



Enford Village Hall

Enford Recreation Ground & Village Hall Trust

Charity Number 305512

Member of Wiltshire Village Halls Association

Address:

Longstreet
Enford
Wiltshire SN9 6DD

CHARTER

CONSTITUTION, GOVERNANCE AND OPERATING PROCEDURES

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

Enford Village Hall is a Registered Charity (Number 305512), run and maintained by Trustees for the benefit of the residents of Enford and its environs. Its status arises from, and is defined in, a Trust Deed which sets out the Charity Commission Scheme relating to it and sealed on 15th October 1965¹.

The Charity is responsible for the activities of, within, and on behalf of Enford Village Hall and the physical property² as defined in the Trust Deed.

The Trust Deed sets down the administration and management provisions for the Charity, which are summarised³ below in the remaining paragraphs of this Constitution section.

OBJECT OF THE CHARITY

The Foundation is to provide and maintain the Recreation Ground and Village Hall for the use of the inhabitants of the Parish and neighbourhood without distinction of sex, political, religious or other opinions, with the object of improving the conditions of life for the said inhabitants⁴.

COMMITTEE OF MANAGEMENT

The Charity is to be managed and administered by a Committee of Management⁵, to act as the Charity Trustees within the meaning of Section 46 of the Charities Act 1960⁶.

The Committee is to comprise:

- 4 Elected Members
- 10 Representative Members⁷
- (Up to) 2 Co-optative Members

¹ Simply referred to as the *Trust Deed* in the remainder of this document.

² Building, land and inventory items.

³ For the full detail, refer to the Trust Deed itself.

⁴ The full expression is in the Trust Deed.

⁵ Simply referred to as the *Committee* in the remainder of this document.

⁶ This Act has now been superseded by various Acts; the latest being the Charities Act 2006.

⁷ The list of 10 entitled institutions is outdated in the Trust Deed; some no longer exist and others no longer use the Hall. Other organisations may be represented by a Representative Member if such a proposal is supported by 2/3 of Members at a properly constituted meeting.

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 Member⁸.

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. Chairman and Vice-Chairman are always eligible for re-election and are to be appointed at the first committee meeting held following the AGM.

Casual vacancies in Membership do not invalidate the proceedings of the Committee.

Members are to sign a declaration of acceptance of the terms 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 to receive any remuneration, or be interested in the supply of work or goods at the cost of the Charity⁹.

ANNUAL GENERAL MEETING (AGM)

There is to be an AGM in the month of September or as soon as practical thereafter. Public notice is to be given at least 7 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 election of a Chairman and Vice Chairman is held at the first Committee Meeting following the AGM.

The accounts of the Charity for the preceding year are to be presented to the AGM for approval having been recommended by the Trustees at an earlier meeting..

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 5 Members with 7 days clear notice¹⁰.

⁸ The Charities Act 2006 updates and broadens the detailed wording of the Trust Deed but the essence is unchanged.

⁹ The 1993 Act, as amended by the 2006 Act, clarifies these absolute expressions. Refer to the 2006 Act as required, or download the Charity Commission booklet, 'Trustee Expenses and Payments'; CC11.

¹⁰ See the Trust Deed for the detailed wording.

The Committee is to elect a Chairman and Vice-Chairman from amongst their Members at the first meeting following the AGM. Chairman and Vice-Chairman are always eligible for re-election.

In the absence of both Chairman and Vice-Chairman, the members present may choose one of their number 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 an Auditor, 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 Members¹¹.

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 Charity¹² 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 accounts, rates and taxes as required in furthering the object of the Charity. Surplus cash may be invested. Reserves should be held for future renewals, repairs or maintenance to the value of at least 2.5 times annual expenditure or 4% -5% capital cost of the building taking into account increases due to inflation or changes in taxation.

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

¹¹ The current Membership (as at July 2011) is 13; therefore a quorum is 5 or more.

¹² Including donations.

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.

OBJECT OF THE CHARITY AND APPLICATION OF INCOME

The Committee considers that it has a duty not only to maintain the Recreation Ground and Village Hall for the local community 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. The property is managed by the Committee on behalf of the Official Custodian for Charities. 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 Members¹³.

COMMITTEE

The Committee does not generally have difficulty in recruiting Representative Members from user organisations and it is always willing to consult and hear from them on issues which affect them. It is often the case that Elected Members also represent user organisations.

The Committee elects officers annually into the key positions of:

Chairman
Vice Chairman
Secretary
Treasurer

¹³ The Charity Commission booklet, 'The Official Custodian for Charities' Land Holding Service' CC13, can be downloaded from the CC site for further guidance.

The Committee aims to appoint Elected Members or Representative Members who will lead on issues as the following titles imply:¹⁴

- Bookings
- Fundraising
- Marketing
- Licensing
- Building Maintenance
- Ground Maintenance
- Property

While the Trust Deed lists a number of organisations which are defunct or no longer regularly use the Hall, the Committee considers that the following organisations may be asked to provide Representative Members who have been duly elected by their own committee at a properly constituted meeting:

- Parochial Church Council, All Saints' Church
- Enford Parish Council
- Enford Youth Club
- Enford Gardening Club
- Enford Camera Club
- Enford Short Mat Bowls Club
- Enford Football Club
- Red Lion Football Club, East Chisenbury

The Committee accepts that:

Where those organisations are already represented by an Elected Member¹⁵, the organisation need not provide a Representative Member.

Organisations may choose not to provide a Representative Member if they so wish but are requested to inform the Committee accordingly.

Those hirers who use the Recreation Ground and Hall, and/or make a charge for participation in their activity, are not necessarily entitled to provide Representative Members.

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

Statutory powers provided to the Committee by the 1993 Act¹⁶, 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.

¹⁴ This list is indicative and not prescriptive. The functions and activities needing a specific lead will vary over time.

¹⁵ That is, a committee member of a user organisation who is also an Elected Member of the Committee

¹⁶ Section 74D

MEETINGS

Committee Meetings to be held at least twice a year, but are generally held in October, January, March, and May. A meeting to discuss and approve the Annual Audited Accounts should be held prior to being presented to the AGM for agreement. If required additional meetings can be convened with due notice of 7 days being given. Meetings should last no longer than 2 hours.

In order to allow sufficient time for the closure of accounts, audit and analysis of audit, the AGM will take place annually in September. A Committee Meeting may be held following the AGM or may be held at a later date.

The public are entitled to attend the AGM and to vote for Committee Members. Although they may be invited to Committee Meetings they are not entitled to participate or to vote on matters discussed by Members.

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.

EMPLOYEES

The Charity may employ workmen and cleaners on a contract basis in accordance with an Agreement¹⁷ set out between the Committee and the contract suppliers, which is subject to occasional review and amendment as required.

¹⁷ The current Agreement is dated 22nd March 2011 and will be reviewed annually

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 Enford Recreation Ground and Village Hall in accordance with the law and the requirements of the Charity Commission for the benefit of the residents of Enford and its environs. It is a member of the Wiltshire Village Halls Association. It aspires to membership of the Hallmark Scheme for Village Halls¹⁸ and draws on guidance from that and other relevant sources such as Action with Communities in Rural England (ACRE).

COMMITTEE

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

ANNUAL CYCLE OF KEY EVENTS

The Annual Cycle of Key Events is tabulated at Annex B.

MAINTENANCE, RENEWALS & REPAIR SCHEDULE

The Schedule is tabulated at Appendix 1 to Annex B

CLEANER

The Duties of the Cleaner are set out on at Annex C .

FINANCE

The financial year for the Charity runs from 1st July and ends on 30th June.

Concept The Committee established the following enduring principles, when it adopted its Budget for FY11/12:

- Letting income should be set at a level to cover Routine Overheads
- Routine minor Maintenance and minor Property purchases should be covered by regular hire income (e.g. user groups, fundraising, and private hire)
- Other major expenses should be funded by designated (i.e. major event) fundraising, major donations and grants or exceptionally from the Reserve Fund.

Budget. Each April the Treasurer and Chairman are to prepare a Financial Plan and Budget for the new FY (July 1st to 30th June) for consideration at Committee.

¹⁸ An application for Hallmark 1 and 2 currently being processed by WVHA / Community First

Charity Commission. It is the duty of the Charity Commission to take a close interest in the financial affairs of the Charity. The Chairman is the principal point of contact 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 Chairman, and therefore may be used by other Committee Members, as agreed¹⁹

Bank Accounts. The Charity maintains three bank accounts²⁰: Current Account, Reserve Account and Long Term (2 year) Fund Deposit Account. All accounts are 'two 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 / Treasurer / Maintenance Officer / Secretary

The usual combination is Treasurer and Chairman. Instructions to the Bank should be double signatory letters, addressed:

Attention The Manager²¹
HSBC, 18 High Street
AMESBURY SP4 7DN

Reserve Funds. The level of Reserve funds held will be reviewed in Committee annually to ensure it keeps pace with inflation and changes in vat or taxation levels. It is considered prudent to maintain reserve funds at 4%-5% of the capital cost (£550,000 ex vat in 2009) or at least 2.5 times annual overheads.²² This is to cover any expensive or unforeseen major expenses or repairs. The Committee recognises that building up Reserve funds will provide opportunities for future development at much less risk than merely fundraising as the need arises; accrued resources should not be expended on hastily-planned short-term projects merely because they are there.

Utilities The VAT rate for energy supplies is set at a non-standard rate²³ to 'not-for-profit buildings' such as the Hall which is not liable for the Climate Change Levy. Our current suppliers conform. If energy suppliers are changed, they should be advised of this provision before they invoice for services as it is not an automatic provision.

