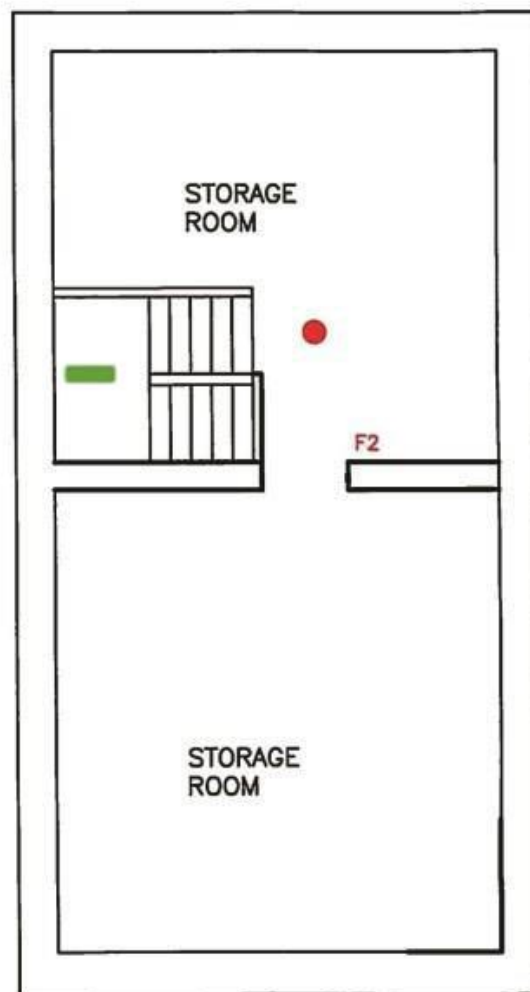
Appendix 2 - Plans of the ground floor and first floor (showing the location of electricity intake and trip switches), fire exits, extinguishers, smoke alarms and emergency lighting)

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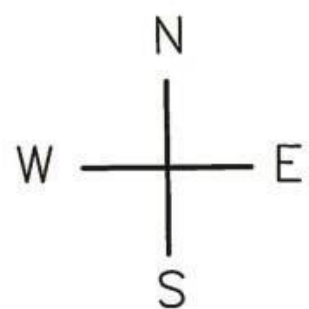


FLOOR PLAN ALSTONFIELD MEMORIAL HALL

27-02-2012
(updated February 2023)



- SMOKE ALARM
- EMERGENCY LIGHT
- F1 FIRE EXTINGUISHER - FOAM
- F2 FIRE EXTINGUISHER - CO2
- FB FIRE BLANKET
- FA FIRST AID
- FE FIRE EXIT



FIRST FLOOR PLAN

Appendix 3 – COSHH risk assessment

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[Being updated Jan 2024]

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 nd 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). MS	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 Include all above in H&S checklist	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 in H&S 'on the day' checklist (CONSIDER REPLACING LADDERS)	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. Investigate whether there is merit in Residual Current Devices (RCDs) being used for amplified equipment.	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&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&S checklist)</p> <p>Include on H&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.

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) 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 placed 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: www.derbyshire-fire.gov.uk
Local fire officer (Staffs Fire & Rescue)	Simon Emsley 01785 898541/898993 Newcastle Fire Station, Knutton Lane ST5 2GB Rio Case, Fire Safety Adviser (01785 898993/07528 983140), em: rio.case@staffordshirefire.gov.uk
Company hired to maintain and service fire safety equipment	Fire Control UK Unit 4A, Belfield Street, Ilkeston, Derby DE7 8DU Tel. 0115 930 7129 (Formerly Protech Fire, who supplied the extinguishers since 2003.) Or call Gareth direct on 07779 248 555

Insurance claims/emergency advice

Agent	Business Services at CAS Ltd, 160 Hadleigh Road, Ipswich, Suffolk, IP2 0HH Email insurance@communityactionsuffolk.org.uk
Insurer	Hiscox, 1 Great St. Helens, London EC3A 6HX) Policy no. 8261665 Claims tel. 0800 711 7156 or online at https://claims.hiscox.co.uk

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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		Secretary	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:

- Jo Griffin

The above information is correct as at January 2024.

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Appendix 8 – List of external keyholders

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Name	Position/ reason for having a key
Kevin Stockton	Chair - regular access needed
Jo Griffin	Booking Secretary, regular access needed
Martin Snodin	Secretary - regular access needed
Pauline Hambleton	Regular access for cleaning
Mark Daniels	Post Office (contractual)
Cathy Reavy	Regular hirer (Threads workshops)

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).

Appendix 9 – H&S Checklist (full copy available from the Secretary on request)

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Alstonefield Village Hall Health & Safety checklist

This checklist aims to help the committee comply with health and safety law relating to non-domestic premises. It is based on HSE's guidance at: [hse.gov.uk/voluntary/assets/docs/village-hall](https://www.hse.gov.uk/voluntary/assets/docs/village-hall)

