Throughout this document, traditional terms are used but they are not intended to be gender specific. Thus, for example, the use of the title Chairman applies to incumbents and aspirants of either gender. Equally, he and his should be considered to imply she and hers, etc.
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PART 1

CONSTITUTION
The essence of the Charity Commission Scheme establishing the Charity

INTRODUCTION

Name Community Hall is a Registered Charity (Number 123456), run and maintained by Trustees, for the benefit of the residents of Village/parish and its environs. Its status arises from, and is defined in, a Trust Deed Details and dates.
The Charity is considered both the activities of, within, and on behalf Name Community Hall and the physical property as defined in the Trust Deed.

The Trust Deed sets down the administration and management provisions for the Charity, which are summarised below in the remaining paragraphs of this Constitution section.

OBJECT OF THE CHARITY

The Charity is to provide and maintain the Hall for the use of the inhabitants of the Parish and its environs without distinction of political, religious or other opinions etc, to advance education and provide facilities in the interest of social welfare for recreational and leisure time activities with the object of improving the conditions of life for said inhabitants.

COMMITTEE OF MANAGEMENT

The Charity is to be managed and administered by a Committee of Management, to act as the Charity Trustees within the meaning of Section 46 of the Charities Act 1960.

The Committee of Management (committee) is to comprise:

No (of) Elected Members
No (of) Representative Members
(Up to) No (of) Co-opted Members

Any Member who:
Is adjudged bankrupt or
Makes a composition or arrangement with his creditors or
Is incapacitated from acting or
Communicates in writing to the Committee a wish to resign shall thereupon cease to be a Member.

All Members are to retire from office at the next Annual General Meeting (AGM) after they come into office but may be re-elected or re-appointed at the same meeting.

Casual vacancies in Membership do not invalidate the proceedings of the Committee.
Members are to sign a declaration of acceptance of the Code & Practices and Responsibilities of being a Trustee to the Charity before they are entitled to act as Members. Those re-elected or re-appointed must make a new declaration.

Members are not to have any interest in property belonging to the Charity, other than as a Trustee, or receive any remuneration, or be interested in the supply of work or goods at the cost of the Charity.

ANNUAL GENERAL MEETING (AGM)

There is to be an AGM in the month of *(Shown in Trust Deed)* or as soon as practical thereafter. Public notice is to be given at least 14 days before the date of the AGM. All inhabitants of the area of benefit over 18 are entitled to attend and vote.

The standing Chairman will preside over the AGM until the election of the new Committee.

The accounts of the Charity for the preceding year are to be presented to the AGM.

MEETINGS OF THE COMMITTEE

In addition to the AGM, the Committee is to hold at least 2 Ordinary Meetings per year. A Special Meeting may be summoned at any time by the Chairman or by any 2 Members with 7 days clear notice being given to all the other members of the matters to be discussed.

The committee, at their first meeting in each year after the Annual General Meeting, and before any other business is transacted, shall elect a Chairman and may also elect a Vice-Chairman from amongst their Members. Chairman and Vice-Chairman are always eligible for re-election.

A quorum at Committee is not less than one-third of the total number of Members.

In the absence of both Chairman and Vice-Chairman, the members present may choose one of their numbers to be Acting-Chairman for the meeting.

Decisions are determined by a majority of votes cast by Members present at a meeting. The Chairman shall hold a second or casting vote if required.

A Minute Book and Books of Account are to be kept.
RULES

The Committee is empowered to:

Set the terms and conditions for use of the Hall and to set the charges (if any) for such use.

Appoint a Booking Clerk, Treasurer and other unpaid officers as considered necessary.

Engage and dismiss paid officers and servants of the Charity as considered necessary.

A quorum at Committee is not less than one-third of the total number of members.

The Committee may accept donations or property for the direct or indirect support of the general purposes of the Charity.

INSURANCE

The Committee is required to insure the building, furniture and effects to their full value against fire and the usual risks and suitably insure against risks arising from the ownership of property and the employment of persons.

INCOME

The income of the Charity is to be paid into a trust account and is to be applied as the Committee decide in insuring, maintaining and repairing the property, furniture and effects, and paying rates and taxes as required in furthering the object of the Charity. Surplus cash may be invested.
PART 2

GOVERNANCE
The basic mechanisms by which the Committee fulfils the requirements of the Charity Commission Scheme

INTRODUCTION
The Committee is committed to operate within the provisions of the Trust Deed and where this appears to be archaic or lacking in guidance for the contemporary situation, within the spirit of the original Charity Commission Scheme and in accordance with the Charities Act 2006. When there is sufficient variance to warrant it, the Committee will apply to the Charity Commission for amendment to the existing Trust Deed. It is the opinion of the Committee that this point has not been reached.

OBJECT OF THE CHARITY AND APPLICATION OF INCOME
The Committee considers that it has a duty not only to maintain the Community Hall but also to improve the facility better to meet contemporary needs, including due attention to environmental issues.

TITLE TO THE HALL
The title to the property is held in the name of the Official Custodian for Charities on behalf of the Charity/or/other holding trustees. The property is managed by the Committee on behalf of the Official Custodian for Charities/or/other holding trustees. Under the provisions of Section 22(2) of the Charities Act 1993 the Committee may carry out a transaction as if the property were held in the names of individual Committee Members.

COMMITTEE
The Committee shall consist of No (of) Representative Trustees, and No (of) Elected Trustees. Elected Members can also represent user organisations.

The Committee aspires to elect officers into the key positions of:
Chairman
Vice Chairman
Secretary
Treasurer

and

also aspires to identify Elected Members or Representative Members who will lead on issues as the following titles imply:
Bookings
Fundraising
Licensing
Maintenance
Bar
Hallmark
While the Trust Deed *May* list/s a number of defunct organisations and also organisations that no longer regularly use the Hall, the Committee considers that the following organisations are relevant and entitled to provided Representative Members:

- **Name** Parish Council
- **Name** Short Mat Bowls
- **Name** Table Tennis
- **Name** Church
- **Name** Woman’s Institute
- County Scouts
- Monday Club

The Committee accepts that:
Where those organisations are already represented by an Elected Member, the organisation need not provide a Representative Member.

Those hirers who use the Hall for business purposes are not entitled to provide Representative Members.

The current Committee, their roles and their Representative interests are listed at Annex A.

Statuary powers provided to the Committee by the 1993 Act, as amended by the 2006 Act, enable the Committee to amend the constitution of the Committee by proposal to, and with the agreement of, an AGM. The record of such an AGM would need to be sent to the Charity Commission so that Register of Charities can be appropriately amended.

**MEETINGS**

Committee Meetings are currently held bi-monthly on the second Monday, starting at 7.30pm.

In order to allow sufficient time for the closure of accounts, audit and analysis of audit, the AGM will take place annually in *Month as per Trust Deed* or as soon as practical thereafter. The AGM will be followed, as soon as possible, by a Committee Meeting.

Having elicited any inputs from Members and cleared a draft with the Chairman, the Secretary will circulate the Agenda to Members one week before any Meeting.
PART 3

OPERATING PROCEDURES
The detailed arrangements set in place by the Committee to underpin and guide its management of the Charity

INTRODUCTION

The Committee of Trustees is committed to operating and maintaining Name Community Hall in accordance with the law and the requirements of the Charity Commission for the benefit of the residents of Name and its environs. It draws on guidance from the Village Hall & Community Buildings Advisor from Community First. It aspires to membership of the Hallmark scheme for Village Halls and is a member of the Wiltshire Village Halls Association.

MANAGEMENT COMMITTEE

The Duties of the Management Committee are set down at Annex B and its Appendices.

FINANCE

Concept
The Committee established the following enduring principles:
Letting income should be set at a level to cover all overheads plus a reserve fund.
Banking of hiring deposits; Good financial practice is that you bank these at least two weeks before the event so that the hall can cancel or get cash if it bounces. Also the deposit for an outside group/party should be equal to your insurance excess.
The Trust will operate financial procedures which comply with the Charity Commission guidance given in CC8 – Internal Financial Controls for Charities.

Budget
Each New Year the Treasurer is to prepare a Financial Plan and Budget for the new financial year for consideration at Committee.

Charity Commission
It is the duty of the Charity Commission to take a close interest in the financial affairs of the Charity. The Treasurer is the principal point of contact for finance and therefore has a duty to update the Charity Commission on all matters. He possesses a login and password to complete certain updates on-line. The login and password are related to the Charity, and not the Treasurer, and therefore may be used by other Officers of the Trust, as required.