Electricity Electricity is supplied by Southern Electric and invoiced quarterly. There is a business contract in place which is renewed every two years. A comparison of contracts available from other suppliers should be carried out before renewal of any new contract. Heating and hot water is supplied through the ground source heat pump using electricity.

¹⁹ Though, practically, only *in extremis*.

²⁰ Accounts are free banking accounts with HSBC under general arrangements of 'Community Accounts'

²¹ Or the correspondence will be routed to a central clearing facility and cause delay.

²² £11,800 as at FY 10/11

²³ 5% at March 2011.

Water Water is supplied by Wessex Water and invoiced bi-annually. There is a single, metered supply.

Rates. The Hall currently enjoys Discretionary Non-Domestic Rate Relief²⁴ from Wiltshire Council.

Spending Authority. Authorising limits are shown within individual job descriptions
The following spending authorities currently apply:

Treasurer. The Treasurer may make payments on invoices or receipts previously authorised and signed by two Members of the Committee, providing funds are available in the accounts. These Members will usually be the Chairman and one other Member.

Following authorisation the Treasurer may settle:

Conventional utility and other standard services bills (e.g. electricity, insurance premiums, licensing fees, PRS, etc)

Administration, building maintenance and repairs

Minor purchases (e.g. accounting materials, stationery etc) and procure minor services (e.g. postage, marketing, advertisements, etc) for necessary administration purposes

Chairman. All invoices and receipts should be signed by the Chairman and before passing to the Treasurer as having been approved for payment. Invoices over £500 should be signed and approved by the Chairman and one other Member of the Committee before passing to the Treasurer for payment.

Conventional utility and other standard services bills (e.g. electricity, insurance premiums, licensing fees, PRS, etc)

Administration, building maintenance and repairs

Minor purchases (e.g. accounting materials, stationery etc) and procure minor services (e.g. postage, marketing, advertisements, etc) for necessary administration purposes

Committee.

Will discuss and agree expenditures.

Recognises that justifiable and expedient actions will sometimes be necessary.

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

Will cover Committee Members' expenses for attending training

²⁴ Currently 100% relief on a rateable value of £4,600 Year 2011/2012.

HIRE OF THE HALL

The Terms of Hire and the Application and Approval process are set down in the document at Annex D. Applications to hire the Hall are made using the Booking Form. If the Application is approved, the document becomes a contract between the Committee and the Hirer of the Hall for the activity or event described.

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

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 Hall, the Application procedure is to be diligently followed.

STORAGE

While dedicated and secure storage is allocated to some regular user groups, common use items such as tables and chairs are stored in open access areas. Storage plans for such areas are displayed on adjacent walls and all users are required to comply with them to ensure safe storage and for the general benefit of all users.

MAINTENANCE

The Maintenance Officer monitors routine maintenance and notifies the Chairman of issues as required. The focus should be on cleanliness, security, Health and Safety issues, damage and repairs.

The Chairman is to direct an annual maintenance audit and, through Committee, establish a Maintenance Plan for the coming FY.

DEVELOPMENT

Similarly, the Chairman is to direct an annual development review and, through Committee, establish a Development Plan covering a rolling 3 year cycle

PREMISES LICENCE AND ALCOHOL

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

The holding of the Premises Licence by the Committee is not intended to give free rein to Hirers of the Hall regarding the supply or sale and consumption of alcohol during their activity or event. All events and bookings will be subject to a Licence Fee charge where regulated entertainment takes place (whether live or recorded music is played) and/or alcohol is served (whether provided free of charge or is sold through a cash bar) Approval to supply or sell and consume alcohol during an activity or event in the Hall is subject to specific application by the Hirer, specific approval by

the Committee and the payment of the fee²⁵ to defray the overhead cost of the licence and the cost of training Committee Members in accordance with the Licence.

TEMPORARY EVENT NOTICE (TEN): The Premises Licence requires a Designated Premises Supervisor (DPS) to be responsible for the supervision of the sale of alcoholic drinks. Temporary Event Notices will be required for all private bookings and events if any sale of alcohol is taking place as the current DPS will take responsibility only for events organised and managed by Members of the Management Committee²⁶. The Hirer is responsible for applying to Wiltshire Council for the TEN²⁷, and a copy of the licence is to be supplied to the Booking Officer before the event takes place.

PERFORMING RIGHT SOCIETY / PHONOGRAPHIC PERFORMANCE LTD LICENCES

The Performing Right Society (PRS for Music²⁸) administers licences for both organisations. The Committee purchases the annual licences from the Performing Right Society for the licensed performance of recorded and live music in the Hall. The costs are based on 1% annual income.

PHONOGRAPHIC PERFORMANCE LTD (PPL) AND OTHER LICENSING

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. Applicants representing regular use leisure groups are required to check with Phonographic Performance Ltd²⁹ whether a PPL licence is required for their activity and, if so, they 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 illegal substances are not permitted on the Hall premises. Hirers are responsible for appropriate supervision of their event to prevent drugs and substance abuse.

FIRE

The Committee is committed to operating and maintaining Enford Village Hall in accordance with The Regulatory Reform (Fire Safety) Order 2005 and will review its Fire Safety Risk Assessment and the provisions arising annually in April.

²⁵ Currently £21 per application.

²⁶ Designated Premises Supervisor 2011-2012 Licensee The Red Lion Pub, East Chisenbury, Enford

²⁷ Only 12 TENS per annum are allowed by Wiltshire Council

²⁸ See www.prs.co.uk

²⁹ See www.ppluk.com

The Fire Safety Policy, together with the Assessment from which it arises and other supporting material, is at Annex E.

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 April.

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.

EQUAL OPPORTUNITIES POLICY AND OPEN ACCESS STATEMENT

The Committee of Trustees recognises its responsibilities in ensuring that there is an Equal Opportunity Policy in place. Copies are attached at Annex G.

KITCHEN

The kitchen is normally available for hire in accordance with the provisions of the Hire Agreement. Additional charges may be made for use of the dishwasher and for use of crockery, cutlery and linen.

ANNEX A to
EVH Charter

DUTIES OF THE COMMITTEE

INTRODUCTION

The responsibilities of Committee Members as Charity Trustees is set down in The Charities Act 2006³⁰ and is readily accessible through:

- The Charity Commission booklet ‘The Essential Trustee’.³¹
- ACRE’s Village Hall Information Sheet 17 – Trustees: Roles and Responsibilities
- Charity Commission website www.charity-commission.gov.uk

Committee Members of Enford Recreation Ground & Village Hall are Charity (or Managing) Trustees; those people who are responsible for controlling the management and administration of the Charity. 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 for each Member of the Committee of Trustees are to:

- Acknowledge their responsibilities as set down in the guidance literature, the Trust Deed and this Charter and sign to certify the fact at the beginning of each year of office.
- Act reasonably and prudently³² 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 together³³.
- Avoid a conflict of interest³⁴.
- 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 document³⁵.
- 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 probable that they will not be held liable.

³⁰ Held by and available for reference from the Chairman.

³¹ The summary pamphlet ‘The Essential Trustee’ is issued to each Member on appointment.

³² Exercising the same degree of care in dealing with the administration of the Charity as a prudent businessman would exercise in managing his own affairs or those of someone else for whom he was responsible.

³³ Where dissent from the majority view occurs, it must be fully recorded in the minute book.

³⁴ It may be necessary to declare interest and withdraw from a meeting and/or decision making over any matter where there is a danger of conflict of interest.

³⁵ The Trust Deed

TRUSTEE LIABILITY INSURANCE

Although liability risk to Trustees is considered small given adequate conventional insurance, the view of the Committee is that protection would be advisable. It was therefore decided to take out Trustee Indemnity cover³⁶ which came into effect from 1st June 2011.

It should be noted that Trustees Indemnity does not cover any deliberate or criminal acts; the intention is to provide cover for any genuine errors or omissions, made in the running of the hall, which somehow lead to a third party suffering a financial loss and initiating a claim against the Management Committee.

GOOD PRACTICE

ACRE's Information Sheet 17 offers the following guidance:

- Follow the governing document.³⁷
- 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 management committee are adequately insured.
- Obtain professional advice when required.
- Act with due care and prudence.
- Ensure the building and property is adequately maintained.
- Keep all licences current and up to date.
- When preparing correspondence on behalf of the Committee, the Registered Charity Number 305512 should always be quoted (or incorporated in the letterhead).

³⁶ Agreed 28/02/11 Committee Meeting

³⁷ The Trust Deed.

Appendix 1 to
ANNEX A to
EVH Charter

DUTIES OF THE CHAIRMAN

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

- Be the principal Trustee and ‘face’ of the Charity to external organisations.
- Act as the principal contact between the Committee and The Charity Commission and to respond to all Charity Commission routine requirements on behalf of the Committee.
- 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.
- Lead on Hallmark accreditation.

The Chairman is authorised by the Committee³⁸ to approve the Treasurer’s settlement of bills for administration, maintenance and repair provided such funds are available in the relevant sub account. The Chairman, or Deputy Chairman, may approve expenditure up to the value of £500 and should sign all invoices and bills accordingly. Any expenditure over £500 will require two signatures with authorisation from the Chairman, or Deputy Chairman, and one other Committee Member. Bills for payments over £100 made by other Committee Members will require two signatures to include the Chairman or Deputy Chairman and one other Committee Member.

Pending the appointment of a new Bookings Secretary the Chairman is currently also fulfilling this role

³⁸ In line with Treasurer’s Operating Procedures Section 3

Appendix 2 to
ANNEX A to
EVH Charter

DUTIES OF THE VICE CHAIRMAN

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex A, the Vice Chairman is, in the absence or non-availability of the Chairman, 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.³⁹

³⁹ As limited by the Chairman's authority in Appendix 1.