Questions the committee should regularly ask itself relating to potential risks (See also separate general and specific Risk Assessments, as referred to below.)		Y/N	CONTROLS/NOTES/FURTHER ACTION NEEDED (Use section below if needed - <i>Risk actions noted</i>)	TARGET DATE?
H&S Policy	Have the committee's H&S policies & procedures been reviewed in the last 12 months	Y	Scheduled item for meeting after AGM – <i>ref. Committee Handbook 9(e)(v)</i>	n/a
	Are there fewer than 5 employees/contractors	Y	The sole contractor (Pauline) is responsible for her own H&S and we have no employees. As licensed premises, we nonetheless have a written risk assessment(s).	n/a
	Is the H&S Policy drawn to the attention of contractors etc?	N	Although it is available to all on the village website, we should provide a copy of the Handbook H&S Policy, Checklist and Risk Assessments to Pauline.	Done (Oct 2023)
	Is the H&S Policy drawn to the attention of users?	Y	The Hiring Agreement includes a summary of the relevant aspects of the full Policy	n/a
	Do risk assessments follow the HSE's recommended '5 steps' as outlined at: hse.gov.uk/simple-health-safety/risk/index.htm	Y	(e.g. practical identification of hazards based on 'walking around', user experience, putting controls in place, identifying responsibilities, transparency through publication on website and availability to hirers, etc.)	n/a
Fire	Has a fire risk assessment been completed and are adequate fire safety measures in place?	Y	Our previous (2019) risk assessment was a general one and included fire risks among others. This was reviewed by Jamie Tomlinson (a qualified EHO) in 2022, leading to several additional controls being introduced and actions being taken, but the underlying risks that these were intended to mitigate were not then documented – hence a new (specific) Fire Risk Assessment document has been drafted, to sit alongside this Checklist, for review after the Fire Safety Audit scheduled for 14/4/23.	Audit in April 2023 confirmed our method of risk documentation and controls are satisfactory
	Has a competent person been nominated to undertake or oversee the risk assessment and its implementation?	Y	In the past, a general risk assessment has been undertaken by a sub committee headed by Jo Griffin, who has experience through her work in risk assessments and, as Booking Secretary, is very familiar with the premises. In terms of the Fire Risk Assessment (now separated from the general assessment), a competent person has been nominated from 1 April 2023, i.e. Kevin Stockton. As a trustee with access to all policies and procedures (the Handbook) and as former retained firefighter, the committee is satisfied that he has the necessary qualities, competence and experience to take on this role, which in practice will continue to involve other members.	n/a
	Is there a control mechanism to ensure fire safety measures are being maintained?	Y	There is a Standing item on every general meeting agenda to confirm that basic checks have been done (since the previous meeting), e.g. emergency and exit lighting, extinguishers, fire door maintenance. There is a Scheduled Item at the first meeting after the AGM to review this Checklist and any annual checks of fire safety measures such as the awareness and competence of committee members in our procedures and use of fire fighting equipment.	n/a
Electrical installations and equipment	Has a risk assessment been completed for electrical installations or equipment and are adequate safety measures in place	Y	Now included as part of Fire Risk Assessment	n/a
Boilers	Is the oil boiler inspected on a regular (annual) basis and any remedial action taken by a qualified engineer?	Y	Inspection is a Scheduled Item in Q3 – <i>ref. Committee Handbook 9(e)(v)</i>	n/a
	Are electrical boilers inspected on a regular basis by a qualified electrician?	Y	Done as part of fixed electrical installations	n/a

Accidents inc manual handling	Are roofs easy to access/dangerous for intruders/vandals?	N	The only flat roof is over the boiler room and represents minimal hazard	n/a
Accidents inc manual handling	Are hazards from moving chairs and tables etc minimised?	Y	The Hiring Agreement reminds hirers to use the trolley when moving chairs and indicates maximum stacking numbers. Repeated signs next to where the chairs are stored state maximum stacking (5) to reduce risk of pulled muscles or accidents. Gloves are provided to assist people when moving the more awkward items such as stage blocks (with a sign to remind users). Cabaret tables are awkward so a sign instructs best way to carry.	n/a
Accidents inc manual handling	Are doors fitted with (working) finger stoppers to avoid injury to children, in particular?	Y	All in place – but maintenance is possibly an issue since Ken left the committee – and some could probably be removed, such as in the porch, the external door not used by children	Q2 2024
Accidents inc manual handling	Is there a particular risk of slips or falls in the floor areas?	N	All floors are well maintained cleaned regularly. Mops and cloths are available to all users if there is a spillage. There are mats at all entrance doors (and carpet tiles) that minimise the risk of water being walked-in, causing slippage.	n/a
Accidents inc manual handling	Is the stage safe from slippage as far as possible?	Y	The stage is a modern piece of equipment with good fixings, and is fairly low. Two single block steps are normally used at each side, each with non-slip tape on the bottom. The narrow stage 'fillers' at the back are connected to avoid them shifting if stepped on inadvertently.	n/a
Accidents inc manual handling	Is equipment for working at heights safe to use?	Y	For access to high places such as the electricity fuse box or overhead stage lights, there are tri-pod style ladders that are safe and light enough to use even by one person (up to c.3 metres).	n/a
	Is access and working space in the loft any kind of hazard?	N	Some risk of banging head on sloping ceiling but repeated signs are displayed to warn people.	Q2 2024

			Lighting could be brighter – ask electrician to upgrade.	
Accidents inc manual handling	Is there any particular risk from burns and scalds in the kitchen?	N	The hot water supply is not hot enough to cause scalds. Non-slip trays are in situ for carrying hot food or drinks as safely as possible.	n/a
Accidents inc manual handling	Are cleaning materials and irritants kept safely (e.g. out of reach of children) and managed appropriately	Y	Where needed at all, the more toxic irritants are kept in the lockable janitor cupboard or in childlock-protected kitchen cupboards. Rubber gloves are supplied. The kitchen area has a bolt-lock to prevent child access and is signed as such. (Handbook 9(g)4(d))	n/a
Accidents inc manual handling	Is there an adequate Accident Book, prominently available (to ensure recording and reporting under the RIDDOR regulations)?	Y	A loose-leaf Accident Book is prominent in the kitchen. It is highlighted in the Hiring Agreement and referred to on the Emergency noticeboard in the kitchen. It contains instructions on reporting procedures etc (Handbook 9(g)4(d))	n/a
Accidents inc manual handling	Is the First Aid box in a prominent position and adequately stocked with up-to-date items?	Y	The box is located prominently in the kitchen and its contents are checked at least every 3 months by Jo Griffin, currently (it is a Standing Item at every meeting). It is stocked by reference to British Standard BS 8599-1 but based on activities undertaken from time to time in the premises, e.g. blue plasters when there is regular food provision. (Handbook 9(g)4(d))	n/a
Accidents inc manual handling	Is there guidance on how to deal with accidents involving toxic substance or irritants (COSHH regulations)	Y	A COSHH book is kept next to the Accident Book, with general instructions and a range of specific manufacturers' products specifications, covering the products used on the premises. (Handbook 9(g)4(d))	n/a
	Are knives kept out of reach of children?	Y	Kept in locked Storage Room in box, available only on request by hirers, and referred to in the Hiring Agreement. (Knives are kept in sheaths.) (Handbook 9(g)4(h))	n/a