Bank Accounts
The Community Hall maintains No (of) bank accounts: a Current Account, savings Account, and Gold Account (Name the banks). All accounts are ‘2 signatory’ accounts, whether for issuing a cheque for the Current Account or for issuing instructions for moving funds between accounts or establishing regular payments. The current authorised signatories are:
Chairman
Vice Chairman
Treasurer
Secretary and
One other

Though the normal combination is Treasurer and Chairman, any instructions to the Bank should be double signatory letters, addressed:

‘Attention Cashiers’

BANK ADDRESS & TELEPHONE NO

N.B. INTERNET BANKING SHOULD BE CONSIDERED

Reserve Funds
The level of reserve funds will be reviewed by the Committee from time to time. At the present time it has been agreed that a reserve fund of £10,000 be established to cover unforeseen emergencies and requirements. In addition it has been agreed that £5,069 per year will be placed in a savings account to form a replacement fund. This sum is based upon the cost of replacing the limited life fittings and equipment over a 10 year cycle. These reserves are in place. See Charity Commission website for RS5 – Small Charities & Reserves

It is recognised that future major maintenance requirements may from time to time require a review of these arrangements.

In Year Accounting
The accounts will be kept in accordance with the Charity Commission requirements as expressed in CC15a/CC15b – Charity Accounts, The Framework.

The accounts will identify income and expenditure categories in sufficient detail for the Trust to assess the financial situation as and when required.

The end of year accounts will be subjected to an Independent Review as specified by the Charity Commission for our level of income and expenditure. This is no requirement for an independent audit.

Utilities
It is noteworthy that the VAT rate for energy supplies to not-for-profit buildings such as the Community Hall is set at a non-standard rate. Neither is the Community Hall liable for the Climate Change Levy. Our current suppliers conform. If energy suppliers are changed, they may need to be advised of this provision before invoicing for services; since it is not an automatic provision.

Electricity: Electricity is supplied by Name. A Direct Debit (DD) from the Current Account is established. The Treasurer will reconcile the DD account at the end of each Financial Year and adjust payments as necessary.

Water: Water is supplied by Name. There is a single, metered supply. Direct Debit (DD) from the Current Account is established. The Treasurer will reconcile the DD account at the end of each Financial Year and adjust payments as necessary.

Rates: The Hall currently enjoys Discretionary Non-Domestic Rate Relief from Wiltshire Council.
Spending Authority

The following spending authorities and limits currently apply:

Treasurer: The Treasurer may:
Settle conventional utility and other standard services bills (e.g. insurance premiums, licensing fees, PRS/PPL, etc.) regardless of amount.

Make minor purchases (e.g. accounting materials, stationery, etc) and procure minor services (e.g. postage, advertisements, cleaning materials etc) for necessary administration purposes up to the value of £100.

Agree and settle minor bills for maintenance and repair up to £500 provided such funds are available in the relevant sub account.

Agree and settle bills for administration, maintenance and repair up to £1,000 with the authorisation of a quorum of a relevant sub-committee provided such funds are available in the relevant sub account. Items over the value of £1,000 will be authorised by the full Committee.

Chairman: The Chairman may:
Approve general, incidental, expenditures up to the value £250

Management Committee: The Committee will
Discuss and agree expenditures in excess of those listed above.

Recognise that justifiable and expedient actions will sometimes be necessary.

May occasionally give purchasing authority (within an agreed limit), to a particular Committee Member (or Members) to act on its behalf for a specific purpose.

HIRE OF THE HALL

The Terms of Hire and the Application and Approval process are set down in the document at Annex E. Applications to hire the Community Hall are made using the detachable element of this document. If the Application is approved, the document amounts to a contract between the Committee and the Hirer of the Hall for the activity or event described.

The mechanics of the Application and Hire process are set down at Appendix 1 to Annex E.

The Committee may use its discretion to waive or vary the standard charges set down in the Hire Agreement, as it deems appropriate. However, in all cases of any use of the Community Hall, the Application procedure is to be diligently followed.

STORAGE

Tables and chairs and staging are stored in the Storage Cupboards. Storage plans for such areas are displayed on all storage doors and all users are required to comply with them; to ensure safe storage and for the general benefit of all users.
MAINTENANCE

All routine maintenance is closely monitored by Trustees and notifies the Chairman of issues as required. The Chairman is to direct an annual maintenance audit and, through the Maintenance Sub-committee, establish a Maintenance Plan for the coming Financial Year.

DEVELOPMENT

Similarly, the Chairman is to direct an annual development review and, through Committee, establish a Development Plan covering a rolling 5 year cycle.

LICENSING

PREMISES LICENCE AND ALCOHOL

_The Committee has been granted and intends to maintain a Premises Licence._

The existence of the Premises Licence is not intended by the Committee to give free rein to Hirers of the Community Hall regarding the supply or sale and consumption of alcohol during their activity or event. _De facto_ licence to supply or sell and consume alcohol during an activity or event in the Hall is subject to specific application by the Hirer and specific approval by the Committee.

The default position is that alcohol is not to be supplied or sold and consumed on the premises without an approved application.

PERFORMING RIGHT SOCIETY & PHONOGRAPHIC PERFORMANCE

Option one
The Committee purchases an annual licence from the Performing Right Society (PRS for Music) together with the Phonographic Performance Licence (PPL) for incidental music and the like in the Hall.

Option 2
It is the Hirer’s responsibility to obtain the appropriate further licensing where music, such as a disco, or other media-based entertainments are a significant element of their event or activity. Such Applicants are to refer to Phonographic Performance Ltd to see what kind of licence may be required and what the charge is. Applicant’s representing regular use leisure groups are also required to satisfy themselves as to whether a PPL licence is required for their activity and, if so, are responsible for licensing their activity appropriately.

PROTECTION OF YOUNG AND VULNERABLE PEOPLE

Events where children, young and vulnerable people are present must conform to the Law. Hirers must ensure appropriate supervision and that supervisors are properly accredited.
Hirers must ensure that young and vulnerable people are protected from alcohol abuse.

Drugs and substances that can be abused are not permitted on the Community Hall premises and Hirers are responsible for appropriate supervision of their event to prevent drugs and substance abuse.

**FIRE**

The Committee is committed to operating and maintaining *Name* Community Hall in accordance with The Regulatory Reform (Fire Safety) Order. The Fire Safety Policy, together with the Assessment from which it arises and other supporting material, is at Annex F.

**HEALTH AND SAFETY**

The Committee of Trustees recognises its responsibility, in law, to maintain a safe environment for Users and Hirers of the Hall. It will review its Risk Assessment and the provisions arising annually in January.

The Committee of Trustees cannot be fully responsible for the Health and Safety aspects of activities that are not under its control. However, it will do all that it can to alert Hirers of the Hall to recognise their own responsibilities regarding the Health and Safety in regard to their own activities.

The Health and Safety Policy, together with the Assessment from which it arises, is at Annex F.

**KITCHEN**

The kitchen is maintained principally to support the activities of the local clubs. The Kettle, Lincat water heater, Warming Cupboard and Dishwasher can be used free of charge. If the cooker is required a separate fee is payable.
The current Committee comprises the following Elected Members:

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Incumbent</th>
<th>Representative Membership</th>
<th>Lead for</th>
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<tbody>
<tr>
<td>Representative Member Chairman</td>
<td>NAME</td>
<td>County Scouts</td>
<td>Opening &amp; Closing of Hall</td>
</tr>
<tr>
<td>Elected Member Vice Chairman</td>
<td>NAME</td>
<td></td>
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</tr>
<tr>
<td>Representative Member Secretary</td>
<td>NAME</td>
<td>W.I.</td>
<td>Secretarial Charities Commission Hallmark</td>
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<tr>
<td>Elected Member Treasurer</td>
<td>NAME</td>
<td></td>
<td>Finance Charities Commission (Financial)</td>
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<tr>
<td>Elected Member</td>
<td>NAME</td>
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<td>Bookings</td>
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<td>Elected Member</td>
<td>NAME</td>
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<td>Maintenance Licences</td>
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<tr>
<td>Elected Member</td>
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<tr>
<td>Elected Member</td>
<td>NAME</td>
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<tr>
<td>Representative Member</td>
<td>NAME</td>
<td>Monday Club</td>
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<tr>
<td>Representative Member</td>
<td>NAME</td>
<td>Parish Council</td>
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<tr>
<td>Representative Member</td>
<td>NAME</td>
<td>Short Mat Bowls</td>
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<td>Representative Member</td>
<td>NAME</td>
<td>Table Tennis</td>
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<tr>
<td>Representative Member</td>
<td>NAME</td>
<td></td>
<td>Fund Raising/Entertainment</td>
</tr>
<tr>
<td>Representative Member</td>
<td>NAME</td>
<td>Church</td>
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</tbody>
</table>
DUTIES OF THE COMMITTEE

INTRODUCTION

The responsibilities of Committee members as Charity trustees, is set down in The Charities Act 2006 and is more readily accessible in both:

The Charity Commission booklet ‘The Essential Trustee’

ACRE’s Village Hall Information Sheet 17 – Trustees: Roles and Responsibilities

Committee Members of Name Community Hall are Charity (or Managing) Trustees; those people who manage the Charity on a day to day basis. They are required to act always for the good of the Charity and in compliance with the Trust Deed and prevailing legislation.