Appendix 3 to
ANNEX A to
EVH Charter

DUTIES OF THE SECRETARY

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

- Maintain the formal records of Meetings.
- Maintain the principal files and records of the Charity, including the Trust Deed and Insurance policies.
- Review and maintain the Insurance policies in accordance with the law and the current needs of the Charity and its Committee.
- Hold and maintain the Committee's copy of the Charity Act 2006 and *The Essential Trustee*.
- Ensure that, on appointment, Committee Members are issued with copies of the pamphlet *The Essential Trustee* and the Hall's Foundation Document and sign the Minute Book to acknowledge their acceptance of responsibilities on an annual basis.
- 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 as soon as possible following 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.
- Arrange for all Minutes of Meetings and Hall Accounts to be uploaded to the Newsletter website following approval by the Committee

Appendix 4 to
ANNEX A to
EVH Charter

DUTIES OF THE TREASURER

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex A, 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.
- Be responsible for preparing the accounts for independent external audit.
- Advise on the appointment of an independent external auditor on an annual basis.
- Ensure that all records are kept for six years to meet Charity Commission and legal requirements.

Subject to funds being available and the correct approval being received, the Treasurer is authorised to:

- Issue cheques in settlement of all bills properly invoiced to the Charity for services provided.
- 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
- Settle conventional utility and other standard services bills
- Agree and settle minor bills for administration, maintenance and repair
- 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 £50.

The Chairman, or Deputy Chairman, may approve expenditure up to the value of £500 and should sign all invoices and bills accordingly.

Any expenditure over £500 will require two signatures with authorisation from the Chairman, or Deputy Chairman, and one other Committee Member.

Bills for payments over £100 made by other Committee Members will require two signatures to include the Chairman or Deputy Chairman and one other Committee Member

Appendix 5 to
ANNEX A to
EVH Charter

DUTIES OF THE BOOKING OFFICER⁴⁰

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex A, the Booking Officer is to:

- Maintain the Booking Diary to ensure times and dates are correctly entered
- Answer as soon as possible letters, e-mails and telephone enquiries regarding booking the hall and advise availability
- Send hirers copies of the Hire Charges, Conditions of Hire and Booking Form via e-mail or post as required
- Process the Booking Form and deposit before confirming the booking in writing
- Issue a Receipt for the deposit paid
- Check copies of licences and insurances are received and are valid for each hiring
- Issue an Invoice for events one month in advance
- Invoice user groups monthly in advance
- Pass all payments on to the Treasurer
- Chase up outstanding invoices and keep Treasurer informed
- Arrange to show hirers the hall if they wish to visit
- If they wish further visits, arrange for hirers to have access to help plan their event
- Open the hall for hirers and instruct them on the security of the building before issuing keys
- Be on call for hirers if they need assistance
- Check details monthly and update the Wiltshire Village Halls Association website
- Update the Booking Calendar on the Enford Newsletter website
- Check details of current documentation on the Enford Newsletter website and update with any new documents
- Submit information for inclusion in the Enford Newsletter by the due date each month
- Liaise with the Cleaner over dates, supplies, and cleaning materials and ensure the hall is cleaned weekly
- Arrange with the Treasurer each month for a cheque to be paid to the Cleaner for hours worked
- Liaise with the Maintenance Officer as the other main key holder to open the hall for visits if Booking Officer not available to do so.
- If neither Officer is available arrange for a Member of the Committee to hold keys for visitors and hirers

⁴⁰ The Chairman is currently fulfilling the role of Booking Officer.

Appendix 6 to
ANNEX A to
EVH Charter

DUTIES OF THE MAINTENANCE OFFICER

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex A, the Maintenance Officer is to:

- Check the building for security on a daily basis
- When checking the hall for any problems, also inspect toilets and showers in case of water related issues
- Check outside the building for any rubbish and potential hazards
- Put the rubbish bin by the entrance once a week for Wiltshire Council
- Check regularly the Klargester unit, outside lights and car park lights to ensure they are all functioning correctly
- Carry out fire alarm procedure every seven days and record information
- Test alternately main hall, conference room, reception area or sports area
- Check Emergency Lighting system once a month and record information
- Maintain the Fire Log Book which is kept in the Plant Room
- Liaise and arrange annual services for fire extinguishers by accredited company
- Liaise and arrange bi-annual fire alarm system checks by accredited company
- Check settings on the ground source heat pump and hot water tanks on a daily basis
- Liaise and arrange annual services for security roll down shutters
- Liaise and arrange annual visit for servicing the Klargester septic tank system and the emptying of the tank by accredited company
- Liaise with the Chairman and Committee regarding annual maintenance
- Assist in drawing up and amending Maintenance Plan for repairs and renewals

DUTIES OF THE GROUNDS OFFICER

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex A, the Grounds Officer is to:

- Help maintain the Recreation Ground and advise the Committee of any recommendations or actions required
- Arrange for the grass to be cut and rolled regularly
- Advise on maintenance of boundary hedgerows
- Liaise with the Committee over additional work required for special events
- Help and advise on keeping the ground level and free of trip hazards
- Liaise with the Committee regarding pest control

DUTIES OF THE REPRESENTATIVE MEMBERS

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex A, 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 Village Hall Charity and not to their organisation or group.

It may be necessary for Members to declare interest and withdraw from a meeting and/or decision making over any matter where there is a danger of conflict of interest.

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.

ANNEX B to
EVH Charter

ANNUAL CYCLE OF KEY EVENTS

Month	Activity	Lead Committee Member	Remarks
January	Committee Meeting	Chairman / Secretary	Discuss and submit request to Parish Council for annual donation
February	Submit reports to Grant Providers	Chairman	Send annual accounts with the reports
March / April	Committee Meeting	Chairman / Secretary	
	Anticipate financial outcomes and draw up forecast	Treasurer / Chairman	Committee decisions required
	Health and Safety Audit refreshed; Policy and Instructions updated as required	Chairman / Maintenance Officer	Other members tasked to duties as required
	Fire Safety Audit refreshed; Policy and Instructions updated as required	Chairman / Maintenance Officer	Other members tasked to duties as required
	Hire Agreement and Hire Charges reviewed and updated as required	Chairman / Treasurer / Bookings Officer	Committee decisions required for changes
	Maintenance Audit	Maintenance Officer	Annual and future works
April	Accounts and Trustees Report sent to Charity Commission	Chairman/ Treasurer	On line report submitted by 30 April
	Report prepared for Parish Council Annual Parish Meeting	Chairman	Usually held in April
May/June	Committee Meeting	Chairman / Secretary	
	Insurance cover and requirements reviewed. Comparison quotes sought before renewal.	Chairman / Treasurer	Renewal date 1 June
	Complete PRS / PPL Licences Return with accounts for previous FY	Treasurer	Renewal date 1 June
	Proposed Budget and Financial Plan for next FY briefed to Committee	Chairman / Treasurer	
June	End of year accounts closed for Audit	Treasurer	End of FY 30 June
	Annual Stocktaking; Inventories reviewed and updated	Maintenance Officer	
	Report prepared for the Lottery and submitted with annual accounts	Chairman	Deadline 30 June

Month	Activity	Lead Committee Member	Remarks
July	Accounts prepared for Audit and Chairman briefed Report prepared for Football Foundation and submitted with annual accounts	Treasurer Chairman / Football Clubs	Deadline 8 July
August	Accounts and Report received from Auditor Committee Meeting to approve audited accounts prior to the AGM Premises Licence renewal Letters to User Groups inviting Representative Members for Committee to be elected at AGM	Treasurer Chairman / Secretary Chairman / Secretary	Chairman briefed Meeting August/early September Wiltshire Council Renewal Date 4 Aug
September	Notice of at least 7 days prior to AGM Annual General Meeting	Chairman / Secretary	Also published on Newsletter website and village notice board
October	Committee Meeting Chairman & Deputy Chairman to be Elected for current year All Committee Members sign and certify acknowledgement of their responsibilities New Committee Members are issued with a copy of the pamphlet <i>The Essential Trustee</i> and a copy of the Hall's Foundation Document New Committee Membership and other basic information/amendments provided to Charity Commission	Chairman / Secretary	Provided as soon as possible following the meeting ⁴¹
November			
December	No Committee Meeting		

⁴¹ Trustee Report and Accounts to be submitted by April each year in line with Charity Commission requirements regarding income level

APPENDIX 1
ANNEX B to
EVH Charter

Servicing & Maintenance Schedule

Item	Servicing Organisation	Frequency	Month Due	Lead Responsibility	Remarks
Heat Pump Service	tbc	Annual	May	Maintenance Officer	Ecovision / RGV Engineering tbc
Thermostats Check	Electrician	Annual	September	Maintenance Officer	NB All batteries to be replaced annually x 10
Klargester Septic Tank Service	MTM Civils PO Box 7450 Bournemouth, BH11 0EQ Tel: 01202 245227	Annual	April	Maintenance Officer	Contact: Tony Hooper Grease Cartridge to be ordered.(See O&M Manual for detail) If use of Village Hall increases, servicing may be required twice a year
Septic Tank Clearance	Mr Kite Netheravon Tel: 01980 670329	Annual	April	Maintenance Officer	If use of Village Hall increases, emptying may be required twice a year
Security Roller Shutters Service	RSL Ltd Cornishway South Galmington Taunton, Somerset TA1 5NQ Tel: 01823 352308	Annual	May	Maintenance Officer	Contract No: 5062 Full Annual Service and replacement cover for component failure. 3 year contract in place from March 2010 to March 2013
Fire Alarm Check & Service	Crown Security & Fire Crown House 162 Cricklade Road Gorse Hill Swindon SN2 8AG Tel: 01793 433999	Bi Annual	January June	Maintenance Officer	Contract No: 4376FC
Fire Extinguishers	Safeguard Fire & Industrial, Osprey House, Silver St, Corsham, Wiltshire SP13 9PY Tel:01249 715999	Annual	July	Maintenance Officer	Account No: ENF001