Food	Are any committee members who help prepare food adequately trained and competent to do so?	Y	Yes, to Level 2 - currently Jo Griffin only. Needs to be added as a Scheduled Item to ensure we always have a competent person(s).	Q1 2024
	Is there provision for keeping food chilled or frozen?	Y	There are large fridges and freezers in the Store Room (and a small fridge in the kitchen as well as a drinks fridge). The freezer is kept below -18 degrees; the fridges below 5 degrees Needs to be added as a Scheduled Item to ensure check.	Q1 2024
	Are there checks to ensure we (or any hirer) do not operate as a food business, requiring registration?	N	The committee is aware and the Handbook refers to the need to consider registration if food is supplied on a regular basis such as a café (whether committee-run or by a hirer). Staffs Moorlands proactively check c.every 2 years (it is a self-declaration process). N.B. Food businesses have to meet higher standards such as tiles or stainless steel on walls, power ventilation, increased provision of sinks, etc, most of which we already have in place.	n/a
	Are there checks to ensure hirers intending to prepare food are competent to do so?	Y	Included in Hiring Agreement process, checked by Booking Secretary	n/a
	Are there adequate facilities to maintain personal hygiene (including facilities for the hygienic washing and drying of hands, hygienic sanitary arrangements and changing?)	Y	A new dedicated hand-sink was installed in 2023, separate to the washing-up sinks and close to hand towels. Soap and materials for hygienic drying are provided.	n/a
	Are there sufficient cleaning materials on hand?	Y	General cleaning and dishwashing fluids are available, monitored by Pauline.	n/a
	Are there properly labelled chopping boards available	Y	Full set available, colour-coded	n/a
	Are there allergy notices on display?	Y	Yes	n/a
	Is there a pest control management process in place?	Y	Contract with Staffordshire Moorlands. In addition, practical measures include keeping cutlery in sealed boxes and tea towels in closed bag (labelled with instructions)	n/a
Car park	Is the car park surface maintained to minimise slip and trip risks?	Y	Re-surfaced to a high standard in 2021. There is a grit bin near to the main entrance that can be	n/a
			used if ice represents a hazard (although there is debate over whether it is better legally to do nothing). There are hand rails to assist visitors using the side gate, which is sloping with one step.	
	Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?	Y	Single wide entrance is sufficiently clear; marked parking bays assist drivers in navigating the space; cones are used at busy times to help direct vehicles (and avoid cars parking where they might interfere with emergency access).	n/a
	Is the car park well lit?	Y	There are fairly good floodlights mostly covering the area nearest the car park entrance (residents may object if there were more). We could look at better lighting of the step near the side entrance, which is hard to see.	Q2 2024
	Can emergency vehicles gain access?	Y	Wide single entrance; cones are used to limit parking when there are large events (also legal requirement of Premises Licence so part of Concerts checklist).	n/a
	Does the large tree represent any hazard, e.g. falling branches?	N	We liaise with the Parish Council, who have responsibility for inspecting trees on public greens every 5 years.	n/a
Old School Garden	Are there any particular hazards with the garden, e.g. trip hazards or plant irritation?	N	None identified. (The only large tree that might represent a risk is probably being removed.)	n/a
Asbestos	Does the hall contain any asbestos?	Y	But only in the Boiler Room roof	n/a
	Is any asbestos in good condition, has a record been made of where it is and are there arrangements to provide this information to anyone who carries out maintenance work on the building?	Y	Record made and actions to be taken on ongoing basis in the Asbestos Plan.	n/a

	Is there a system in place (e.g. fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?	Y	Asbestos Plan identifies the need to inform contractors if any work takes place in Boiler Room. A sign in the room itself would be an easy addition, so anyone doing minor works such as changing light fittings is aware.	Q2 2024
	Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished?	Y	See Asbestos Plan	n/a
Legionnaire's Disease	Is there any risk of standing water in the various systems being contaminated by legionella bacillus?		There are no showers; instant water heaters are in use for hand sinks; and the cistern in the men's toilet flushes automatically at intervals, so there is minimal risk of stagnation.	n/a
Staged events, e.g. live music or films	Have particular hazards been identified that might apply when staged events take place?	Y	See separate (Concert) Risk Assessment undertaken in 2022	n/a
Responsibilities	Do committee members have clearly understood responsibilities allocated to them to ensure identified risks and controls are implemented?	Y	Committee Handbook identifies responsibilities but this will need reviewing and updating after the 2023 AGM.	June 2023
	Do users have all the information about the hall they need to operate safely?	Y	Notices in the kitchen provide most safety information needed (and other specific signs such as fire exits, stacking chair limits, etc). The Hiring Agreement provides more detailed information and directs the hirer to inform their users.	n/a
Other activities/ risk areas	Warm Hub	-	See separate Risk Assessment Dec 2022	
	COVID-19	-	See separate (historic) Risk Assessment 2019	
	Events (concerts)	-	See separate Concert Risk Assessment 2022	

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Appendix 10 - Fire Risk Assessment

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Alstonefield Village Hall

Fire safety risk assessment (October 2023)

The aim of this assessment is to: identify the fire hazards (e.g. sources of ignition and fuel); identify the people at risk; evaluate and assess the likelihood of the hazards causing a fire to start or spread; and the likelihood of harm to the people in the building if a fire does start, to decide what additional controls, precautions and arrangements are necessary to reduce the fire risks. There is a plan of the premises showing fire exit routes, extinguishers, emergency lighting etc in the Committee Handbook 9(g) Appx 2

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
Risk of ignition from discarded cigarette	Hirers, volunteers, contractors, other members of the public	No smoking signs displayed as legally required (although it's hard to imagine anyone smoking inside these days!)		n/a	n/a	-
Risk of ignition from naked flame such as candles at parties	Hirers, volunteers, contractors, other members of the public	No candles or matches or kept on the premises (nothing needs to be lit, such as gas). There are LED candles for committee-run events. Conditions of hire do not permit candles to be used.	Check whether Hire Agreement could be tightened-up to ensure portable gas appliances are not brought onto the premises, the lighting of which would result in naked flames.	MS	April 2024 when new hire charges published	N
Risk of materials such as stage curtains or bowls mats catching or spreading fire	Hirers, volunteers, contractors, other members of the public	New curtains in 2020 were fire-proofed as part of manufacturing process. Bowls mats are fire resistant for 60 minutes.		n/a	n/a	-
Risk of fire from oil tank	Hirers, volunteers, contractors, other members of the public	Bunded tank present and visually checked annually. Boiler room has separate entrance to main hall.		n/a	n/a	-
Risk of fire from other combustible materials such as waste, decorative materials, cleaning materials, etc.	Hirers, volunteers, contractors, other members of the public	Instructions to hirers (and signs on bins) directs that waste is removed after every hire to the green commercial bin outside. Other potentially combustible materials include paper stored in various parts of the premises including things like Christmas decorations but the risk of these combusting is considered small, even when in use, as naked flames are not permitted. The only other materials that ought to be considered are cleaning materials and paints but none are easily combustible (e.g. paints are mostly water-based and no		n/a	n/a	-