GENERAL DUTIES

The General Duties of each of the Members of the Committee of Trustees are to:

- Acknowledge their responsibilities as set down in the guidance literature, the trust Deed and this Charter and certify the fact at the beginning of each year of office.
- Act reasonably and prudently and not speculate with the Charity’s assets.
- Ensure that the Charity is fully insured against loss and claim.
- Comply with “all and every” legal requirement.
- Maintain financial stability of the Charity.
- Act together.
- Avoid a conflict of interest. Trustees must remain beyond reproach.
- Extend apologies to the Secretary prior to any Committee Meeting which they may be unable to attend.

LIABILITY

Trustees may be liable for their actions if they have acted:

- In breach of the governing document.
- Unwisely with Charity assets resulting in a loss to the Charity.
- Illegally.

Where a loss occurs despite the best and reasonable efforts of the Trustees it is not probable that they will be held liable.

GOOD PRACTICE

ACRE’s Information Sheet 17 offers the following guidance:

- Follow the governing document.
- Attend meetings.
- Act collectively.
- Keep written minutes of decisions.
- Ensure the treasurer presents regular financial reports and prepares a budget each year.
- Ensure that the property and committee are adequately insured.
• Obtain professional advice.
• Act with due care and prudence.
• Ensure the property is adequately maintained.
• Keep all licences up to date.

When preparing correspondence on behalf of the Committee, the Registered Charity Number **123456** should always be quoted (or incorporated in the letterhead).

**TRUSTEE LIABILITY INSURANCE**

Committee Members should be alert to the availability of this sort of insurance and should review their posture in conjunction with the principal insurance policy, which may also provide such cover.

The current view of the Committee is that liability risk to them as Trustees is included in the conventional Insurance Policy.
DUTIES OF THE CHAIRMAN

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex B, the Chairman is to:

- Be the principal Trustee and ‘face’ of the Charity to external organisations.
- Guide and mentor other Committee Members as required.
- Chair Meetings of the Committee.
- Guide and steer discussions at Meetings.
- Use a second or casting vote as required at Meetings.
- Keep Meetings focussed and completed within the 2 hours target duration whenever possible.
- Approve the Secretary’s draft Agenda for a future meeting so that it may be issued one week prior to the Meeting.
- Be principal second signatory to the Treasurer’s actions on behalf of the Committee.
DUTIES OF THE VICE CHAIRMAN

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex B, the Vice Chairman in the absence or non-availability of the Chairman is to

- Assume the duties of the Chairman as set out in Appendix 1
  - Including the second-signatory role and
  - Approval of the Treasurer's bill paying actions
DUTIES OF THE SECRETARY

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex B, the Secretary is to:

- Maintain the formal records of Meetings.
- Maintain the principal files and records of the Charity, including the Trust Deed.
- Hold and maintain the Trustee’s copy of the Charity Act 2006 and *The Essential Trustee*.
- Hold and maintain the Trust’s Constitution, Governance and Operating Procedures for the Community Hall.
- Ensure that Trustees are issued with a copy of the pamphlet *The Essential Trustee* on appointment, or advise where to obtain it by email from the Charity Commission, and sign the Code of Practices & Responsibilities to acknowledge their acceptance of their responsibilities on an annual basis.
- Provide each Trustee with a copy of the Constitution, Governance and Operating Procedures for the Community Hall.
- Provide the Trustees with any amendments to the Constitution, Governance and Operating Procedures.
- Prepare and despatch correspondence as required by the Committee.
- Maintain copies of incoming correspondence, alert the Committee as required as to its content and respond as required by the Committee.
- Write to entitled User organisations and groups annually to elicit Representative Membership for the coming year.
- Issue draft Minutes to Members within one week of any Meeting.
- Prepare a draft Agenda for the Chairman’s approval in time for it to be issued to Members one week prior to any Meeting.
DUTIES OF THE TREASURER

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex B, the Treasurer is to:

- Maintain accounts on behalf of the Committee.
- Make a financial statement (Treasurer’s Report) at each Committee meeting. In his absence from any Meeting he should endeavour to provide a written report.
- Regularly review, research and advise the Committee regarding the most suitable banking arrangements for the purposes of the Charity.
- Review and maintain the Insurance policies in accordance with the law and the current needs of the Charity and its Committee.
- Prepare a Financial Plan and Budget for the new Financial Year for consideration at Committee.
- Arrange for the necessary review of the accounts at the year end.
- Notify all regular users in advance of any change of the hire rates.
- Responsible for the financial management of any employee/s.

The Treasurer is authorised to:

- Hold the cheque books and receive statements from the Bank.
- Issue cheques in settlement of all bills properly invoiced to the Charity for services provided. A second signatory is required; usually the Chairman.
- Issue written instructions to the Bank to move assets between accounts. A second signatory is required; usually the Chairman.
- Establish and amend Direct Debit / Standing Orders for routine bills regardless of the amount.
- Settle conventional utility and other standard services bills regardless of amount.
- Agree and settle minor bills for administration, maintenance and repair up to £500 provided such funds are available in the relevant sub account.
- Agree and settle bills for administration, maintenance and repair up to £1,000 with the authorisation of a quorum of a relevant sub-committee provided such funds are available in the relevant sub account.
- Make minor purchases (e.g. accounting materials, stationery, etc) and procure minor services (e.g. postage, advertisements, etc) for necessary administration purposes up to the value of £100.
- Act as the principal contact between the Committee and The Charity Commission regarding the yearly Financial Statement.

With the exception of conventional utility and other standard services bills, the Treasurer is not to settle bills in excess of £1,000 without the authorisation of the full committee.
DUTIES OF THE REPRESENTATIVE MEMBERS

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex B, a Representative Member is to represent the particular interest of the User organisation or group represented.

Representative Members are full voting Members of the Committee and, accordingly, are expected to participate fully in the activities of the Committee. In law, they have a first duty to the Community Hall Charity and not to their organisation or group. (Reference Charity Commission - The Essential Trustee)

Representative Members may, and are encouraged to, take a lead role for a specific function, as set out under Committee in Part 2 – Governance.

Elected Members may also act as Representative Members in respect of a particular User organisation or group.
SUB COMMITTEE RESPONSIBILITIES

FINANCE COMMITTEE

• Meet at least once per year.

• To review the hire charges for the use of the facilities, on an annual basis, with the new charges being brought into force on 1 April the following year.

• To inform, in writing, the Hirers of any increase as soon as possible.

• To investigate any item which requires expenditure above £1,000

• To investigate and recommend to the full trust, any changes to the cleaner’s wages, hours and duties.

• To discuss the financial situation (at the appropriate time) and make any specific recommendations to the full Trust as felt appropriate.

• Normally three quotations should be obtained for items of expenditure up to say £1,000 up to £5,000, and over £5,000 for example.

• To advise the full Committee on any suggested fund raising that might be felt necessary.
MAINTENANCE COMMITTEE

- Will comprise of 5 members.
- Each member will have a specific responsibility plus a general overall responsibility for the hall and its fixtures and fittings.
- The Committee will meet as required.
- The Committee will submit a schedule of planned maintenance as part of the Annual Budget.
- Minor unplanned repairs/maintenance will be carried out by any Committee member having the appropriate skill. If it is beyond this level the Chairman will call out the appropriate approved repairer after discussion with Treasurer.
- The Treasurer can authorise maintenance and repair up to £500 provided such funds are available in the relevant sub account.
- The Treasurer can authorise maintenance and repair bills up to £1,000 with the authorisation of a quorum of the Maintenance sub committee provided such funds are available in the relevant sub account.
- Major repairs/maintenance should, whenever possible, be subject to 3 estimates which will be submitted with a recommendation to the main Committee.
- Review annually:
  - Fire Safety Policy
  - Fire Risk Assessment
  - Health & Safety Policy
  - Basic Risk Assessment
  - Routine Community Hall Tests & Checks
- Organise the annual cleaning day for both the inside and outside of the hall.
- Organise the maintenance required when the hall is closed during the first week in August.
- Appoint and supervise cleaner/window cleaner/handyman or anyone in the employ of the Trust.