Item	Servicing Organisation	Frequency	Month Due	Lead Responsibility	Remarks
Portable Appliance Test (PAT)	Tbc / Qualified Electrician	Annual	July	Maintenance Officer	All electrical appliances Record of annual testing to be kept
Decoration	Volunteer Committee Members or professional decorator to be appointed if necessary	Annual	May	Maintenance Officer	Annual: Entrance Hall / Corridor Main Hall Meeting Room As Required: Changing Rooms Store Cupboards Toilets Kitchen Dulux Trade Emulsion colour "Gardenia"
Exterior Doors, Window Sills & Frames	Volunteer Committee Members or professional decorator to be appointed if necessary	Every two years	September	Maintenance Officer	Sadolin Oak Exterior Wood Varnish As required
Dishwasher Servicing	Roundstone Lysander Road Bowerhill Industrial Estate, Melksham, Wiltshire SN12 6SP Tel: 01225 709595 service@roundstonecatering.co.uk	Annual	April	Maintenance Officer	Contact Roundstone to order Salt, Rinse Aid & Detergent Servicing as required based on use Fagor Model F1-64B-BT
Electrical Installation & Fittings	AC Maintenance 2 Field View Enford SN96DW Tel: 01980 670567	Annual	July	Maintenance Officer	On call for emergencies. Check & clean light & emergency fittings, motion sensors, extractor fans, exterior & car park lights
Plumbing - Taps & Showers	AC Maintenance 2 Field View Enford SN96DW Tel: 01980 670567	Annual	July	Maintenance Officer	On call for emergencies. Check all fittings and thermostat settings

ANNEX C to
EVH Charter

DUTIES OF THE CLEANER

The general arrangements are set out in the Letter of Appointment between the Cleaner and the Management Committee of Enford Village Hall⁴².

The Cleaner should alert the Maintenance Officer and / or the Chairman to matters concerning any damage or breakages, security of the Hall, Health and Safety issues and Fire Safety.

General Duties

- Keep the inside and outside of the Hall clean and tidy.
- Keep all entrances and fire doors clear.
- Clean ladies' and gentlemen's toilets.
- Clean Team and Referee's Changing Rooms and Disabled toilet
- Check supply of toilet rolls and soap dispensers and replenish as necessary
- Wash and clean floors and check waste bins are empty
- Keep all areas in the Hall dusted and cobweb free.

Materials

The Cleaner should inform the Chairman or Maintenance Officer when cleaning materials or replacements are required. They will be provided and delivered direct to the Hall with receipts submitted to the Treasurer.

Payment

The Cleaner is contracted on a self employment basis. The cleaner should let the Chairman or Maintenance Officer know hours worked each week and submit an invoice accordingly. The invoice should be sent to the Treasurer who will issue a cheque at the beginning of each month.

⁴² The current Agreement is dated 17th April 2012 and will be reviewed annually

ENFORD RECREATION GROUND & VILLAGE HALL TRUST

Charity No. 305512

CONDITIONS OF HIRE

**PLEASE BE AWARE THAT ENFORD VILLAGE HALL HAS A
NO SMOKING POLICY**

PLEASE ENSURE THAT YOU READ THESE CONDITIONS OF HIRE BEFORE SIGNING THE BOOKING FORM

For the purposes of these Conditions, the term "Hirer" shall mean an individual hirer, or, where the hirer is an organisation, the authorised representative.

1. HIRE CHARGES

Please refer to the separate Hire Charge sheets for both Local Residents (Locals) / Regular Users (Regulars) and Non-Resident Rates.

RATING SYSTEM:

- a) Locals: Anyone resident in the villages of Enford, West & East Chisenbury, Coombe, Newtown, New Buildings or Compton. Residents may not hire the Hall on behalf of a non-resident. The Booking Officer reserves the right to ask for proof of residence.
- b) Regulars: Regular Users are those who book the Hall to provide regular special interest groups i.e. Yoga, Pilates, Gardening, Bridge etc. Requires a minimum of 3 sessions to be booked at any one time.
- c) Non-Resident: A Hirer living outside the villages listed under (a) above.

In addition:

- a) Commercial Hirers: Commercial bookings will be taken at the discretion of the Booking Officer and will be charged at the Non-Residents' rates plus 20%.
- b) Charity Fundraising – Registered Charity Number required - events will then be charged at Local Residents' rates

2. LICENCE REQUIREMENTS

2.1 Following the Licensing Act 2003, Village Halls must hold a licence to cover events classified as "Regulated Entertainment" (includes performance of plays, dance, live music, playing of recorded music, discos, showing of films and indoor sporting events) as well as the licence to cover the selling of, as well as the retail sale of, Alcohol.

All events and bookings will be subject to a Licence Fee charge of £21.00 where regulated entertainment takes place (whether live or recorded music is played) and/or alcohol is served (whether provided free of charge or is sold through a cash bar)

The Village Hall holds a Performing Rights Licence and Premises Licence which allow "Regulated Entertainment". If you are planning to hold an event which includes any of the Regulated Entertainment categories you will be covered by our Premises Licence, but a charge will be made as shown above towards the costs of the Licences. However, if any Sale of Alcohol is taking place a separate licence (Temporary Event Notice or TEN) will be required for all private bookings and events.

Under the rules of the Premises Licence, the Sale of Alcohol requires a Designated Premises Supervisor (DPS) who must undergo training to receive a Personal Licence and is responsible for supervising the sale of alcoholic drinks. Only events which are organised and managed by Members of the Management Committee are covered for both regulated entertainment and for the retail sale of alcohol by the Premises Licence. Please note that any events organised by private individuals which include the retail sale of Alcohol will require a Temporary Event Notice (TEN) available from Wiltshire Council. It is the responsibility of the HIRER to apply and pay for the TEN. TENs must be applied for from Wiltshire Council AT LEAST TWELVE DAYS prior to the event. The current Council fee to Hirers for a single event is £21.00. If you intend to, or need to apply for, a TEN, please advise the Booking Secretary prior to your application as the VILLAGE HALL is only allowed a maximum of 12 x TENs per annum. If your event is subject to a TEN (the Booking Officer can advise you) you must produce the TEN for the Booking Officer prior to collection of the keys.

2.2 LICENSED HOURS

It is a condition of booking that the Bookings Officer is advised if the finish time is later than 2330 hours. Late sessions are at the discretion of the Booking Officer and Management Committee. Licensed hours must be adhered to.

2.3 PERFORMING RIGHTS LICENCE & PUBLIC PERFORMANCE LICENCE

The Hall has a Performing Rights Licence together with a Public Performance Licence, both administered by the Performing Rights Society for the performance of copyright music. This permits the use of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person. A charge of £21 is made to contribute towards the cost of the annual licences as detailed in paragraph 2 above.

3. DEPOSITS / INSURANCE

The HIRER will be required to pay a deposit of £50 (locals/regulars) or £100 (non-residents) at the time of booking of any function which includes the use of Village Hall equipment and/or the serving of food or drinks. Following inspection by the Booking Officer at the end of the Hire Period, the deposit will be returned to the HIRER on condition that the Hall is in a clean and tidy condition with no breakages. Should the Hall require additional cleaning or replacement of broken/damaged items, an appropriate deduction will be made from the deposit. NB Damage to car park lights, the car park and grassed/ seeded areas will also be charged following an assessment and estimate of scale of damage or breakage. Copies of valid Public Liability and other relevant Insurance cover must be provided to the Booking Officer in advance for all outside events and suppliers.

No money/cheques/cash should be left unattended at any time nor should money/cheques/cash be left overnight in the building.

4. PAYMENT

Local Residents' One-Off Bookings and Charity Bookings: A deposit should be paid at the time of booking and the full Hire Charge, as it appears on the Booking Form signed by Hirer and Booking Officer, must be received at least 30 days before the event or it may be subject to cancellation.

Regular Users: Users will be invoiced monthly in advance and payment must be received no later than 7 days from the date of invoice.

Non-Residents/Commercial: A deposit should be paid at the time of booking, and the full Hire Charge, as it appears on the Booking Form signed by Hirer and Booking Officer, must be received at least 30 days before the event or it may be subject to cancellation.

Bookings cannot be confirmed until the completed Booking Form and the deposit have been received by the Bookings Officer. **Method of Payment:** Cash or Cheques made out to "Enford Village Hall". Send with the signed Booking Form to: The Booking Officer, Enford Village Hall, c/o Medina Cottage, Enford, Wiltshire SN9 6DD

5. CANCELLATIONS

Cancellations made less than four weeks before any booking will be charged 50% of the hire charge. Cancellations made less than 4 weeks before the booking for a Function on a Friday, Saturday or Sunday will be charged at the FULL cost of the booking. Cancellations of any booking made less than two weeks before the booking will also be charged at the FULL cost of the booking. Any variation to these rules will be at the discretion of the Booking Officer

6. REFUSAL OF BOOKINGS

The MANAGEMENT COMMITTEE reserves the right to refuse a booking. The Hall is not available for Hire to anyone under the age of 18 years.