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
		white spirits are kept on the premises). All such materials are stored securely in locked or child-proofed cupboards.				
Risk of fire central heating boiler (oil)	Hirers, volunteers, contractors, other members of the public	Annual boiler inspection is carried out by a qualified engineer [ref. Committee Handbook 9(e)(v)]		n/a	n/a	-
Risk of fire from oven being left on	Hirers, volunteers, contractors, other members of the public	Isolation switch prevents unintentional turning on of the hobs. (A new dedicated socket was installed in 2023, labelled to ensure it is switched-off when the oven is not in use.)		n/a	n/a	-
Risk of fire from poorly cleaned kitchen extraction equipment	Hirers, volunteers, contractors, other members of the public	The cooker hood extraction unit is cleaned from time to time by Pauline, particularly at times of heavy use (such as when we had a café for a period during COVID).		n/a	n/a	-
Risk of fire from poorly installed fixed electrical installations	Hirers, volunteers, contractors, other members of the public	Only qualified electricians are used for any installations (committee members or local volunteers are not allowed to do any electrical work other than changing bulbs).		n/a	n/a	-
Risk of fire from poorly maintained or overloaded fixed electrical installations	Hirers, volunteers, contractors, other members of the public	Equipment not in use is generally unplugged when not in use for a period. Circuit breakers for the stage lights are switched off after use (LED lights serve as warning as these remain partly lit if not switched off)*. Installations including power sockets are subject to minimum 5 year certification under our H&S policy; last carried out in August 2023, now subject to 2 year rolling inspections. [ref. Committee Handbook 9(e)(v)] (*This is also covered in the risk assessment for Concerts/large events.)		n/a	n/a	-

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
Risk of fire from poorly maintained portable electrical equipment	Hirers, volunteers, contractors, other members of the public	Committee members know to carry out visual checks on electrical items and take out of use until repaired or disposed of (Standing agenda item at all meetings). All items are PAT tested on a regular basis, currently biannually (last carried out August 2022). Terms of hire prevent hirers bringing portable cooking or heating equipment onto the premises without express permission. <i>[ref. Committee Handbook 9(e)(v)]</i>	Terms of hire could be extended to other portable equipment or required that evidence of PAT testing may be required. A similar requirement could be introduced contractually for any events where a third party is bringing their equipment onto the premises, such as a committee-organised disco.	MS	April 2024 when new hire charges published	N
Risk of fire from portable heating equipment falling	Hirers, volunteers, contractors, other members of the public	None on the premises		n/a	n/a	-
Smoke from fire is undetected	Hirers, volunteers, contractors, other members of the public	There are smoke alarms in the meeting room, corridor and loft space. These emit a warning if batteries need replacing, which is actioned	There is no smoke or heat alarm in the kitchen or main hall but the Fire Audit confirmed this is acceptable given the likelihood of false alarms when the kitchen is in use, inevitably producing heat	n/a	n/a	-
Fire could spread if internal fire doors are left open when the premises are not in use	Hirers, volunteers, contractors, other members of the public	All committee members (and cleaner, Pauline Hambleton) know to check the (automatically closing) are not left propped open. It is stated in the Hiring Agreement and is generally adhered to.	Check all fire doors have signs	MS	6/23	Y
Evacuation plan or procedure unclear, or untested	Hirers, volunteers, contractors, other members of the public	The general Emergency Notice on the kitchen noticeboard is intended to be simple and clear by keeping all emergency/safety information in one place (Fire, Accident). It directs people to raise the alert and instruct everyone to leave the building; call 999; and suggests they should use the fire appliances if they are competent to do so. (No assembly point is specified but	Given the range of users and the time available to the Booking Secretary, it is difficult to see how more express fire instructions could be routinely given to most users, who are not always under the direction of any one organiser. The exceptions are Parent			

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
		the car park is the natural and obvious point of congregation.) The Booking Secretary and other committee members are familiar and regularly reminded of the procedures (but may not be on the premises if a fire breaks out). Terms of hire require a person to be nominated to follow Hire Agreement conditions including fire procedures.	& Toddlers and Friendship Club, where an individual will typically be in charge of the group, and those individuals may benefit from a briefing or training. Any training given to committee members or key users may not actually be relevant to the people involved in any fire incident that occurs, but even so, having a briefing once a year at a General Meeting is worthwhile (after any new members join at the AGM), with the offer of fire advice and training to key users/organisers. There is probably little that could realistically be implemented as a 'drill' or test. Similarly it would be impractical to have a procedure requiring a roll call of evacuated persons because many activities to not operate with lists of attendees.	JG	Arrange training sessions for members in mid-2024 and invite user groups reps	o/s
Fire alert procedure ineffective	Hirers, volunteers, contractors, other members of the public	In small premises like ours, alerts are most likely to be made verbally by shouting, and gesticulating. However, a rotary alarm was installed in 2019, in an obvious position near the main entrance. Given that we rarely have activities that are overly loud (we might have a disco every couple of years, and we don't have space for rock bands with drums etc), we believe the alarm is adequate and proportionate to the risk. The gong doesn't need instruction - anyone can operate it. It is essentially maintenance free. It forms a key part of the Fire Notice instructions and is referred to prominently in the Hire Agreement.	Fire Safety audit in April 2023 confirmed the rotary bell is sufficient. (Having no permanent staff on site, it is difficult to nominate a particular person to activate an electronic alarm, whereas a large rotary alarm can be seen and 'activated' by anyone.)	n/a	n/a	-