Specific Responsibilities

- Checking Fire alarm, emergency lighting and external doors on a monthly basis.
- Taking a regular overview of the kitchen and its equipment to include 6 weekly salt replenishment of the dishwasher and descaling of the Lincat boiler and kettle as required
- 6 monthly inventory checks.
- Ensuring that all contracted maintenance is carried out when due.
- Taking a regular overview of the bar and its equipment to include 12 weekly salt replenishment of the glass washer (frequency can be more often in periods of heavy bar utilisation).
- Regularly checking the contents of the First Aid Box.
- Replenish cleaning products as necessary.
## Routine Community Hall Tests/Checks

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<th>Item</th>
<th>Date Due</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>1. Checking of Fire Alarm Systems and Extinguishers.</td>
<td>Regular</td>
<td>By appointed Trustee</td>
</tr>
<tr>
<td>2. Fire Extinguisher Check</td>
<td>Once per Annum</td>
<td>Name &amp; contact no of contractor</td>
</tr>
<tr>
<td>3. Fire Alarm &amp; Emergency Lighting Maintenance</td>
<td>Twice per Annum</td>
<td>Name &amp; contact no of contractor</td>
</tr>
<tr>
<td>4. Alarm System Check</td>
<td>October</td>
<td>Name &amp; contact no of contractor</td>
</tr>
<tr>
<td>5. PATS test of loose electrical equipment</td>
<td>September</td>
<td>Name &amp; contact no of contractor</td>
</tr>
<tr>
<td>6. Lightning Protection System</td>
<td>September</td>
<td>Name &amp; contact no of contractor</td>
</tr>
<tr>
<td>7. Heating System Check</td>
<td>At end of summer before winter</td>
<td>Name &amp; contact no of contractor</td>
</tr>
<tr>
<td>8. Dishwasher Salt &amp; Glass washer Salt</td>
<td>Every 6 weeks approx for Dishwasher Every 12 weeks for Glass washer Or in each case if the wash smears</td>
<td>By appointed Trustee</td>
</tr>
<tr>
<td>9. Inventory Check</td>
<td>Three times per year</td>
<td>By appointed Trustee</td>
</tr>
<tr>
<td>10. Grass Cutting</td>
<td>As required during Spring, Summer &amp; Autumn</td>
<td>Name &amp; contact no of contractor</td>
</tr>
<tr>
<td>11. Windows Out side Inside</td>
<td>Four monthly intervals Once a year.</td>
<td>Name &amp; contact no of contractor</td>
</tr>
</tbody>
</table>
HALLMARK

Resume
The Hallmark Quality Status Award Scheme in Wiltshire aims to recognise and reward good standards of village and community halls management and where appropriate to encourage improvements in establishing customs and practices. Any hall may apply for a ‘Hallmark’ award which comes in the separate stages:

- Hallmark 1 focuses on the management and administration of the Charity.
- Hallmark 2 focuses on health and safety, security and licences.
- Hallmark 3 focuses on the role of the hall in the community, its social awareness, forward planning and development.

The Hallmarks must be achieved in turn.

Items of special attention are as follows:

- Committee Procedures
- Annual General Meeting
- Accounts
- Maintenance and Security
- Maintenance outside Hall
- Maintenance inside Hall
- Hiring
- Insurance
- Notices
- Licences
- Health & Safety

The Hallmark Certificate remains valid for three years from the visit date. Successful halls are encouraged to publicise their Hallmark status throughout this period.

The aim of the Committee of Name Community Hall is to achieve all three awards as soon as practically possible.

- The Committee will comprise of at least 5 members of which must include the Chairman, Treasurer, Secretary, and Booking Clerk.
- Meet as necessary to obtain all the relevant paperwork required for the Hallmark Scheme.
- Prepare a Constitution, Governance and Operating Procedures to cover all aspect of the running of the Community Hall.
- Ensure all the required paperwork is completed and ready for the visiting examiners.
- Ensure all the requirements regarding the state of the hall both inside and outside as stated on the Hallmark documentation are met.
FUNDRAISING / ENTERTAINMENT COMMITTEE

- Will comprise of at least 5 members.
- Meet at last 3 times per year.
- If possible organise 2 entertainments/fundraising events per year.
- Organise a special event if requested by the Trust Committee.
**APPLICATION FOR BOOKING AND HIRE AGREEMENT**

**INTRODUCTION**

*Name* Community Hall is a registered charity, run and maintained by a Committee of Trustees, for the benefit of the residents of *Village/Parish* and its environs. Its use by others is welcomed when there is no other booking.

All users are to be represented by an Applicant who makes the Application for a Booking. If the Application is agreed by the Committee, the Applicant enters into a formal Hire Agreement with the Committee.

All Applicants are required to read, accept and adhere to the Terms and Regulations as set down in this Hire Agreement.

**TERMS**

Applicants for use of the Hall must be over 18 years of age and, if unknown to the Committee, may be required to establish their bona fides.

Applications for the use of the Hall must be approved by the relevant Committee Member before the Application becomes a firm booking.

The Applicant is wholly responsible for the appropriate and legal conduct of their event or activity, the provisions of this Hire Agreement and any additional requirements as may apply in Law.

Regular users may pay in advance, at the time of use or monthly in arrears.

Private Party applicants must pay a booking deposit at the time of Application and the balance one month before the event. Private bookings require a damage/cleaning deposit of £100.

Hire charges apply to setting up and clearing up time and Applicants must take this into account.

Charges for services and utilities are usually included in the hire rates. However, when Bar, Cooker, & *other* are required further charges will be applicable.
Applicants are to make specific arrangements with the Booking Clerk regarding access to the Hall and securing it after use.

No explosive, inflammable, toxic, hazardous or infectious materials are to be brought onto the premises.

Fire safety equipment is not to be interfered with or moved except for its intended purpose in an emergency. Notices, signs and emergency lighting are not to be interfered with or obscured.

Setting up chairs and tables and clearing them away afterwards is the responsibility of the Applicant. PLEASE DO NOT DRAG ACROSS FLOOR. The Hall is to be left clean and tidy after use. Any damage, breakage or loss is to be reported to the Booking Clerk immediately. Deposits may be used to defray such replacement or repair costs.

Items left at the Hall premises overnight or unsupervised by day, remain the responsibility of the Applicant and not the Committee.

The Hall, its fixtures and fittings are not to be modified and loose property is not to be removed or used for a purpose other than intended. No new fixtures or fittings are to be installed by the Applicant without the specific consent of the Chairman.

Car parking at the Hall is free.

Those attending events at the Hall are required to leave quietly, showing due respect for the Hall’s neighbours.

The Trustees are authorised, and have a duty, to close the hall and terminate an event if they have reason to believe that the Law, Hall Premises Licence, or the Terms or Regulations of the Application have been or are being broken.

Those regular users granted storage space within the Hall are to return all their resources to the agreed area at the end of their session and store them in a safe manner that does not create a hazard to other users. Insurance of any items so stored is the responsibility of the user.

Whilst on the Premises children are to be fully supervised by an adult at all times.

At the end of the event or activity the Applicant is to:

- Return the Hall to the condition in which it was received.
- Secure all doors and windows, and close fire exits.
- Check that all water taps are turned off.
- Check that heating is turned off.
- Turn off all lights.
- Unplug electrical appliances.
- Complete the Accident Book if necessary.
- Report any damage, breakages or losses to the Booking Clerk.
- Make any constructive suggestions regarding the management of the Hall, Fire Safety or Health and Safety to a Committee Member.
- Return the keys as per agreed arrangement.
- Pay any balance of hire charges to the Booking Clerk.
REGULATIONS

Alcohol
No alcohol may be consumed on the premises of the Hall, regardless of whether the alcohol is sold or provided free of charge, unless the Applicant has applied for, been granted permission. Where such permission is granted, it is the duty of the Applicant to nominate a responsible person to stay sober in order to assist in the case of emergencies (e.g. fire evacuation).

Performance Rights & Phonographic Performance license
The Committee purchases an annual licence from the Performing Right Society Phonographic Performance (PRS/PPL) for incidental music and/or other media based entertainments and the like in the Hall. Applicant’s representing regular use leisure groups should satisfy themselves as to whether a separate PPL licence is required for their activity and, if so, are responsible for licensing their activity appropriately. Guidance on this licence can be obtained by contacting PPL on 0207 543 1000.

Fire safety
The legal capacity is as follows:

- **Main Hall**
  - Seated: 250
  - Standing: 350
  - Mixed seated and standing: 250
  - Seated with Stage: 250

- **Meeting Room**
  - Seated: 30 persons

Fire Instructions are displayed in the Hall together with a plan of the premises and the fire exit routes. The Fire Safety Risk Assessment is also available. It is the Applicant’s duty to be familiar with the Fire Safety Risk Assessment, to be familiar with the exit routes available and to adhere to the Fire Instructions. It is a requirement for the Applicant to arrange the delivery of a briefing for those attending and to keeping fire exits clear during the event or activity. While all fire exit routes are available to those with reasonable mobility, wheelchair users, in particular, should be alerted to use the main entrance if possible. Applicants organising activities or functions attended by the infirm are advised to nominate able-bodied persons to assist individuals in the case of fire evacuation.

Health and Safety
The standard HSE Poster is on display in the Bar. The Committee maintains a Health & Safety Policy together with a basic Risk Assessment for the premises. These documents are available on request. Hirers must conduct a Risk Assessment for the specific event and have a duty to mitigate all risks identified in their planning.

Insurance
The Committee maintains building, contents and liability insurance to reasonably discharge its duties regarding its own responsibilities and activities. The Certificate of Insurance is on display in the Hall. Applicants may view a copy of the policy on request. This insurance may not provide adequate or even any suitable cover for
Applicants and their event or activity. Applicants are urged to consider, and obtain if appropriate, their own insurance to underwrite their event or activity, to cover any property brought to the Hall, and to discharge their own liability towards others involved in or affected by their event or activity.