7. SUPERVISION

a) The Hirer shall, 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 car parking arrangements so as to avoid obstruction of the highway and to allow clear access to the site by Emergency Vehicles. As directed by the Booking Officer, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings and for loss of contents. The Hirer must liaise to ensure all activities and use of the building and property are cleared through the Booking Officer and the Committee.

b) FIRE AUTHORITY RULES REGARDING THE MAXIMUM NUMBER OF PERSONS ATTENDING A FUNCTION:

A) When used for dancing	100
B) Function using tables and chairs	100
C) When used for functions combining (A) and (B)	100
D) Standing audience – Main Hall only	220
E) Standing audience – Main Hall and Conference Room area	270
F) Seated audience	100

c) Use of Premises: The HIRER will, during the period of the hiring, ensure that the premises will only be used for the purpose described in the Hiring Agreement and will not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

d) Noise: The HIRER is responsible for preventing any undue noise. In particular, it is a requirement that music shall be inaudible outside the Hall from 10.30 pm to avoid disturbing neighbours and it may be necessary to close the windows.

e) 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.

f) The HIRER is responsible for ensuring that all conditions relating to the Licensed hours are met and for ensuring that timings are strictly adhered to.

8. ACCESS

Unless advised otherwise, the keys should be collected from and returned to the Booking Officer (Medina Cottage, Longstreet).

8a. PARKING:

There are 30 designated parking spaces and 2 disabled spaces. If you require further parking, please contact the Booking Officer. Please do not park on the playing fields without permission from the Booking Officer.

9. PUBLIC SAFETY COMPLIANCE

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

a) The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in the event of a fire. This includes calling the Fire Brigade and evacuating the Hall
- The location and use of fire equipment.
- Escape routes and the need to keep them clear
- Method of operation of escape door fastenings

At the beginning of the Hire period, the Hirer shall check the following items:

- That all fire exits are unlocked and in good working order
- That all escape routes are free of obstruction and can be safely used
- That any fire doors are not wedged open
- That exit signs are illuminated
- That there are no fire hazards on the premises.

10. ELECTRICAL APPLIANCE SAFETY

The HIRER shall ensure that any electrical appliances brought by him/her to the premises are PAT tested, so that they are in good working order and should be used in a safe manner. The HIRER shall also ensure that all electrical appliances brought on to the premises by other suppliers such as bands, discos, and caterers have been PAT tested with appropriate certification.

11. EXPLOSIVES AND FLAMMABLE SUBSTANCES

The Hirer shall ensure that:

- a) Highly flammable substances are not brought into, or used in any part of the premises and that
- b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee.
- c) No decorations are to be put up near light fittings or heaters.
- d) Candles and T-Lights may be used in table decorations but they must be checked as being safe and securely fixed. They should not be placed near any flammable materials. All candles must be extinguished before dancing takes place.
- e) No gas cylinders are to be brought into, or used in, any part of the premises
- f) All open fires (bonfires/hog roasts) to be minimum 100 metres from the building and only in the designated area for such activities
- g) Firework Displays: full PLI and Operator's Licence required. Operator to only set up in the designated area and display to be aimed away from grounds and hall.

12. DECORATIONS

There is a picture rail just below ceiling level around the walls of the Main Hall and Conference Room to which Hirers may stick/pin/hang pictures or decorations. We regret that no Blu-Tack, sellotape, staples, drawing pins may be used on the walls or ceilings. All decorations and fixings must be removed at the end of the Hire Period.

13. PIANO

If you would like to make use of the piano, please arrange for collection of the key with the Booking Officer.

14. EQUIPMENT

Any articles or additional equipment brought into the Hall for social events must be removed at the end of the Hire Period, unless previously agreed with the Booking Officer. The Management Committee will not accept responsibility for money or equipment left on the premises.

No Hall property should be removed from the premises without permission.

15. DISABLED FACILITIES

In addition to the designated parking spaces, Enford Village Hall provides ramp access with handrails to the Main Entrance. There are no steps at any of the exits/entrances to/from the Hall. All doors are wide enough for wheelchair access. There is a designated Disabled WC, Wash Hand Basin and Shower located in the Changing Room area. A Hearing Induction Loop has been installed for the benefit of hearing aid users.

We would ask users to advise the Booking Officer if there is anything we can do to make use of our Hall easier for disabled users.

The Hirer is responsible for ensuring that disabled persons are made aware of the evacuation procedure in the event of an emergency.

16. HEARING INDUCTION LOOP

Contact the Booking Officer if you wish to make use of the Hearing Induction Loop.

17. NOTICE BOARD

Village organisations/regular user groups are welcome to place notices of forthcoming Village Hall events on the Notice Board in the Main Entrance. Please remove when the event is over. The MANAGEMENT COMMITTEE reserve the right to remove notices. Nothing should be fixed to walls or doors without permission. Please do not cover any MANAGEMENT COMMITTEE notices as it is a legal requirement for these to be displayed.

18. INDEMNITY

The Village Hall holds Public Liability insurance which provides cover up to £2 million for non-commercial hirings of the Hall and Recreation Ground, with the following exclusions:

- a) All physical activities such as contact sports/recreational classes/clubs within the Hall
- b) All activities such as contact sports/bouncy castles outside the Village Hall building on the Recreation Ground
- c) All Commercial / Business activities carried out within the Hall and outside the Hall or on the Recreation Ground
- d) Firework displays / Fete events
- e) Caravan and camping activities
- f) Erection and installation of marquees, gazebos for events

In any of the circumstances in a), b), c), d) and e) above, the Hirer MUST make his/her own Public Liability Insurance arrangements.

Please note that Commercial and Business activities also include bands, discos, hog roasts, caterers and organisers of user groups etc. who must have their own insurance in place. It is the responsibility of the Hirer to check that relevant current and valid insurance cover is in place and copies given to the Booking Officer in advance of any event.

The HIRER shall be responsible for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of hire as a result of the hiring.

19. INSURANCE COVER

It is a requirement that all commercial and fund raising Hirers should hold their own insurance cover including public liability to cover activities for which they are responsible in the hall and on the recreation ground. Insurance cover is required as shown under paragraph 18 above. Please check with the Booking Officer whether additional insurance is required for your hiring or activity. Copies must be provided in advance of the event.

20. POLICY ON CHILD PROTECTION

The Management Committee is fully committed to Child Protection. All User Groups who work with children, young people and vulnerable adults must have undergone the relevant CRB checks. Individual hirers should be aware of their responsibilities for a duty of care for children and young people attending events in the hall.

21. ACCIDENTS AND DANGEROUS OCCURENCES

A Risk Assessment has been undertaken in an attempt to prevent avoidable accidents. All Accidents must, by law, be written in the ACCIDENT BOOK, located in the Kitchen. The HIRER must report any accidents involving injury to the public to the Booking Officer as soon as possible in order that the MANAGEMENT COMMITTEE can take steps to avoid similar future incidents.

Any failure of equipment must be written in the MAINTENANCE BOOK, located in the Kitchen, and/or be reported to the Booking Officer as soon as is reasonably possible.

22. BREAKAGES

Any breakages or damage must be reported to the Booking Officer. Replacement costs and or repair charges will be the responsibility of the HIRER. All Breakages or Damage to Hall property/equipment must be written in the BREAKAGES/DAMAGE BOOK in the Kitchen. If you do not have access to the Kitchen, please ensure that you inform the Booking Officer when handing back the keys.

23. FOOD HANDLING POLICY

The HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

HEALTH & SAFETY IN FOOD HANDLING

Please ensure that you bring your own disinfectants and detergents. Under Health and Safety Regulations the Management Committee is not permitted to leave these products in unsecured areas. The only exception is the dishwasher detergent which is supplied automatically to the machine. Please do not use any other detergent in the dishwasher. Please also bring your own dishcloths and drying up cloths.

FOOD HANDLERS PLEASE OBSERVE THE FOLLOWING RULES:

1. Always wash your hands before touching any food and after using the WC, sneezing, blowing your nose, smoking or handling refuse.
2. Tell the responsible person at once of any skin, nose, throat or bowel trouble. Never cough or sneeze over food.
3. Cover cuts and sores with waterproof dressings.
4. Wear clean protective clothing when handling food. Keep fingernails short and ensure your hair is under control.
5. Smoking in the Kitchen is not allowed under any circumstances.
6. Clean and tidy as you go.
7. Store cleaning materials and equipment separate from food and cooking equipment.
8. Keep food clean, covered and either cold, 5C or below, or hot, above 63C.
9. Meat should be defrosted thoroughly and cooked thoroughly, particularly poultry.
10. Keep your hands away from the food as much as possible.
11. Keep cooked foods separate from any raw food, particularly raw meats. Do not use the same equipment for preparing raw and cooked food unless it has been thoroughly cleaned or disinfected in between.
12. Keep rubbish separate and keep the lids on the bins.
13. Wash equipment in water containing detergent, held at a temperature of 55C to 60C and which is changed frequently. Wear rubber gloves.
14. If necessary, sterilize by immersion for at least two minutes in clean water held at a temperature of not less than 82C.
15. Draw the attention of the responsible person to any damaged or defective equipment.
16. Do not permit birds or animals in the kitchen or areas where food is consumed.
17. Remember that other people's health depends on you.

BE CLEAN, BE THOROUGH, BE CAREFUL

23. HEATING AND HOT WATER

Heating and hot water is controlled by the Ground Source Heat Pump. Ambient room temperatures are kept at approximately 20 degrees centigrade and there is hot water available at all times. We hope that you will find the settings appropriate for your use. Please do not attempt to adjust the thermostat controls without discussing with the Booking Secretary.

24. ANIMALS

The HIRER shall ensure that no birds or animals, except guide dogs, are brought into the Hall, other than for a special event agreed by the MANAGEMENT COMMITTEE. No animals are allowed in the Kitchen AT ANY TIME. If any animal fouls the Recreation Ground, the owner is responsible for removing and appropriate disposal.