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
Poorly sighted, inaccessible or poorly maintained exit routes	Hirers, volunteers, contractors, other members of the public	The (3) fire exit doors are kept unobstructed", sufficiently wide for disabled egress, and all clearly signed by arrows and/or by an illuminated sign above. The size of the premises makes it difficult not to see the (3) exit routes available. The internal door to the porch exit has a sign to remind hirers to unlock the door whenever the premises are in use (except for the playgroup, when exit doors are locked for safeguarding reasons, but the keys are kept in the lock on the inside). The external door key opens both doors - the fob reminds hirers to open the porch door. Maintenance is a Standing Item at every General Meeting so problems with hinges, locks, bolts, etc. should always be actioned. Bulbs for the Exit lights are available in the Meeting Room. *There is a separate risk assessment for Concerts/large events to address the risks of (e.g.) trailing cables or equipment near exits.	A programme of general maintenance could be beneficial, either voluntary or paid, to do small jobs such as oiling hinges or checking and changing bulbs. The terms of hire could be amended to instruct hirers to always unlock the porch fire exit door. We don't have a control log for checking illumination of the 2 exit signs in the main hall, because these are very noticeable when the main lights are turned out, and bulbs are simple to replace, but this could be added to the H&S book in the kitchen and done at the same time as emergency lights.	All MS MS	Q2 2024 April 2024 when new hire charges published Q1 2024	o/s o/s o/s
People at greater risk, such as the disabled, children or the elderly, may have difficulty evacuating the premises	Hirers, volunteers, contractors, other members of the public	As above, the (3) fire exit doors are kept unobstructed and are sufficiently wide for disabled egress. The organisers of the two main user groups representing a potential greater risk (Parent & Toddlers; Friendship Club) are responsible through the Hire Agreement for ensuring evacuation procedures are actioned in the event of fire. There is a hearing loop that should enable those affected to hear warnings or instructions given.	As stated above, specific instruction, training or briefings could be offered to the person directing these user groups, similar to that given to committee members.	JG	Arrange training sessions for members in mid-2024 and invite user groups reps	o/s
Attendees at larger events may be unfamiliar with exit routes	Hirers, volunteers, contractors, other members of the public	Given the simple layout of the premises, with good sight lines to the well-marked fire exits (with illuminated signs), we see no necessity to do any more to alert attendees. Maximum capacity numbers are specified in the terms of hire (and used for committee-run events). (There is a separate risk assessment for Concerts/large	Check Fire Safety Audit view of this assumption.			

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
		events.)				
Attendees at larger events may have difficulty getting to exit routes	Hirers, volunteers, contractors, other members of the public	For committee-run events, care is taken to operate within capacity guidance limits, taking account of (e.g.) whether tables are in use, which reduces capacity depending on layout, etc (if there are no tables, max is 105 seated). For hired events, the Booking Secretary checks capacity numbers with the hirer depending on nature of activity.		n/a	n/a	-
Lack of lighting if there is a fire-related power outage outside daylight hours	Hirers, volunteers, contractors, other members of the public	There is emergency lighting in key rooms and corridors leading to all escape routes. Functional tests are carried out monthly and yearly (3 hour test), with a signed log kept in the kitchen H&S folder. As a control, it is a Standing Item at every Genera Meeting.		n/a	n/a	-
No cell-phone or the network service is too poor to call emergency services	Hirers, volunteers, contractors, other members of the public	There is a landline in the Meeting Room, which is highlighted on the Fire/Emergency notice in the kitchen		n/a	n/a	-
Lack of effective fire-fighting equipment	Hirers, volunteers, contractors, other members of the public	There are foam and CO2 extinguishers in key places and a fire blanket in situ near to the kitchen oven. Visual checks on extinguishers are carried out monthly, with a signed control log and label on each extinguisher. As a control, it is a Standing Item at every Genera Meeting. Annual inspections and servicing are carried out by Fire Control UK. A control log for the above is kept in the kitchen.		n/a	n/a	-
Unfamiliarity with fire equipment	Hirers, volunteers, contractors, other members of the public	Committee members are trained from time to time on use of equipment but it is unrealistic to train the ever-changing users of the premises	We should ensure all committee members confirmed after the April 2023 AGM are competent to use the equipment and offer training or familiarity sessions to all main users	JG	Arrange training sessions for members in mid-2024 and invite user	o/s

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
					groups reps	
Restricted access for emergency services	Hirers, volunteers, contractors, other members of the public	The entrance itself is wide and unrestricted – parking bays are well marked and away from the entrance. At large events such as wedding, funeral wakes, concerts, markets, etc., cones are set out (often as a requirement of Premises Licence) for c.5 metres each side of entrance.	Risk assessment template for large events/concerts should be offered as a template for hirers running such events, e.g. weddings	JG	As required	-
Location of fire-fighting equipment, power supply cut-off and hydrant points unclear – could delay fire service response	Hirers, volunteers, contractors, other members of the public	Plan of the premises is in the H&S folder in the kitchen (and the Committee Handbook) showing location of extinguishers, power supply/circuit breakers Location of hydrant is known to the current committee members. <i>[It is 150m north of the entrance, at the crossroads with the main road opposite the village pump.]</i>	The plan could be on more prominent display on the noticeboard and also next to the landline in the Meeting Room, so it could be readily available to the fire service on arrival. Location of hydrant points could be added to the plan, and communicated to hirers in the Hire Agreement.	MS MS	Done April 2024 when new hire charges published	- o/2

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

NOTE – A Fire Audit was undertaken by Staffordshire Fire & Rescue in April 2023 that confirmed our arrangements are satisfactory (referred to in Committee Handbook; confirmation on file).

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(h) Hiring

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[Children \(minors\)](#)
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[Commercial hirers](#)
[Equipment hire](#)
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[Hours chargeable \(setting-up/clearing away\)](#)
[How often should this policy be reviewed?](#)
[Local user groups \(non-profit\)](#)
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[Minors \(capacity to contract\)](#)
[Parish Council](#)
[Post Office](#)
[Use of the premises \(alcohol, food, safeguarding\)](#)
[Principles](#)
[Reduced rates in special circumstances](#)
[Regular review](#)
[Why do we need this policy?](#)

- LINKS (online on village website:
[Hiring Agreement](#) (including Information for Hirers and Conditions of Hire)
[Hire Charge notice](#) (also displayed on noticeboard in the Hall)

Why do we need this policy?

[Back to Hiring Index](#)

As ACRE's guidance in Information Sheet 3* 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."*

* ACRE VH-IS-3 available from the Secretary on request.

How often should this policy be reviewed?

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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

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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, 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 January 2024, 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

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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 [here](#).

Commercial hirers

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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 January 2024), 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, our Conditions of Hire include a clause allowing the Committee to cancel a commercial booking if necessary (based on the ACRE Model).