First Aid
A First Aid box is situated in the kitchen.
Ensure that all accidents and Incidents, whether requiring First Aid or not, are to be recorded in the accompanying Accident / Incident Book. The completed form should be given to the Booking Clerk.

Smoking
In accordance with the Law, smoking is not permitted anywhere within the Hall. Smoking is permitted in the car park, with due discretion and regard to the Hall’s neighbours, provided that butts are disposed of responsibly in the bin provided. Smokers are to move clear of manoeuvring cars.

Young and Vulnerable People
Events where children, young and vulnerable people are present must conform to the Law. Applicants must ensure appropriate supervision and that supervisors are properly accredited. Applicants must ensure that young and vulnerable people are protected from alcohol abuse.

Drugs and Substance Abuse
Drugs and substances that can be abused are not permitted on the Hall premises and Applicants are responsible for appropriate supervision of their event to ensure drugs and illegal substances are not available.

Unsupervised Items
Items left in the premises overnight or unsupervised by day, remain the responsibility of the Hirer.

Flammable & Toxic Material
No explosive, flammable, toxic, hazardous or infectious materials are to be brought onto the premises.

Security
Hirers are responsible for the security of the premises at all times during the period of hire.

(This application may be detached for processing if the applicant wishes to keep the preceding 4 pages for reference)
Name Community Hall
Regular Users Annual Hiring Agreement

Name of Hirer

Contact details:
TelephoneNumber:
Email:

Times of Hire:
Use of Community Hall for:

Community Hall charges from April 2012 – April 2013: £6, £8, £14 per hour.

The Hirer should ensure that they have read and understood the attached Conditions of Hire and that the details above are correct BEFORE signing and returning this form to the Booking Clerk: **Name**

I declare that I have read and understood the Conditions of Hire, and agree that they shall form part of the terms of this agreement.

I also declare that the information I have given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement.

Signed by the individual named above: ______________________ Date: __________

The Committee agrees to permit the Hirer named above to use the premises on the dates detailed, on the understanding that all the special condition are adhered to at all times.
Hiring Agreement and Invoice

1. Today’s date: Date(s) and times required: __________________________________________________

2. Authorised Representative: Name & contact number: ______________________________________

3. Hirer: Name: __________________________________________

   Note: Person signing must be 21 years of age or over. A responsible adult (over 21 years) must be present throughout the period of hiring.

   Under no circumstances is alcohol to be consumed by any person less than 18 years of age.

4. Reason for hiring:

   Private bookings require a damage/cleaning deposit of £100. Deposit required  Yes / No

   Number of hours: Use of other: £amount Yes / No

   Use of kitchen for preparation, cooking, washing up or by caterers: £amount Yes / No

   Limited use of kitchen for tea /coffee Yes / No

   Use of the bar: £amount Yes / No

   This is free

   The Management Committee must be notified if you intend to sell alcohol on these premises and an additional form signed.

   Rooms required: kitchen / bar / hall / meeting Room

   Total cost excluding damage/cleaning deposit: £

   Booking Deposit: £30 or 10% of the total cost will secure this booking.

   Full payment is due 1 month prior to event date. A late payment fee of £10 may be charged.

   Please make separate cheques (cost of hire and damage/cleaning deposit) payable to Name and return with the bottom section of this form to the treasurer: Name & Contact

   Enquiries: Name & contact email: contact

   Please make sure that the hall is cleared up within the hiring period and left clean. This usually takes at least an hour after the party has finished and up to 2 hours if the floors needs washing. Your cheque for the damage/cleaning deposit will be destroyed after the event as long as everything is in order. If the Trust has to clean up you will lose your damage deposit. Please think carefully about how long you will require the hall. You will be charged an extra £20 if the hall is not cleared in time.

   It is hereby agreed that the Standard Conditions of Hire attached, together with any Special Conditions of Hire, shall form part of the terms of the Hiring Agreement unless specifically excluded. I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement. I have read the conditions of hire.

   Signature of hirer as named in number 3: __________________________ Date: __________________________

   Name/Organisation: __________________________ Date of hiring: ____________

   Total cost of booking: __________________________ Amount enclosed: ________________

   Damage deposit: £100  Yes / No

   Under Insurance rules, if this hiring is for Commercial Purposes then the Hirer must ensure at least £5M (Million) of Public Liability
# Name Community Hall Charges

**Date:** February 2012  
*(To be reviewed annually)*

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Hire Charges For Commercial or non village organisation</th>
<th>Village organisation or villager</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Room &amp; Kitchen</strong></td>
<td>£8 per hour</td>
<td>£6</td>
</tr>
<tr>
<td><strong>Main Hall &amp; Kitchen</strong></td>
<td>£13 per hour</td>
<td>£8</td>
</tr>
<tr>
<td><strong>Minimum of 2 hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cooker</strong></td>
<td>£20</td>
<td></td>
</tr>
<tr>
<td><strong>Midnight – 1am extension</strong></td>
<td>£20</td>
<td>-</td>
</tr>
<tr>
<td><strong>Fee for Use of Bar</strong></td>
<td>£10 per function</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>There is a further application form</td>
</tr>
<tr>
<td><strong>Whole Building</strong></td>
<td>£21</td>
<td>£14</td>
</tr>
<tr>
<td><strong>Fee for Other</strong></td>
<td>£60</td>
<td></td>
</tr>
</tbody>
</table>

*(Please note that while crockery, cutlery, utensils and other appliances are included in the applicable hire rates, there is a charge of £20 for use of the cooker.)*
The term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. Supervision. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of the car parking arrangements so as to avoid obstruction.

2. Use of Premises. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the sale of alcohol thereon without a licence.

3. Licences. THE HIRER shall be responsible for complying with the conditions set by the Premises Supervisor where sale of alcohol is to occur on the premises. Under no circumstances is alcohol to be supplied to anyone under the age of 18 years.

4. Gaming, Betting and Lotteries. THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

5. Public Safety Compliance. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and Local Magistrates’ Court or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays.

6. Health & Hygiene. THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

7. Electrical Appliance Safety. THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner. Where a residual circuit breaker is provided under terms of the PEL or CPL, the hirer must make use of it in the interests of public safety.

8. Indemnity. THE HIRER shall indemnify The Community Hall Management Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Community Hall.

9. Accidents and Dangerous Occurrences. THE HIRER must report all accidents involving injury to the public to a member of The Community Hall Management Committee as soon as possible. Any failure of equipment either that belonging to the hall or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form (obtainable from the hall representative) to the local authority. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.

10. Animals. THE HIRER shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by The Community Hall Management Committee. No animals whatsoever are to enter the kitchen at any time.

11. Compliance with Children Act 1989. THE HIRER shall ensure any activity for children under eight years of age complies with the provision of the Children Act of 1989 and that only fit and proper persons have access to the children.

12. Sale of Goods. THE HIRER shall, if selling foods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser’s name and address and that any discounts offered are based only on manufacturer’s Recommended Retail prices.

13. Cancellation by the Community Hall Management Committee. The Community Hall Management Committee reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.

14. Cancellation by the HIRER. If THE HIRER wishes to cancel the booking before the date of the event and the Community Hall Management Committee is unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the Committee.

15. Unfit for Use. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Community Hall Management Committee shall not be liable to the hirer for any resulting loss or damage.

16. Refusal of Booking. The Community Hall Management reserves the right to refuse a booking without notice or to cancel this hiring agreement either before or during the term of this agreement upon giving 7 days notice in writing to the hirer. THE HIRER shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as has been paid by the hirer to the Community Hall Management Committee. The Community Hall Management Committee shall not be liable to make any further payment to the hirer.

17. End of Hire. THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced otherwise the Community Hall Management Committee shall be at liberty to make an additional charge.

18. Noise. THE HIRER shall ensure that the minimum of noise is made on arrival and departure.
## BOOKING PROCESS

<table>
<thead>
<tr>
<th>Seq</th>
<th>Event</th>
<th>Response</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Potential hirer calls or emails <em>Booking Clerk.</em></td>
<td><em>Booking Clerk</em> outlines the hire arrangements and discusses as required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Booking Clerk</em> advises on availability.</td>
<td>Puts booking in diary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Booking Clerk</em> despatches application form to potential hirer.</td>
<td>Preferably by email.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If necessary <em>Booking Clerk</em> arranges for viewing visit to Hall.</td>
<td><em>Booking Clerk</em>, or another hosts visit.</td>
</tr>
<tr>
<td>2</td>
<td>Potential hirer returns tear off slip with deposit to <em>Treasurer.</em></td>
<td><em>Treasurer</em> advises <em>Booking Clerk</em> that the deposit has been received.</td>
<td>This becomes a firm booking in the Booking Diary.</td>
</tr>
<tr>
<td>3</td>
<td>If necessary, a damage deposit payment made to <em>Treasurer.</em></td>
<td><em>Treasurer</em> advises <em>Booking Clerk</em> on receipt of damage deposit. <em>Treasurer</em> retains cheque until after the event.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Event takes place.</td>
<td><em>Booking Clerk</em> arranges access via a weekly print out to all <em>Trustees.</em></td>
<td><em>Treasurer</em> ensures balance has been paid.</td>
</tr>
<tr>
<td>5</td>
<td>At suitable intervals.</td>
<td><em>Booking Clerk</em> liaises with <em>Treasurer.</em></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Monthly.</td>
<td><em>Treasurer</em> reconciles receipts with bookings.</td>
<td>Anomalies are chased through.</td>
</tr>
</tbody>
</table>

**Note:** Regular users are required to re-apply before the beginning of each new Financial Year.
Bar Procedures

INSTRUCTIONS FOR TRUSTEES OPENING THE BAR FOR HIRERS

Bar users should have one of the following:

1. Personal License to sell alcohol.
2. Temporary Event Notice authorising alcohol sales.
3. Letter of Authorisation from a Trustee in the form of either A or B below.