25. COMPLIANCE WITH THE CHILDRENS' ACT

The HIRER shall ensure that any activities for children under 8 years of age comply with the provisions of the Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau (CRB) checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities).

26. LEAVING THE HALL

The HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition ready for the next user. Ensure all doors and windows are firmly closed and locked. Lights in WCs and changing rooms are on timers but all others must be turned off.

KITCHEN: Please empty the dishwasher according to the instructions provided, put away all items and lock kitchen cupboard doors, remove food from fridge and freezer, switch off fridge and freezer at the mains (on the wall to the left of the hatch opening into the Hall) and **LEAVE THE FRIDGE AND FREEZER DOORS OPEN**. Ensure taps are turned off. All work surfaces to be cleaned. Record any breakages or damage in the **BREAKAGES BOOK**. Lock hatches and both Kitchen Doors before you leave.

RUBBISH: Any rubbish (excluding GLASS, TINS and other recyclable items) should be placed in black bags and put into the wheelie bin outside in the designated area. If your rubbish is greater than the space available in the bin, please take it home with you. All glass, tins and other recyclable items must be removed from the premises for disposal.

HALL: All tables and chairs stacked and returned to the Store, floor swept and any spillages cleaned up. Check the French windows are locked.

CHANGING ROOMS: Please leave these as clean and tidy as possible.

LEAVING THE HALL

LEAVING FROM THE MAIN HALL: Please exit the building from the main Front Entrance. Before locking the outside door, ensure the building is empty and remember to close the Security Shutters (by pressing the button on the wall above eyelevel to the right of the entrance door in main hall). Turn off car park lights and outside lights with switches by main entrance. Please make a visual check that all shutters are down. Leave the building, lock the Front Door and close the Front Door shutter by using the special key in the socket to the left of the external Front Door.

LEAVING FROM THE CHANGING ROOMS: Please exit the building from the Changing Rooms' side entrance. Before locking the outside door, ensure the building is empty, close the Security Shutters by pressing the button located on the left of the Exit door. Make a visual check to ensure the shutters are down. Exit the building and pull the door shut and lock it.

APPENDIX 1
ANNEX D to
EVH Charter

BOOKING PROCEDURES

Following receipt of enquiries via e-mail or telephone, the Booking Officer will:

- Advise hirers and confirm availability
- Send hirers copies of the Hire Charges, Conditions of Hire and Booking Form via e-mail or post as required
- Process the Booking Form and deposit received from hirers before confirming the booking in writing
- Issue a receipt for the deposit paid
- Issue an Invoice for events at least one month in advance
- Pass all deposits and payments to the Treasurer
- Check copies of licences and insurances are received from hirers and that they are valid for each hiring or event
- Arrange with the Treasurer to refund the hirer's deposit after the event subject to there being no damage or losses

In addition, the Booking Officer will:

- Show hirers the hall if they wish to visit
- Open the hall for hirers and instruct them on the security of the building before issuing keys
- Arrange for the Maintenance Officer as the other main key holder to open the hall for visits and hirings if Booking Officer not available to do so
- Arrange for a Member of the Committee to hold keys for visitors and hirers if neither the Booking Officer or Maintenance Officer is available to do so

ANNEX E to
EVH Charter

FIRE SAFETY POLICY

(To be Reviewed annually by Committee)

Within the Fire Safety Policy ‘Users’ is intended to imply: the Committee of Trustees; Volunteers who assist Committee-sponsored activities; and the workmen, tradesmen and officials who have legitimate business to discharge at the premises of Enford Village Hall.

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

Enford Village Hall is a registered charity, run and maintained by a Committee of Trustees, for the benefit of the residents of Enford and its environs.

The Committee is committed to operating and maintaining Enford Village 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 Enford Recreation Ground and Village Hall. Ensure all blinds and curtains have been treated and are “fire retardant” to meet regulations
- 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 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.
- Maintain Public Liability Insurance for the premises and its own Committee-sponsored activities.
- Maintain the First Aid boxes in the kitchen and sports corridor.
- Maintain an Accident Book.

The Committee considers it is the duty of all Users and Hirers of Enford Village 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 on the pro forma provided in the Hall.
- Alert the Maintenance Officer or a Committee Member to any newly apparent risks.
- Assist the Committee with constructive suggestions as to how the Fire Safety management of Enford Village Hall might be improved.

It is the responsibility of the Maintenance Officer to:

- Check all Fire Exits are kept 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 and Committee.
- Conduct a monthly check of the smoke alarms and emergency lights in the building
- Check all areas clean and clear from rubbish etc
- Keep the Plant Room free from stored material (except inert material)
- Ensure that inflammable materials such as paint are not stored on the premises
- Ensure that quantities of flammable cleaning materials and the like are kept to a minimum and stored appropriately in the Cleaning Cupboard
- Conform to the intent of the Fire Safety Risk Assessment in all respects

APPENDIX 1
ANNEX E to
EVH Charter

FIRE SAFETY RISK ASSESSMENT

TABLE 1 – PEOPLE AT RISK

Group	Risk	Remarks
Committee	Low	Familiar with premises, hazards, equipment and escape routes
Cleaner		As Committee but may be alone
Volunteers		Usually as Committee. New volunteers should not work alone
Hirers		The Hire Agreement requires hirers to become familiar with the Fire Instructions
Healthy Adult		Provided they have been given an appropriate brief at the beginning of the activity
Healthy Children		Provided they remain under adult supervision at all times
Infants		Provided that parents have been given an appropriate brief at the beginning of the activity and retain supervision at all times
Neighbours		Although unaware of Fire Instructions they are unlikely to be affected
Passers By		Although unaware of Fire Instructions they are unlikely to be affected
Disabled	Medium	Although there are 4 primary escape routes they may need time and assistance from able bodied
Elderly and infirm		Although there are 4 primary escape routes they may need time and assistance from able bodied
Alcohol impaired	High	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

TABLE 2 – ESCAPE ROUTES

ASSEMBLY POINT IN THE CAR PARK

Route	Route	Comments	Suitability
1	From Main Hall Through French Doors on to Recreation Ground. Turn right down ramp to Car Park	Doors unlock and open outwards. Route lit with emergency lighting and signed internally.	<ul style="list-style-type: none"> Suitable for all from Main Hall, Meeting Room area and Kitchen
2	From Main Hall Through Fire Door in Meeting Room area by Kitchen, turn left on path to Car park	Fire door with push bar. Route lit with emergency lighting and signed internally	<ul style="list-style-type: none"> Suitable for all from Main Hall, Meeting Room area Toilets and Kitchen.
3	From Entrance Hall Exit through main door, turn right down ramp to Car Park	Main door opens outwards. Route lit with emergency lighting and signed internally.	<ul style="list-style-type: none"> Suitable for all from Main Hall, Meeting Room area Toilets, Changing Rooms and Kitchen.
4	From Changing Rooms through Fire Door, turn left and down ramp to Car Park	Fire Door with push bar. Route lit with emergency lighting and signed internally.	<ul style="list-style-type: none"> Suitable for all from Changing Rooms, Referee Room and Disabled Toilet.

Notes:

1. *The Assembly Point for all routes is the Car Park as far away from the fire as possible. If necessary, retreat further down on to the Recreation Ground*
2. *There is an integrated Fire Alarm. Emergency lighting activates on main power failure.*
3. *Emergency Services should be called. The Postcode for the Hall is SN9 6DD*
4. *All exits and doors are suitable for wheelchairs.*

5. TABLE 3 – FIRE RISK ASSESSMENT

Identified Hazards	Observation	Detection	Equipment	Escape Lighting, Routes and Signs	Remarks / Action
Outside Areas: Recreation Ground and Car Park					
Fireworks / BBQ / Roasts	Some risk from falling debris Potential H&S issues with open fires	Human senses	CO2 or Foam extinguishers from inside Hall	N/A Retire to safe distance	Designated area for Fireworks Operator with displays aimed away from the hall Designated area for BBQs & Spit Roasts Full PLI & H&S Accreditation required
Cigarette butts	Ignition source but low risk provided there is no fuel	Human senses	CO2 or Foam extinguishers may be brought from inside Hall	N/A. Retire to safe distance	To consider providing buckets with sand for large events
Hot car engines	Ignition and fuel source but some distance from building			N/A. Retire to safe distance	
Entrance Hallway:					
Notice Boards and paper notices	Fuel source but no obvious ignition	Smoke Alarm	6 litre AFF Foam Fire Extinguisher	Routes 1, 2, 3 or 4	Area to be kept tidy. No storage to be allowed in area Fire Exit kept clear
Cleaner's Cupboard	Potential fuel source				To be kept tidy by Cleaner. Flammable materials to be minimised. No storage of ignition sources
Main Hall:					
None on floor and walls		Smoke Alarm	6 litre AFF Foam Fire Extinguisher	Routes 1, 2, 3 or 4	Area to be kept tidy Fire Exits kept clear No storage to be allowed in area
Blinds on windows	All roll down blinds have been treated and are fire retardant				