Post Office

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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, at as January 2024, 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

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

Relaxing the normal hire charge for these types of bookings was agreed initially at a meeting in April 2000, setting an initial precedent. The matter was discussed again and the policy varied in 2007 (it is unclear why the precedent wasn't followed) but, in 2021, the earlier policy was re-instated and incorporated into this Handbook, with a revised structure of charges published.

Our policy, in summary, is firstly that only in exceptional circumstances should the Hall be used for free because this is tantamount to contributing to a charity other than the Village Hall, which is not permitted under charity law. There would need to be provision to do so in our governing document and, in any event, our assets can only be used to further our own constitutional objectives. As the Charity Commission's guidance puts it:

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

Secondly, in setting the charge (which could be a donation rather than an invoiced payment), the aim should be to at least cover the direct running costs for facilities used and also recognise the length of time the premises are unavailable for other bookings at the full rate. For example, a weekend charitable booking over 2 days with Friday set-up time could potentially deprive the Hall of significant revenue from, for example, a wedding booking, and some recognition of this should be made in agreeing a fair charge. Essentially, we should avoid a situation where the Hall is subsidising the booking. The published hire rates notice, update from January 2025 states:

"For events aimed solely at raising money for charity, or a booking for a public meeting or community support (e.g. emergency responders), a reduced charge may be agreed, which should nonetheless cover the direct costs of the hire, such as heating and electricity, and recognise the length of time the premises are unavailable for other bookings."

As at December 2024, our average expenditure for the previous 5 years was £33,290, including discretionary or irregular spending on capital items and equipment – an equivalent of £91 per day. Basic overheads (utilities, insurance, licensing, basic maintenance, etc) are typically around a third of this, at between £9,000 - £11,000, i.e. the equivalent of c.28 per day – so this is the bare minimum we should charge, especially for long hire periods or weekends etc., when we might otherwise have received a booking at standard rates.

In May 2022, it was agreed that *"...we need to look for a payment of c.50% of normal hire charges, as a rough guide"*.

Footnote: For clarification, we can ourselves hold an event that meets our 'recreational' objectives, yet fundraises for another cause, but we must be clear about this in promoting the event.)

Local user groups (non-profit) entitled to be Representative Members [Back to Hiring Index](#)

We primarily exist to provide a facility for the community, so although the default position is that local user groups pay the published hire charges, we may need to be sympathetic to groups that cannot afford the full published rate, at least in the short term. However, for any reduction to be considered, the user group must have elected a person to be a Representative Member on the committee, and he/she must be an 'active' member, attending meetings etc. like any other trustee.

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

Parish Council [Back to Hiring Index](#)

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 [Back to Hiring Index](#)

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 [Back to Hiring Index](#)

Bookings by the Local Authority or similar bodies (e.g. for District Council or Police & Crime Commissioner 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)

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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

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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	Alstonefield Village Hall - Hiring charges - ready reckoner																	
3		inn		Room/facilities being hired														
4	HIRER	Regular user discount	Other discount/addition	Hall only	Hall only (incl up)	Hall only - Fri/Sat/sun	Hall only - Sat/sun (incl up)	Full kitchen only (incl 1 room)	Hall - kitchen - Fri/Sat/sun	Meeting room	Whole hall	Whole hall - Fri/Sat/sun	Exclusion	Exclusion - Fri/Sat/sun	Total charge in week/weekend booked			
5		Discounts below unlikely to apply if shared group		€ 6.00	€3	€ 9.00	€ 3.75	€ 7.50	€ 11.00	€ 5.00	€ 12.00	€ 15.00	€ 13.00	€ 16.00				
6	Private/commercial																	
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	Local user groups		DISCOUNT (reviewable annually)															
18	Parent & Toddler	-20	-25	2											€ 7.20			
19	Friendship	-20	-25	3											€ 10.80			
20	Indoor Bowls	-20	-25	4											€ 14.40			
21	Hobby Group	0	0							2					€ 10.00			
22	Cricket club	0	0	3											€ 18.00			
23	Parish Council	0	0	2											€ 12.00			
24	PCC	0	0							2					€ 10.00			
25	AN Other	0	0												€ -			
26	**Café with hatch is full kitchen w/o stove but if full weekend, no stove charge needed. Discount of 50% if the whole kitchen and hall are available for all part of the time (which is usually the reason for hire)																	
27																		
28	Charities (or bookings for charitable fundraising) where a donation should be requested, aimed at covering the actual, direct, and INDICATIVE DONATION																	
29	e.g. Carol Supporter with kitchen w/o	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	Ad hoc (negotiable rate) bookings																	
34	Local authority etc																	
35	Overnight e.g. caravan club																	
36																		

Minors (capacity to contract)

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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, safeguarding)

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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 (dancing, theatre, films, live and recorded music, indoor sports, etc). We are not licensed for boxing or wrestling.

Importantly, the licence includes the sale of alcohol (not all village halls have this) with the collective Management Committee classed as the Designated Premises Supervisor. If a hirer wishes to supply alcohol alongside an event, it is legally permissible to accept a booking where the hirer relies on our Licence, but we would remain responsible and there would need to be appropriate supervision of the event – see [Premises Licence – Supply of alcohol](#). There are also practical considerations such as stocking the bar and taking customer payments.

For these reasons, unless the event is low risk and any necessary oversight can be assured, we normally require hirers to apply for a Temporary Events Notice (TEN) or make an offer to run the bar on the hirer's behalf (and retain the takings). The two main exceptions for this are (a) where a commercial 'full' bar is contracted for the event (so we have confidence in the competence of the people running the bar) or (b) where a free drink is provided as part of the ticket price – this is low risk, albeit technically classed as selling alcohol.

Note that a TEN would also be needed for any event (hired or otherwise) if the specific activities or hours went beyond the scope of the permissions in our licence.

For events such as parties or weddings where alcohol is supplied without charge, the broad principles of the [Premises Licence](#) requirements should be taken into account. For example, emergency access (cones at the entrance); consideration of neighbours (signage to keep noise down); and under-age drinking. This should be mentioned at the booking stage and is stated in the [Hiring Agreement](#).

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](#)).