If the Hirer does not have any of the above proceed as follows:

A. HIRER SUPPLYING ALCOHOL FREE OF CHARGE

Using Appendix A authorisation letter complete 2 copies which should be signed by both the Trustee and the Hirer.
One copy is to be given to the Hirer the other is retained in the folder.
Draw the Hirer’s attention to the permitted hours of opening contained in the premises License and the restrictions on the supply of alcohol to young people.

B. HIRER SELLING ALCOHOL

Using Appendix B authorisation letter complete in the same manner as A above.

N.B. Trustee signs and prints name.
Appendix A

Annex to Hiring Agreement where alcohol is to be available.

I, ______________________________ (in capitals) the undersigned agree to accept responsibility from the Designated Premises Supervisor/Trustee for ensuring the following:

- That I will conform to all the requirements of the Premises License displayed in the Hall Foyer.

- Under no circumstances will alcohol be consumed by any person less than 18 years of age except as covered in paragraph 3 below.

- Persons between the age of 16 and 18 may consume BEER, WINE, or CIDER if taking a table meal accompanied by an ADULT.

- Under no circumstance will alcohol be supplied to any person who is drunk.

   I understand that allowing supply of alcohol is contravention of the above is a criminal offence.

Signed: HIRER

Signed: TRUSTEE

Dated: ___________________
Appendix B:
Letter authorising sale of alcohol in accordance with Licensing Act 2003

Dear

The Licensing Act 2003

This letter gives you the authorisation to sell alcohol at the following function(s) at

Name Community Hall

Date:…………………………………… complete as appropriate

Description: ……………………………… complete as appropriate

Times: ……………………………………… complete as appropriate

The following responsibilities apply to all those selling alcohol:

- No alcohol is to be sold or delivered to anyone less than 18 years of age (a PASS proof of age card, photo driving licence or passport can be accepted as proof of age. A soft or non-alcoholic drink may be provided, not a low alcohol drink. An adult may purchase wine, beer or cider for someone aged 16 or over only for drinking with a table meal taken with an adult.)
- No alcohol is to be sold to anyone who appears to be drunk or who is buying for someone who appears drunk. (Slurred speech, clumsy movement and loud or aggressive behaviour are signs of drunkenness).
- No alcohol is to be sold after the following time: ____________
- Drunk and disorderly behaviour must not be permitted. (If someone refuses to leave when asked politely do so warn them that they are committing a criminal offence. If they still refuse to leave call the police for assistance, do not attempt to remove them, for safety reasons).
- Smuggled goods must not be sold or kept on the premises.
- Every sale of alcohol by a person aged under 18 must be specifically authorised by myself or the following adult(s) who have authority to give such approval.
- If you suspect that anyone is taking or supplying drugs inform the police.

These responsibilities apply where sale is carried out under the authority of a Temporary Event Notice, as well as sales under a Premises Licence.

Note the maximum penalty for breaking 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 buying or buying for a drunk are also guilty of an offence.

Signed:  

Authorised Trustee

I Herby agree to comply with these requirements for the sale of alcohol.

Signed:

Dated:
FIRE SAFETY POLICY

Date: January 2012
(To be reviewed annually)

Within the Policy the term ‘Users’ is intended to imply: the Committee; workmen, tradesmen and officials who have legitimate business to discharge at the premises Name Community Hall.

Within the Policy the term ‘Hirers’ is intended to imply those Applicants who hire Name Community Hall in order to conduct their own activity and the members of the public who attend that activity.

Name Community Hall is a registered charity, run and maintained by a Committee of Trustees, for the benefit of the residents of Name of village/ parish and its environs.

The Committee is committed to operating and maintaining Name Community Hall in accordance with The Regulatory Reform (Fire Safety) Order 2005.

The Committee will do all that it can to:

- Minimize Fire Risk.
- Identify and assess risks.
- Provide suitable fire safety equipment.
- Provide Fire Instructions.

The Committee cannot be fully responsible for all the Fire Safety aspects of activities that are not under its control. While the Committee recognises its overall responsibility under the law it makes a distinction between Users and Hirers of the Hall. It must therefore alert Hirers of the Hall to recognise their own responsibilities regarding the Fire Safety aspects of their own activities while using the Hall.

The Committee will:

- Do all that it can to engender Fire Safety within both the letter and spirit of the law.
- Do all that it can to maintain a safe environment at the Premises that is Name Community Hall.
- Establish, maintain and keep under review a Fire Risk Assessment for the Premises.
- Maintain fire appliances and instructions in accordance with the Fire Risk Assessment.
- Prominently display a copy of this Policy.
- Keep this Policy under regular review.
- Alert all Users to the Fire Risk Assessment and Fire Instructions encourage Users to read them and encourage Users to adhere to both the letter and spirit of them.
• Make it a requirement of the Hire Agreement that Hirers do read and conform to the Fire Risk Assessment and Instructions.

• Make it a requirement that appropriate fire instructions, and especially the exit routes, are briefed to members of the public using the Hall at the beginning of any activity by the Hirer.

• Maintain Public Liability Insurance for the premises and its own Committee-sponsored activities.

• Maintain a First Aid Kit.

• Maintain an Accident Book.

The Committee considers that it is still the duty of all Users and Hirers of Name Community Hall to:

• Remain vigilant and ‘risk aware’.

• To be familiar with this Policy, its supporting Risk Assessment and Fire Instructions and to conform to their requirements.

• Make others aware of risks and the means to mitigate such risks as appropriate for the activity being undertaken.

• Report and record accidents in the accident book provided with the First Aid Kit.

• Alert a Committee Member to any newly apparent risks.

• Assist the Committee with constructive suggestions as to how the Fire Safety management of Market Lavington Community Hall might be improved.

It is the specific responsibility of the Committee to:

• Keep Fire exits clear.

• Conduct a weekly check that the internal and external normal lighting is fully functioning, replacing bulbs as required and reporting any required maintenance needs to the Chairman or designated Committee Member responsible for maintenance.

• Arrange for a yearly contracted check of the smoke alarms combined with a full Fire alarm check.

• Arrange for a yearly contracted check of all Fire extinguishers.

• Keep all areas clean and clear from the build up of dirt, dust and fluff etc.

• Keep the Plant Room free from stored material (except inert material).

• Ensure that flammable materials such as paint are not stored on the premises.

• Ensure that quantities of flammable cleaning materials and the like are kept to minimum and stored appropriately.
• Conform to the intent of the Fire Safety Risk Assessment in all respects

After each Hire period, check that:

• Internal bins have been emptied after hires.

• Lights are turned off and appliances unplugged as appropriate.

• Stored material is stored in accordance with plan.

• All areas are tidy.

The Maintenance Committee will nominate a person to check the emergency lighting at regular intervals.

The Fire Alarm System and all allied equipment are subject to a Maintenance Contract with Name Ltd and are checked twice a year.
FIRE SAFETY RISK ASSESSMENT

Date: January 2012

(To be reviewed annually)

TABLE 1 – PEOPLE AT RISK

<table>
<thead>
<tr>
<th>Group</th>
<th>Risk</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee</td>
<td>Low</td>
<td>Familiar with premises, hazards, equipment and escape routes</td>
</tr>
<tr>
<td>Hirers</td>
<td></td>
<td>The Hire Agreement requires hirers to become familiar with the Fire Instructions</td>
</tr>
<tr>
<td>Healthy Adult</td>
<td></td>
<td>Provided they have been given an appropriate brief at the beginning of the activity</td>
</tr>
<tr>
<td>Healthy Children</td>
<td></td>
<td>Provided they have been given an appropriate brief at the beginning of the activity and remain under adult supervision</td>
</tr>
<tr>
<td>Infants</td>
<td></td>
<td>Provided that parent has been given an appropriate brief at the beginning of the activity retains supervision</td>
</tr>
<tr>
<td>Neighbours</td>
<td></td>
<td>Although unaware of Fire Instructions they are unlikely to be affected</td>
</tr>
<tr>
<td>Passers By</td>
<td></td>
<td>Although unaware of Fire Instructions they are unlikely to be affected</td>
</tr>
<tr>
<td>Disabled</td>
<td>Medium</td>
<td>Through the 4 primary escape routes, they may need time and assistance from able bodied</td>
</tr>
<tr>
<td>Elderly and infirm</td>
<td></td>
<td>Through the 4 primary escape routes, they may need time and assistance from able bodied</td>
</tr>
<tr>
<td>Alcohol impaired</td>
<td>High</td>
<td>Where the hire agreement allows the consumption of alcohol, hirers are to nominate and maintain representatives who remain sober to organise and assist the impaired if required in an emergency</td>
</tr>
</tbody>
</table>
TABLE 2 – ESCAPE ROUTES