Identified Hazards	Observation	Detection	Equipment	Escape Lighting, Routes and Signs	Remarks
Corridor:					
None	No obvious ignition or fuel	Smoke Alarm	6 litre AFF Foam Extinguisher First Aid Kit	Route 1, 2, 3 and 4	Corridors to be kept clear No storage to be allowed Fire Exit to be kept clear Equipment in Changing Room Corridor
Men's Toilet:					
None	No obvious ignition or fuel	Smoke Alarm	None	Route 1, 2 and 3	No storage to be allowed in area Area to be kept tidy
Ladies' Toilet:					
None	No obvious ignition or fuel	Smoke Alarm	None	Route 1, 2 and 3	No storage to be allowed in area Area to be kept tidy
Meeting Room Area:					
None	No obvious ignition or fuel	Smoke Alarm	6 litre AFF Foam Extinguisher	Route 1, 2 and 3	No storage to be allowed in area Area to be kept tidy Fire Exit to be kept clear
Main Storage Area:					
Tables & Chairs	No obvious fuel. Upholstered chairs have fire retardant fabric	Smoke Alarm	2kg CO2 Extinguisher	Route 1, 2 and 3	Area to be kept tidy Entrance to Plant Room and Exit to Hall to be kept clear
Store Cupboards:					
Stored materials	No obvious fuel or ignition	Human senses	None	Route 1, 2 and 3	Storage Cupboard in Main Hall Storage Cupboard in Referee Room Areas to be kept tidy No flammable items to be stored Spare Keys available in key cabinet

Identified Hazards	Observation	Detection	Equipment	Escape Lighting, Routes and Signs	Remarks
Plant Room:					
Electrical equipment & main 3 phase supply	Potential ignition but no obvious fuel	Human senses	None	Route 1, 2 and 3	No storage of fuel sources Area to be kept tidy Entrance door and areas around plant & machinery to be kept clear
Kitchen:					
Electric cookers	Potential ignition but no obvious fuel	Smoke Alarm	2kg CO2 Extinguisher	Routes 1, 2, 3 or 4	Statutory inspections as required PAT annual test for electrical items Due diligence by all kitchen users No storage of fuel sources No gas or fuel canisters and equipment to be used inside the kitchen or building Area to be kept tidy Exits to be kept clear
Warming Cupboard	Potential ignition but no obvious fuel				
Kettles & Burco Boiler	Potential ignition but no obvious fuel		1.8m x 1.2m Fire Blanket		
Dishwasher	Potential ignition but no obvious fuel		First Aid Kit		
Microwave	Potential ignition but no obvious fuel				
Refrigerator and Freezer	Potential ignition but no obvious fuel				
General:					
Lighting & Power	Potential ignition from switching sparks or shorting through failure of installation or insulation No obvious fuel source	-	-	-	Electrical installation by certified professionals only. No tampering permitted. Professional annual safety checks or as deemed necessary.

TABLE 4 – DISTRIBUTION OF FIRE EQUIPMENT

Area	Current Extinguishers	Supply / Replacement	Remarks
	All equipment as per Fire Risk Assessment May 2009	Equipment serviced & checked annually Supply/Replacement as required	Service Contract in place Foam Ext replacement - 5years CO2 Ext replacement - 10 years
Entrance Hall	6 litre AFF Foam	Date of Manufacture/Supply 2009 Due for replacement 2014	Right of Main Entrance Door
Main Hall	6 litre AFF Foam	Date of Manufacture/Supply 2011 Due for replacement 2016	Right of French Doors
Main Storage Area / Plant Room	2kg CO2	Date of Manufacture/Supply 2010 Due for replacement 2020	Right of Plant Room Door
Meeting Room Area	6 litre AFF Foam	Date of Manufacture/Supply 2009 Due for replacement 2014	Right of Fire Exit
Kitchen	2kg CO2	Date of Manufacture/Supply 2009 Due for replacement 2019	Left of main hatch
	1.8 x 1.2m Fire Blanket	Replace if used	Left of Cookers
	First Aid Kit	Check & restock as required	Left of main hatch
Football Corridor	6 litre AFF Foam	Date of Manufacture/Supply 2009 Due for replacement 2014	Left of Fire Exit
	First Aid Kit	Check & restock as required	Left of Fire Exit

APPENDIX 2
ANNEX E to
EVH Charter

ENFORD VILLAGE HALL
FIRE INSTRUCTIONS

Any person discovering a fire should:

1. Raise the alarm by shouting 'Fire, Fire'.
2. Call the Fire Brigade
3. Report the Postcode SN9 6DD
4. Attack the fire using the appropriate appliances provided, if it is deemed safe to do so.

On hearing 'Fire, Fire' or the Fire Alarm all persons on the premises are to:

5. Leave the building by the nearest safe fire exit.
6. Close all doors.
7. Report to the Assembly Point in the Car Park.

Those people in charge of the activity taking place, or the event being held, to check all persons safely accounted for.

HEALTH AND SAFETY POLICY

Enford Village Hall is a registered charity, run and maintained by a Committee of Trustees, for the benefit of the residents of Enford and its environs.

The Committee of Trustees is committed to operating and maintaining Enford Village Hall in accordance with the law and the requirements of the Charity Commission. It aspires to membership of the Hallmark scheme for Village Halls and draws on guidance from that and other 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 Users⁴³ and Hirers⁴⁴ 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.

Though the Committee of Trustees and Enford Village Hall have no employees, it regards its Cleaner and its Volunteers⁴⁵ to be ‘employees’ within the spirit of Health and Safety law.

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 Enford Village 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 Need to Know’,⁴⁶

⁴³ Within the Policy ‘Users’ is intended to imply: the Committee of Trustees; the Cleaner; Volunteers who assist Committee-sponsored activities; the workmen, tradesmen and officials who have legitimate business to discharge at the premises of Enford Village Hall

⁴⁴ Within the Policy ‘Hirers’ is intended to imply: those Applicants who hire Enford Village Hall in order to conduct their own activity and the members of the public who attend that activity.

⁴⁵ Those who assist in the running of Committee-sponsored activities

⁴⁶ ISBN 0717624935

- Keep this policy under regular review.
- Alert all Users and Hirers 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 the First Aid equipment.
- Maintain an Accident Book.
- However, the Committee of Trustees considers that it is still the duty of all Users and Hirers of Enford Village Hall to:
 - Remain vigilant and be '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 on the pro forma provided in the Hall.
 - Alert the Maintenance Officer or other Committee Members to any newly apparent risks.
 - Assist the Committee with constructive suggestions as to how the Health and Safety management of Enford Village Hall might be improved.

HALL & GROUNDS BASIC RISK ASSESSMENT
as at July 2011⁴⁷ (To be Reviewed Annually)

Area	Identified Risks	Mitigation	Responsibility
Car Park	Cars manoeuvring Goods loading / unloading Pedestrians arriving / departing	<ul style="list-style-type: none"> Warn users of hazards and pedestrians to take due care Pedestrians not to loiter in car park when cars are manoeuvring 	Hirer ⁴⁸
	Children playing	<ul style="list-style-type: none"> Children to be supervised by responsible adult 	Hirer
	Inclement weather Snow and ice	<ul style="list-style-type: none"> Hirers to consider clearing and gritting steps and ramp 	Committee / Hirer
	Darkness	<ul style="list-style-type: none"> Maintain movement sensitive lamps to illuminate steps and ramp Maintain car park lights 	Maintenance Officer
	Ramp and Handrail	<ul style="list-style-type: none"> To be checked for damage and maintained 	Maintenance Officer
	Routine hazards Terraced, grassed and outside areas	<ul style="list-style-type: none"> To maintain a tidy and safe area. 	Maintenance Officer/Grounds Officer/Committee
Entrance Hall	Heavy doors with hazard to children and infirm adults	<ul style="list-style-type: none"> Children to be supervised by responsible adult and not to play in Entrance Hall or near doors. Smokers are not to smoke near any entrance to the Hall 	Hirer
	Wet floor in inclement weather	<ul style="list-style-type: none"> As above plus maintain doormat and mop floor when practicable Wet floor signs deployed until floor is dry 	Hirer
	Wet Floor after cleaning	<ul style="list-style-type: none"> Wet floor signs deployed until floor is dry If present, Users to be verbally warned 	Cleaner
Corridor	Narrow corridor	<ul style="list-style-type: none"> Lighting is automatic Due care/courtesy towards other users No storage of items or blockages Door into hall opens outwards 	Hirer
Cleaner's Cupboard	Cleaning materials Hot Water Ladder NB No window or 2 nd exit	<ul style="list-style-type: none"> Cleaner's cupboard to be kept locked unless required for access Ladder to be properly secured on hook provided for the purpose Handle and lock to be checked regularly to ensure exit can be safely achieved 	Cleaner / Maintenance Officer

⁴⁷ Conducted by: Chairman and Maintenance Officer

⁴⁸ Throughout this Risk Assessment, the use of the term 'Hirer' also implies The Committee and other volunteers when attending to their duties or sponsoring EVH events. Hirers are to alert their users of hazards as appropriate.