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](#))

Booking process

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There is an online process provided by *Hallmaster*, for which we pay a subscription. The process enables the hirer to provide basic details to request the booking and provisionally reserve the day(s) and times. On receipt by the Booking Secretary, any further details can be checked, a hire charge agreed and the booking confirmed. The system also enables an automated link to the Wifi enabled heating to integrate with the booked times.

The online process can be found on the village hall's page on the website, which also asks the hirer to read the Conditions of Hire before proceeding (with a PDF link to the Hiring Agreement) and also offers a paper-based alternative for any hirers preferring this to the online

process. The webpage also alerts any hirers wishing to have alcohol at an event of the licensing terms, and options available, as below:

N.B. Please note that for any event where alcohol is to be supplied, full details will be needed and unless we run the bar, you will normally need to apply for a Temporary Events Licence from Staffordshire Moorlands District Council (unless, exceptionally, permission in writing to use of the Hall's own Premises Licence).

Equipment hire

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The Hiring Agreement informs hirers that items such as tablecloths, tea-towels and alcohol glasses are available on request but that there may be an additional charge and conditions for their use. This is at the discretion of the Booking Secretary. If we are approached for hire of glasses away from the premises, this is also at the discretion of the Booking Secretary (in terms of the nature of use) but can be agreed subject to a charge of 25p per glass, with a deposit of £50 regardless of the number of glasses requested.

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

Insurance

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

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

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(i) Licensing

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For details of food and alcohol licensing, see [Policies & Procedures – Premises Licence](#).

For details of music licensing, see [Policies & Procedures - Financial – Music Licence](#)

Film and TV

It is a criminal offence under the Communications Act 2003 and the Communications (Television Licensing) Regulations 2004, to use a TV in the village hall without a valid licence and copyright law for film and TV broadcasts applies to charities and not-for-profit organisations, much as it does for businesses.

Our Premises Licence permits the broadcast of films and all TV programmes (subject to having a TV licence) but we would also need the consent of the copyright owner or a Public Performance Licence from a licensing agency such as the Motion Picture Licensing Corporation (MPLC) to show films and non-sports/news TV programmes to the public or a hiring group. This includes anything that is labelled “for personal private use only”. If there is a charge to watch, a Single Title Movie Licence would be needed.

The Village Hall does not currently pay for a MPLC licence but could do so, at uk.mplc.com. If we wished to charge an admission fee and/or advertise the showing of a specific film, this ‘theatrical screening’ would require the Single Title Movie Licence.

More information on Gov.uk [here](#) (and additional guidance [here](#)).

(j) 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

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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

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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

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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

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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

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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'

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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](#))

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(k) 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).

N.B. Pauline was previously a trustee but the committee at the time believed that she could not remain. This appears to have been a misunderstanding – we are fact able to pay a trustee to provide goods or services, provided the Charity Commission’s guidance is followed (such as having a written agreement). More information here:

<https://www.gov.uk/guidance/payments-to-charity-trustees-what-the-rules-are#pay-a-trustee-to-provide-goods-or-services-to-the-charity>

* 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).

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

Jo Griffin

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

Plumbing and boiler maintenance

In recent years, the oil boiler servicing (which should be done yearly) has been carried out by:

Graham Bradshaw (grahambagshaw@hotmail.co.uk) tel. 07841 708861/01538 304518

and in 2022 by **Rob Keeling** (rkeeling38@yahoo.com) tel. 07980 346876

Rob Keeling has also done much of the plumbing work in recent years, such as the kitchen hot water boiler and dishwasher installation.

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:

Jo Griffin/Kevin Stockton (a Smart Meter was fitted to avoid manual readings but connection problems means this isn’t yet working, as at January 2024)

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). – NOW INCORRECT

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:

Paul Spencer Electrical, Tel. 07800 995814 Email: spencer91@hotmail.com

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

J & V Goodwin, Flatt Head Farm, Sheen SK17 0HT Tel: 01298 84559 (Ian G did the extractor)

Robert Mellor, 07816 985 291 Email rjmellorelectricalcontractors@hotmail.com

David Clarke carried out the 5 year testing in 2006

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

It was last tested in August 2023 (installation and PAT) by Neil Gilbert. 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 or Kevin Stockton

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 2023** 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 2024; the foam extinguisher until 2027. No action is therefore needed until a further inspection and/or replacement beginning in 2024.

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 or Kevin Stockton

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 Secretary 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

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

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

Major repairs/building work/flooring/windows

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

Ken Salt, Alstonefield (Ken has done many small jobs such as tiles/gutters over the years)
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)
Darrell Evans from Leek (did the urgent building work in 2005)
J. T. Shakespeare & Co installed the kitchen flooring in 2006
Crown Carpets in Leek replaced the kitchen flooring and hall corridor carpet tiles in 2021
Neil Willis replaced some of the blown glazing units in 2017.

Others we might use in future are:

Dareen Barlow (Warslow – 07973 468177)

Catering suppliers, e.g.

The kitchen oven was purchased from **Kirklands** at Stoke (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

Keys and security

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

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

Waste collection

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

Piano tuning

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

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

Catering

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

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

Old School Garden (OSG) and Hall grounds

The OSG grass and the areas outside the Hall are currently mowed by Ian Redfern (until 2023, the village lengthsman). 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.

Tables and chairs

The 85 standard blue chairs and the various sets of tables were supplied by [Gopak](#) 01303 265751. The 12 armchairs (donated by the late Mary Jephcott in 2017) were supplied by [Strictly Tables & Chairs](#).

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. The current WCAFR Defibrillator Monitor is Mike Tidmarsh from Wetton (as at March 2023).

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(I) Responsibilities for administration and other tasks

At a meeting in March 2020, it was suggested that rather than allocate tasks to specified officers (Chair, Treasurer, etc), we should share tasks across all committee members where possible. (We should also look beyond the committee for broader help or assistance where specific skills are needed.)

Below is a 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).

There is also (below) a 'calendar-based' version that the Secretary/Chair use to track tasks that must be done during the year.