<table>
<thead>
<tr>
<th>Route</th>
<th>Route</th>
<th>Comments</th>
<th>Suitability</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From Main Hall</td>
<td>Doors open inwards into Entrance Hall. Route lit with emergency lighting.</td>
<td>• Suitable for all from Main Hall.</td>
</tr>
<tr>
<td></td>
<td>Through Entrance Hall to Car Park</td>
<td></td>
<td>• From the Entrance Hall the route also serves the Kitchen, Meeting Room, Bar, Plant Room and Toilets.</td>
</tr>
<tr>
<td></td>
<td>Through 3 fire doors; 1 south facing and 2 west facing, turn left or right to Car Park or safe area</td>
<td>Externally with both bulkhead lamp and emergency lighting. Fire door with push bar. Route lit with emergency lighting and signed internally.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>From Management Room</td>
<td>Route lit with emergency lighting and signed internally.</td>
<td>• Suitable for all from Toilets, Main Hall, and Meeting Room, Kitchen, Bar and Plant Room.</td>
</tr>
<tr>
<td></td>
<td>Through Entrance Hall to Car Park</td>
<td>Externally with bulkhead lamp and emergency lighting.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>From Bar</td>
<td>Back Door of Bar opens outwards. Inward opening door into Entrance Hall. Route lit with emergency lighting and signed internally.</td>
<td>• Suitable for all from the Bar area.</td>
</tr>
<tr>
<td></td>
<td>Through Entrance Hall to Car Park</td>
<td>Externally with bulkhead lamp and emergency lighting.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>From Kitchen</td>
<td>Back Door of Kitchen opens outwards. Inward opening door into Entrance Hall. Route lit with emergency lighting and signed internally.</td>
<td>• Suitable for all from Kitchen area.</td>
</tr>
<tr>
<td></td>
<td>Through Back Door of the Kitchen.</td>
<td>Externally with bulkhead lamp and emergency lighting.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>From Toilets</td>
<td>Inward opening door into Entrance Hall. Route lit with emergency lighting and signed internally.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Through Entrance Hall to Car Park</td>
<td>Externally with bulkhead lamp and emergency lighting.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>From Entrance Hall</td>
<td>Outward open door. Route lit with emergency lighting and signed internally.</td>
<td>• Suitable for all from all other rooms in the building.</td>
</tr>
<tr>
<td></td>
<td>Through Main Door to Car Park</td>
<td>Externally with bulkhead lamp and emergency lighting.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>From Plant Room</td>
<td>Inward opening door into Entrance Hall. Route lit with emergency lighting and signed internally.</td>
<td>• Suitable for all from Plant Room and Bar.</td>
</tr>
<tr>
<td></td>
<td>Through Bar to Entrance Hall to Car Park</td>
<td>Externally with bulkhead lamp and emergency lighting.</td>
<td>• Suitable for all from Toilets, Main Hall, and Meeting Room, Kitchen, Bar and Technical Services Room.</td>
</tr>
</tbody>
</table>

Notes:
1. The Assembly Point for all routes is the Car Park as far away from the fire as possible.
2. There is a full Fire Alarm system activated by smoke and or break glass boxes from all areas.
3. Emergency lighting activates on main power failure activated by smoke sensors or "break glass" alarm activated points.
## TABLE 3 – FIRE RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Identified Hazards</th>
<th>Observation</th>
<th>Detection</th>
<th>Equipment</th>
<th>Escape Lighting, Routes and Signs</th>
<th>Remarks / Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Car Park:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cigarette butts</td>
<td>Ignition source but not if properly disposed in bin provided there is no fuel</td>
<td>Human senses</td>
<td>None. Extinguishers may be brought from inside Hall</td>
<td>Retire to safe distance</td>
<td>If possible extinguish fire after calling the Fire Brigade.</td>
</tr>
<tr>
<td>Hot car engines</td>
<td>Ignition and fuel source</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Entrance Hall:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notice Boards and paper notices</td>
<td>No obvious ignition or fuel source</td>
<td>1 Smoke Alarm</td>
<td>6lt Water 2 kg CO</td>
<td>Route 4</td>
<td>Area to be kept tidy. No storage to be allowed in area.</td>
</tr>
<tr>
<td><strong>Main Hall:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall Hanging on West Wall</td>
<td>No obvious ignition or fuel source</td>
<td>Smoke Alarm</td>
<td>2 off 6lt Water 2 off 2kg CO²</td>
<td>Routes 1, 2, 3 &amp; 4</td>
<td>Area to be kept tidy. Any chairs are to be placed in a row around the hall wall.</td>
</tr>
<tr>
<td><strong>Gents Toilet:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td>Smoke Alarm</td>
<td>None</td>
<td>Route 4</td>
<td>No storage to be allowed in area Area to be kept tidy and bin to be emptied before closing the hall.</td>
<td></td>
</tr>
<tr>
<td><strong>Ladies Toilet:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td>Smoke Alarm</td>
<td>None</td>
<td>Route 4</td>
<td>No storage to be allowed in area Area to be kept tidy and bin to be emptied before closing the hall.</td>
<td></td>
</tr>
<tr>
<td><strong>Disabled Toilet</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td>Smoke Alarm</td>
<td>None</td>
<td>Route 4</td>
<td>No storage to be allowed in area Area to be kept tidy and bin to be emptied before closing the hall.</td>
<td></td>
</tr>
<tr>
<td><strong>Meeting Room:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stored chairs, tables &amp; carpet</td>
<td>No obvious ignition or fuel source</td>
<td>Smoke Alarm</td>
<td>None</td>
<td>Route 4</td>
<td>Area to be kept tidy.</td>
</tr>
<tr>
<td>Identified Hazards</td>
<td>Observation</td>
<td>Detection</td>
<td>Equipment</td>
<td>Escape Lighting, Routes and Signs</td>
<td>Remarks</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------</td>
<td>-----------</td>
<td>-----------</td>
<td>----------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>Bar:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fridge</td>
<td>No obvious ignition or fuel source</td>
<td>Smoke Alarm</td>
<td>None</td>
<td>Route 4</td>
<td>Area to be kept tidy and bin to be emptied before closing the hall.</td>
</tr>
<tr>
<td>Glass washer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Store Rooms No 1 &amp; 2:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stored materials</td>
<td>No obvious ignition or fuel sources</td>
<td>Human Senses</td>
<td>Route 1,2,3, &amp; 4</td>
<td>To be stored in accordance with plan. Area to be kept tidy.</td>
<td></td>
</tr>
<tr>
<td><strong>Plant Room:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heating equipment</td>
<td>No obvious ignition or fuel sources</td>
<td>Smoke Alarm</td>
<td>2kg Powder</td>
<td>Route 4</td>
<td>No storage of flammable materials. Area to be kept tidy.</td>
</tr>
<tr>
<td><strong>Kitchen:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric cooker</td>
<td>Potential ignition of cooking items but no obvious fuel sources</td>
<td>Smoke Alarm</td>
<td>2kg Powder 1 off Fire Blanket</td>
<td>Back Door or 4</td>
<td>Statutory inspections as required. Due diligence by all kitchen users. No storage of fuel sources. Area to be kept tidy. All cleaning material to be kept in secure cupboard. Bin to be emptied before closing the hall.</td>
</tr>
<tr>
<td>Kettle</td>
<td>No obvious ignition or fuel sources</td>
<td>Human Senses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dish washer</td>
<td>No obvious ignition or fuel sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microwave</td>
<td>Potential ignition of contents but no obvious fuel sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lin Cat Boiler</td>
<td>No obvious ignition or fuel sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fridge</td>
<td>No obvious ignition or fuel sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heated Cabinet</td>
<td>Potential ignition of contents but no other obvious fuel source</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic lighting</td>
<td>Potential ignition from switching sparks or shorting through failure of installation or insulation. Immediate fuel generally minimal</td>
<td></td>
<td></td>
<td>Electrical installation by certified professionals only. No tampering permitted. Occasional professional checks as deemed necessary.</td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>Current</td>
<td>Proposed</td>
<td>Remarks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Hall</td>
<td>2 off 6lt Water</td>
<td>Exit sign over door to Entrance Hall</td>
<td>1 set by Fire Door Route 1. 1 set by Fire Door Route 2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 off 2kg CO²</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Smoke Alarms in ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Emergency Lights in ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 off Break Glass Points at West end</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 off Break Glass Point at East end</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exit sign over door to Entrance Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Room</td>
<td>1 off Smoke Alarm in ceiling</td>
<td></td>
<td>Any fire to be fought from Entrance Hall. Using the extinguishers located there.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Emergency Light in ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrance Hall</td>
<td>1 off 6lt Water</td>
<td></td>
<td>Together by Fire Door Route 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 off 2kg CO²</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 off Smoke Alarm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 off Emergency Light in ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bar</td>
<td>1 off Smoke Alarm in ceiling</td>
<td>Exit sign by the Back Door exit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 off Emergency Light in ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 off 2kg CO² for use in Plant room and/or Bar.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Room</td>
<td>1 off Smoke Alarm in ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 off Emergency Light in ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>2kg Powder</td>
<td>Exit sign by the Back Door Exit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 off Fire Blanket</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 off Smoke Alarm in ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 off Emergency Light in ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ladies Toilet</td>
<td>1 off Smoke Alarm in ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 off Emergency Light in ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gents Toilet</td>
<td>1 off Smoke Alarm in ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 off Emergency Light in ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Name COMMUNITY HALL