Area	Identified Risks	Mitigation	Responsibility
Kitchen	Usual kitchen hazards when in use	<ul style="list-style-type: none"> • Hirers to ensure users understand safety precautions and follow these when using utensils and equipment • First Aid Kit available 	Hirer
	Normal trip and bang hazards from fixtures, surface edges and cupboard doors	<ul style="list-style-type: none"> • Hirers to conduct their own risk assessment according to envisaged use • Close doors immediately after use • Floor area to be kept clear 	Hirer
	Hot Water – tap/kettles/Burco	<ul style="list-style-type: none"> • Normal due care. • Children to be supervised. • Kettles and Burco to be emptied and left unplugged after use 	Maintenance Officer to check after each hiring
	Cookers – Hot hobs and ovens	<ul style="list-style-type: none"> • Normal due care. • Children to be supervised 	
	Slippery floor if wet	<ul style="list-style-type: none"> • Clean up spills immediately and ensure floor is dry 	
	Hygiene	<ul style="list-style-type: none"> • Fridge & Freezer 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 • Hirers to satisfy statutory food handling requirements • Rubbish / food waste to be removed from premises at completion of hire. 	
Wet Floor after cleaning	<ul style="list-style-type: none"> • Wet floor signs deployed until floor is dry • If present, Users to be verbally warned 	Cleaner	
Main Hall	Double doors opening inwards	<ul style="list-style-type: none"> • No activities near locus of door • Due care • Children to be supervised when using doors 	Hirer
	Kitchen, Corridor & Store Cupboard doors open inwards	<ul style="list-style-type: none"> • No activities near locus of doors • Due care • Children to be supervised when using doors 	
	Serving hatch doors rolling up and down	<ul style="list-style-type: none"> • Due care required when opening and shutting 	
	Equipment, Tables and Chairs may be trip fall and heavy weight hazards	<ul style="list-style-type: none"> • Items to be moved and lifted with due care individually or using equipment provided. • Items of furniture and equipment are not to be stacked in the Main Hall after use or left there after use 	

Area	Identified Risks	Mitigation	Responsibility
Main Hall cont'd	Height of Ceiling lights	<ul style="list-style-type: none"> Bulb / tube replacement, maintenance and adjustment only by Maintenance Officer and/or qualified electrician . 	Maintenance Officer
	Wet Floor after cleaning	<ul style="list-style-type: none"> Wet floor signs deployed until floor is dry If present, Users to be verbally warned 	Hirer / Cleaner
	Failure of smoke detectors/alarms	<ul style="list-style-type: none"> To be tested monthly Batteries to be renewed annually 	Maintenance Officer
Main Storage Area	Stacked furniture	<ul style="list-style-type: none"> Stored furniture to be stacked in accordance with plans Storage plans displayed on walls Chairs stacked not more than 10 high Items to be moved and lifted with due care individually or using equipment provided. 	Hirer
Men's Toilets	Door opens inwards	<ul style="list-style-type: none"> Lighting is automatic on door opening 	Cleaner
	Cleaning materials	<ul style="list-style-type: none"> Apart from handwash, no cleaning materials to be stored 	
	Slippery floor if wet	<ul style="list-style-type: none"> Clean up spills immediately 	
Ladies' Toilets	Door opens inwards	<ul style="list-style-type: none"> Lighting is automatic on door opening 	Cleaner
	Cleaning materials	<ul style="list-style-type: none"> Apart from handwash, no cleaning materials to be stored 	
	Coat Hooks	<ul style="list-style-type: none"> Coats to be distributed along rack to keep the immediate area clear 	
	Slippery floor if wet	<ul style="list-style-type: none"> Clean up spills immediately 	
Store Cupboards – Main Hall Small Storage Area and Cupboard in Referee Room	Stack and trip hazards	<ul style="list-style-type: none"> Lighting is automatic on opening Those entitled to store material in store cupboard 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 No dangerous or inflammable items to be stored 	Entitled Hirers Maintenance Officer to check regularly
Plant Room	Trip hazards Main Electricity Supply Heat Pump & Hot Water Tanks NB No window or 2 nd exit	<ul style="list-style-type: none"> Access restricted to authorised Committee Members and Maintenance Officer ⁴⁹ in pursuit of their duty Door handle & lock to be checked regularly to ensure exit can be safely achieved 	Maintenance Officer
Changing Room 1	Trip Hazards	<ul style="list-style-type: none"> Lighting is automatic Floor area to be kept clear 	Maintenance Officer
	Hot water Wooden Benches	<ul style="list-style-type: none"> Thermostats on showers checked All fittings checked & maintained Exits to be kept clear 	Hirer

⁴⁹ Including tradesmen for repair and maintenance.

Area	Identified Risks	Mitigation	Responsibility
Changing Room 2	Trip Hazards Hot water Wooden Benches	<ul style="list-style-type: none"> • Lighting is automatic • Floor area to be kept clear • Thermostats on showers checked • All fittings checked & maintained • Exits to be kept clear 	Maintenance Officer Hirer
Referee Room	Trip Hazards Hot water	<ul style="list-style-type: none"> • Lighting is automatic • Floor area to be kept clear • Thermostat on shower checked • No inflammable materials stored in cupboard 	Maintenance Officer Hirer
Disabled Toilet / 2nd Referee Room	Trip Hazards Hot water Baby changing table	<ul style="list-style-type: none"> • Lighting is automatic • Floor area to be kept clear • Thermostat on shower checked • All equipment including baby changing table checked & maintained 	Maintenance Officer
Corridor Sports Area	Narrow corridor	<ul style="list-style-type: none"> • Lighting is automatic • Due care / courtesy towards other users • No storage of items or blockages • Fire Exit to be clear • Fire Exit door opens outwards • Door into Reception area opens inwards • First Aid kit available 	Hirer
Outside Store	Trip hazards	<ul style="list-style-type: none"> • Equipment to be stored safely • Chairs stacked • No inflammable materials 	Hirer Maintenance Officer

EQUAL OPPORTUNITIES POLICY STATEMENT

Enford Village Hall Management Committee recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no committee member, volunteer, job applicant, organization or individual to whom we provide services, will be discriminated against by us on any unfair grounds whatsoever.

We aim to foster awareness of prejudices in all who work for and with the Village Hall Management Committee, and we aim to encourage the removal of such prejudices.

We also aim to ensure that committee members, volunteers and staff working with individuals and with organisations for which the Enford Village Hall Management Committee provides services do not suffer discrimination and, where this occurs, the Enford Village Hall Management Committee commits itself to taking positive action against such discrimination.

Enford Village Hall Management Committee is committed to:

- addressing positively opportunities for full participation within the organisation
- adopting an effective system to monitor its practice with regard to ensuring equality of opportunity
- promoting good practice with regard to equality of opportunity for organisations and individuals involved in the work of the Enford Village Hall Management Committee.

In particular the Enford Village Hall Management Committee will:

- work to ensure that all its services are provided in a way which promotes awareness of the rights and needs of people from minority groups and enables all people to have access to those services
- work to ensure that all Enford Village Hall Management Committee terms and conditions of employment and volunteering reflect a range of needs and interests which encompass people who may otherwise be disadvantaged.

The policy of the Enford Village Hall Management Committee is to ensure that no person receives less favourable consideration than others in the selection and appointment of members or in the recruitment of volunteers.

SERVICE PROVISION

The Enford Village Hall Management Committee will take positive action to ensure its services to, and contacts with, other groups and individuals reflect this Equal Opportunities Policy. This will be effected by:

- consulting with groups and individuals with special requirements to identify how the Management Committee's services may be improved to meet their needs
- ensuring that all individuals who represent the Management Committee are aware of, understand and operate this Equal Opportunities Policy.

EMPLOYER'S RESPONSIBILITIES

The Enford Village Hall Management Committee:

- is responsible for the implementation and monitoring of this Equal Opportunities Policy
- will ensure that all individuals within the Village Hall organisation, whether paid or unpaid, clearly understand and practise the principles contained in this Policy
- will not victimise anyone who has provided information about discrimination

It shall be the responsibility of the Chairman and Secretary to keep the Committee fully up to date with developments or difficulties relating to the implementation of this Policy.

EMPLOYEE'S / USER'S RESPONSIBILITIES

All employees of the Enford Village Hall Management Committee and users of its services:

- will be required to co-operate with measures introduced by the Committee to ensure and promote equal opportunities
- will neither practice any form of discrimination nor use discriminatory language
- will draw to the attention of the Committee any suspected acts of discrimination
- will not victimise anyone who has provided information about discrimination

REVIEW

This Equal Opportunities Policy will be reviewed by the Enford Village Hall Management Committee annually at the Annual General Meeting.

OPEN ACCESS POLICY

The Committee is well aware of the existence of social exclusion in rural areas, and has a positive attitude towards promoting social inclusion. The existence of the problem is often hidden by the popular view of Wiltshire as a rural county characterised by relative affluence, scenic landscapes and problem free living.

However, often it is just such an environment where social exclusion exists, and therefore the Committee is committed to providing a Community facility which is available to all members of the community, irrespective of their circumstances. The organisation has adopted an Equal Opportunities Policy which reflects this aim.

The Committee believes it is important to provide a service which is affordable to the residents of the community, and applies a charging structure which enables the villagers to hire the facilities at a lower rate from that which is charged to people from outside the village. In this way, the community is able to gain the benefit of lower charges, whilst still enabling the Committee to administer the Hall effectively. Where necessary, activities are subsidised to ensure that those at the lower end of the earning range, or most in need, still benefit from the opportunities the facilities have to offer.

Every member of the community is encouraged to use the Hall. There are thriving Clubs and User Groups including the Youth Group and, Football Club. All these groups have members who may be excluded from taking part in activities if they were unavailable in the Village, as they may be unable to travel to other villages or towns through lack of transport, or being unable to afford to use public transport.

By providing the facility where all the activities take place, the Committee is ensuring the survival of the village community. The social life which revolves around the Village Hall may be the only opportunity many people have to mix with friends and be involved in the support network which is vital for many of the more vulnerable groups, such as the elderly and parents with young children.

The Report by the Countryside & Community Research Unit suggested that poverty and social exclusion can be minimised by reducing isolation in rural communities -

'poverty is frequently associated with social exclusion; physical inaccessibility to, and financial exclusion from, essential facilities and services, feelings of low self-esteem and powerlessness associated with restricted opportunities and 'not being in control', and cultural isolation faced by those people on low incomes living in relatively affluent areas'

By ensuring the provision of a base for the services provided by the various user groups, the Village Hall has a vital part to play in promoting social inclusion in our rural community and through its Equal Opportunities Policy the Village Hall will ensure that there is no discrimination against any hirer, individual or group of users.

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