Village Hall tasks – allocation among committee members/others/any (see also calendar version)

<i>n.b. Chair is the only role we must have</i>		Chair	Secretary	Treasurer	Booking Sec	Other/any
HIRING						
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)					✓	
Check premises during the week to ensure it has been left tidy					(✓)	✓
Assist Booking Sec with 'heavy-duty' bookings, on request*		All	All	All	All	All
Liaise with cleaner (Pauline) for timely cleaning					✓	
AD HOC ADMIN/GOVERNANCE						
Issue agenda for general meetings (min 2 per year)			✓			
Respond to general correspondence, thanks donors, etc.			✓			
Pay invoices, utilities, licenses, insurance bills, etc.				✓		
Maintain records of income and expenses				✓		
Bank cash, manage bank accounts and record balances				✓		
Prepare data for financial update at general meetings				✓		
Monitor bank accounts/interest and arrange changes as agreed				✓		
Open and set-up for meetings, print agenda/minutes			✓			
Chair meetings		✓				
Take, write-up and issue minutes			✓			or as agreed
Ensure minutes are signed and filed, digitally and on paper			✓			
Maintain trustee information on Charity Commission website			✓			
Be alert to, and raise, any legal changes that might affect us		All	All	All	All	All

(continued below)

Maintain policies & procedures ('Handbook')			✓			
Ensure there is a control for main procedures to be actioned**			✓			
Arrange estimates for non-minor contractor repairs & maintenance		All	All	All	All	All
Monitor grant opportunities and arrange applications			✓			
SMALL ROUTINE JOBS						
Check post box and deal with items/pass to others			✓			
Check car park and kitchen donations box				✓		
Read electricity meter and provide readings to supplier				✓		
Check oil level and order if necessary						✓
Monitor/replace batteries in male toilet flush device						✓
Monthly visual check of emergency lights, fire extinguishers						?
Regular visual check of first aid and Accident recording book					✓	
Visual check of potential food safety issues						
Visual check for any maintenance required, inc OSG		All	All	All	All	All
Carry out minor repairs, change bulbs, touch-up decorating, etc.		All	All	All	All	All
Old School Garden minor maintenance (not contracted work)		All	All	All	All	All
Liaise with [Ian Redfern] re mowing lawns inc OSG				✓		
Arrange contractor repairs & maintenance up to [£250]		All	All	All	All	All
FUND-RAISING & EVENTS						
Help with marketing (social media, posters, flyer drops, etc)		All	All	All	All	All
Practical help with committee-run events		All	All	All	All	All
ANNUAL TASKS (in calendar version)						
Arrange annual boiler inspections	Q3		✓			
Ensure EL certificate is displayed on receipt (March/April)	Mar-April		✓			
Complete year-end accounts and send for independent check	March			✓		
Complete Music Licence return (from accounts and/or concert data)	April-May			✓		or DL/MS
Contact user groups for Rep Member names before AGM	Mar-April		✓			
Issue agenda and publish notices for AGM (once a/cs done)	April-May		✓			
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		✓			
Complete Staffs Moorlands commercial refuse collection form	Mar-April		✓			
Annual risk assessment as needed (sub-committee)	c.Q4	All	All	All	All	All

* 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.

** 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

Village Hall calendar-based tasks (see also all non-calendar tasks allocation version, e.g. booking requests)

(N.B. some tasks not shown below will be allocated *after discussion of Scheduled Items in General Meetings* – see Handbook 9.f(v))

JANUARY		Responsibility
Review financial controls, necessary before submission of annual Charity Commission return, if not done already (see July)		Secretary + Chair
Submit Charity Commission return by 31 Jan deadline if not done already (see July)	SCHEDULED Q4 ITEM	Secretary
FEBRUARY		Responsibility
Insurance renewal 24 March (consider building/contents valuations (update inventory), shop around, arrange payment)		Secretary + Q1 meeting
MARCH		Responsibility
Finalise draft accounts during month, and arrange for external inspection (prior to AGM Apr-June)	SCHEDULED Q1 ITEM	Treasurer + Q1 meeting
Contact potential Representative Members from user groups before AGM		Secretary/Booking Sec
Commercial bin renewal contract – complete annual form before 31 March		Secretary
APRIL		Responsibility
Arrange AGM date to ensure good attendance by members, issue agenda and publish on noticeboard (14 days advance)		Secretary
Write Chair's report for AGM – liaise with Treasurer on content		Chair
Write Treasurer's report for AGM – liaise with Chair on content		Treasurer
File AGM papers, member declarations, etc (hard copy and digital); update names on Charity Commission website		Secretary
MAY		Responsibility
Arrange AGM as per April, if running late because of accounts approval etc		Secretary
Write Chair's report as per April if running late		Chair
Write Treasurer's report as per April if running late		Treasurer
File AGM papers etc, if not done in April		Secretary
Complete Music Licence review form for renewal on 6 June		Treasurer
JUNE		Responsibility
Arrange AGM as per April, if running late because of accounts approval etc		Secretary
File AGM papers etc, if not done in May		Secretary
JULY		Responsibility
Review financial controls, necessary before submission of annual Charity Commission return.	SCHEDULED Q1/3 ITEM	Treasurer + meeting
Submit Charity Commission return (deadline generally 10 months after year-end, i.e 31 January-end but early is good)		Secretary + Chair
AUGUST		Responsibility
(TRY & AVOID TASKS IN THIS MONTH, UNLESS REQUIRED BY EXTERNAL FACTORS)		
SEPTEMBER		Responsibility
Arrange annual boiler maintenance	SCHEDULED Q3 ITEM	Secretary? Booking Sec?
Review need for electrical installation this year (5yr/2 yr rolling + regular PAT testing)	SCHEDULED Q3 ITEM	Secretary? Booking Sec?
OCTOBER		Responsibility
Arrange risk assessment (sub-committee) meeting, ready for publication by 31 Dec	SCHEDULED Q4 ITEM	Secretary + meeting
NOVEMBER		Responsibility
DECEMBER		Responsibility

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12. 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. 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 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 or tel. 01538 381356. For more information, go to: <https://acre.org.uk>

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Additional reading and links

Trustee role and responsibilities (ACRE Information sheet 17) – available on request from the Chair

Charity Commission www.gov.uk/government/organisations/charity-commission

Charity Commission – operational guidance <http://ogs.charitycommission.gov.uk/g562a001.aspx>

HSE example risk assessment for village halls www.hse.gov.uk/risk/casestudies/villagehall.htm

FSA – Managing Food Safety www.food.gov.uk/business-guidance/managing-food-safety

National Council for Voluntary Organisations www.ncvo.org.uk

Advice for the Voluntary Sector www.afvs.org.uk Tel. 0845 319 8330

Institute of Fund Raising www.institute-of-fundraising.org.uk

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

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