FIRE INSTRUCTIONS

Any person discovering a fire should:

1. Raise the alarm by shouting ‘Fire, Fire’ and activate the alarm system by breaking the nearest call point.
2. Call the Fire Brigade. (There is no public telephone in the building, the nearest is at the cross roads by the Post Office).
3. Attack the fire using the appropriate appliances provided, if it is deemed safe to do so.

On hearing ‘Fire, Fire’ or other alarm all persons on the premises are to:

4. Leave the building by the nearest safe fire exit.
5. Close all doors.
6. Report to the Assembly Point in the Car Park.
7. Senior person or organiser to check everybody is evacuated.
HEALTH AND SAFETY POLICY

Date: January 2012

(To be Reviewed Annually)

_Name_ Community Hall is a registered charity, run and maintained by a Committee of Trustees, for the benefit of the residents of _Name of village / parish_ and its environs.

The Committee of Trustees is committed to operating and maintaining _Name_ Community Hall in accordance with the law and the requirements of the Charity Commission. It draws on guidance from the Village Hall & Community Buildings Advisor from Community First who also provides other guidance from relevant sources such as Action with Communities in Rural England (ACRE).

The Committee or Trustees recognises its responsibility, in law, to maintain a safe environment for Users and Hirers of the Hall.

The Committee of Trustees cannot be fully responsible for the Health and Safety aspects of activities that are not under its control. However, it will do all that it can to alert Hirers of the Hall to recognise their own responsibilities regarding the Health and Safety in regard to their own activities.

Through the Committee of Trustees of _Name_ Community Hall a cleaner is employed.

The Committee of Trustees will:

- Do all that it can to engender Health and Safety within both the letter and spirit of the law.
- Do all that it can to maintain a safe environment at the Premises that is _Name_ Community Hall.
- Establish, maintain and keep under review a Risk Assessment for the Premises.
- Establish, maintain and keep under review a Fire Risk Assessment for the Premises.
- Prominently display the Poster: ‘Health and Safety Law – ‘What you should know’
- Prominently display a copy of this Policy.
- Keep this policy under regular review.
- Alert all Users to the Risk Assessment and Fire Risk Assessment encourage them to read them and encourage them to adhere to both the letter and spirit of them.
- Make it a requirement of the Hire agreement that Hirers read and conform to the Risk Assessment and Fire Risk Assessment.
- Maintain Public Liability Insurance for the premises and its own Committee-sponsored activities.
- Maintain fire appliances and instructions in accordance with the Fire Risk
Assessment

- Maintain a First Aid point.
- Maintain an Accident Book.

However, the Committee of Trustees considers that it is still the duty of all Users and Hirers of Name Community Hall to:

- Remain vigilant and ‘risk aware’.
- To be familiar with this Policy and its supporting Risk Assessments and to conform to their requirements.
- Make others aware of risks and the means to mitigate such risks as appropriate
- for the activity being undertaken.
- Report and record accidents in the Accident Book in the Kitchen
- Alert a Committee Member to any newly apparent risks.
- Assist the Committee with constructive suggestions as to how the Health and Safety management of Name Community Hall might be improved.
<table>
<thead>
<tr>
<th>Area</th>
<th>Identified Risks</th>
<th>Mitigation</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Park</td>
<td>Cars manoeuvring</td>
<td>• Warn users of hazards and to take due care.</td>
<td>Hirer</td>
</tr>
<tr>
<td></td>
<td>Pedestrian access/egress</td>
<td>• Pedestrians and smokers not to loiter in middle when cars are manoeuvring.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Goods loading unloading</td>
<td>• Smokers are not to smoke at the main entrance to the Hall.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smokers loitering</td>
<td>• Children to be supervised by responsible adult and restricted to pavement area.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Children playing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inclement weather</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Combinations of the above</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Snow and ice</td>
<td>• Hirers to consider clearing outside main door.</td>
<td>Hirer</td>
</tr>
<tr>
<td></td>
<td>Darkness</td>
<td>• Maintain outside lights.</td>
<td>Committee</td>
</tr>
<tr>
<td>Grassed area, and other outside areas. Routine hazards.</td>
<td>To maintain a tidy and safe area. Committee members, delivery and maintenance engineers to take due care.</td>
<td>Hirer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aco Drain (High Heels)</td>
<td>• Maintain outside light.</td>
<td>Committee</td>
</tr>
<tr>
<td>Entrance Hall</td>
<td>Wet floor in inclement weather</td>
<td>• Children to be supervised by responsible adult.</td>
<td>Hirer</td>
</tr>
<tr>
<td></td>
<td>Wet Floor after cleaning</td>
<td>• As above plus maintain doormat and mop floor when practicable.</td>
<td>Hirer</td>
</tr>
<tr>
<td></td>
<td>Coat Hooks</td>
<td>• Wet floor signs deployed until floor is dry</td>
<td>Cleaner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If present, Hirer to be verbally warned.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Coats to be distributed along rack so that entrance is not further restricted.</td>
<td>Hirer</td>
</tr>
<tr>
<td>Main Hall</td>
<td>Main door opening inwards from Entrance Hall</td>
<td>• No activities near door swing area.</td>
<td>Hirer</td>
</tr>
<tr>
<td></td>
<td>Wet floor after cleaning</td>
<td>• Wet floor signs deployed until floor is dry</td>
<td>Cleaner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If present Hirer to be verbally warned.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Slipping on spilt liquids</td>
<td>• Clean up spills immediately.</td>
<td>Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hirer</td>
</tr>
<tr>
<td>Location</td>
<td>Details</td>
<td>Responsible Party</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Storeroom No 1</td>
<td>Stored furniture to be stacked only in accordance with plan.</td>
<td>Hirer Committee to check regularly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Storage plan on display on wall.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Chairs not to be stacked more than 8 high and moved using trolley provided.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Furniture to be moved as individual items.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Users should not work alone.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Store Room No 2</td>
<td>Plastic Chairs not to be stacked above a stable height.</td>
<td>Hirers Entitled Hirers Committee to check regularly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Furniture to be moved as individual items.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Those entitled to store material in the Store room must conduct their own risk assessment for storage and movement of their material, confine their material to their designated area and not create a hazard to other users.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Users should not work alone.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furminger Room</td>
<td>To be kept under review.</td>
<td>Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Risk should be reassessed according to usage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gents Toilet</td>
<td>Cleaning materials</td>
<td>Cleaner Hirer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Slippery floor if wet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ladies Toilet</td>
<td>Cleaning materials</td>
<td>Cleaner Hirer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Slippery floor if wet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled Toilet</td>
<td>Door opens outwards</td>
<td>Cleaner Hirer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cleaning materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Slippery floor if wet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Room</td>
<td>Access restricted to authorised Committee members in pursuit of their duty.</td>
<td>Authorised Committee Members</td>
<td></td>
</tr>
<tr>
<td>Bar</td>
<td>Hirers to conduct their own risk assessment according to envisaged use.</td>
<td>Hirer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Clean up spills immediately.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Care needed when closing Roller Door.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Hygiene** | • Fridge to be left clean, switched off, unplugged and door open after use.  
• Surfaces to be wiped clean after use.  
• Glasses, to be washed up, dried and put away after use.  
• Rubbish to be removed from premises at completion of hire. | **Hirer**  
Hirer  
Hirer  
Hirer |
| **Kitchen** | Normal trip and bang hazards from fixtures, surface edges.  
Intrinsically safe area but usual kitchen hazards when in use as kitchen  
Slippery floor if wet  
Roller Door in Hatch  
Hygiene | Hirer  
**Hirers to conduct their own risk assessment according to envisaged use.**  
• Clean up spills immediately.  
• Care needed when closing.  
• Fridge to be left clean, switched off, unplugged and door open after use.  
• Surfaces to be wiped clean after use.  
• Glasses, crockery and utensils to be washed up, dried and put away after use.  
• Hirers to satisfy statutory food handling requirements.  
• Rubbish and food waste to be removed from premises at completion of hire. | Hirer  
Hirer  
Hirer |