

Sampford Courtenay Village Hall

Charity Number: 283279
Sampford Courtenay
Okehampton
Exeter
Devon EX20 2SY

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.

CONTENTS

PART 1 CONSTITUTION

	Page
INTRODUCTION	4
OBJECT OF THE CHARITY	4
COMMITTEE OF MANAGEMENT	4
ANNUAL GENERAL MEETING	4
MEETINGS OF THE COMMITTEE	5
RULES	5
INSURANCE	5
INCOME	5

PART 2

GOVERNANCE - The basic mechanisms by which the Committee fulfils the requirements of the Trust Deed

INTRODUCTION	6
OBJECT OF THE CHARITY AND APPLICATION OF INCOME	6
TITLE TO THE HALL	6
MANAGEMENT COMMITTEE	6
MEETINGS	7

PART 3

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

INTRODUCTION	8
MANAGEMENT COMMITTEE	8
FINANCE	8
HIRE OF THE HALL	10
STORAGE	10
MAINTENANCE	10
DEVELOPMENT	10
PREMISES LICENCE AND ALCOHOL	10
PRS/PPL LICENSING	10
PROTECTION OF YOUNG AND VULNERABLE PEOPLE	11
FIRE	11
HEALTH AND SAFETY	11
KITCHEN	11

PART 4 ANNEXURES

	Page
ANNEX A - The Current Committee of Trustees	12
ANNEX B – Duties of the Committee.....	13 - 15
Appendix 1 Duties of the Chairman	
Appendix 2 Duties of the Vice-Chairman	
Appendix 3 Duties of the Secretary	
Appendix 4 Duties of the Treasurer	
Appendix 5 Duties of the Representative Members	
ANNEX C - Routine Checks.....	16
ANNEX D - Booking and Hiring Agreements.....	17 – 19
Appendix 1 Booking Process and general terms of hire	
Appendix 2 Hire Agreement application form	
ANNEX E Health and Safety	20 - 22
Appendix 1 Fire safety and Fire Instructions	
Appendix 2 Health and Safety	

PART 1

CONSTITUTION

INTRODUCTION

Sampfurd Courtenay Village Hall is a Registered Charity (Number 283279), run and maintained by Trustees, for the benefit of the residents of Sampford Courtenay and its environs. Its status arises from, and is defined in, a Trust Deed and conveyance issued by Devon County Council on 10th December 1952.

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

OBJECT OF THE CHARITY

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

COMMITTEE OF MANAGEMENT

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

The Committee of Management (committee) is to comprise:

The Committee of Management (committee) is to comprise:

- 6 Representative Members - Parish Council; Parochial Church Council of Sampford Courtenay; Parochial Church Council of Honeychurch; W.I; Young Farmers; Flower Club
- 5 Elected Members - with a view to maintaining diversity of representation of age and experience, and in consideration of local business interests; local farming interest; and residence in diverse areas of the Parishes of Sampford Courtenay and Honeychurch
- (Up to) 8 Members co-opted by the above.

Any Member shall cease to be a 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.

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

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

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

ANNUAL GENERAL MEETING (AGM)

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

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

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

MEETINGS OF THE COMMITTEE

In addition to the AGM, the Committee is to hold at least 6 Ordinary Meetings per year. A Special Meeting may be summoned at any time by the Chairman or by any 2 Members with 7 days clear notice being given to all the other members of the matters to be discussed.

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

A quorum at Committee is not less than one-third of the total number of Members.
In the absence of both Chairman and Vice-Chairman, the members present may choose one of their numbers to be Acting-Chairman for the meeting.
Decisions are determined by a majority of votes cast by Members present at a meeting. The Chairman shall hold a second or casting vote if required.
A Minute Book and Books of Account are to be kept.

RULES

The Committee is empowered to:

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

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

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

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

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

INSURANCE

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

INCOME

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

PART 2 GOVERNANCE

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

INTRODUCTION

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

OBJECT OF THE CHARITY AND APPLICATION OF INCOME

The Committee considers that it has a duty not only to maintain the Village Hall but also to improve the facility better to meet contemporary needs, including due attention to environmental issues.

TITLE TO THE HALL

The title to the property is held in the name of the Original Trustees as named in the trust deed. The property is managed by the Committee on behalf of the original trustees, who are now deceased. Under the provisions of Section 22(2) of the Charities Act 1993 the Committee may carry out a transaction as if the property were held in the names of individual Committee Members.

COMMITTEE

The Committee shall consist of 6 Representative members, 5 Elected members and up to 8 co-opted members. Co-opted members shall hold the same rights and responsibilities as the representative and elected members. Elected and co-opted Members can also represent user organisations.

The Committee aspires to elect officers into the key positions of:

Chairman

Vice Chairman

Secretary

Treasurer

It also aspires to identify Members who will lead on issues as the following titles imply:

Events and Lettings

Fundraising

Maintenance

Bar

Hallmark

While the Trust Deed lists a number of defunct organisations and also organisations that no longer regularly use the Hall, the Committee considers that the following organisations are relevant and entitled to provided Representative Members:

Parish Council

Parochial Church Council of Sampford Courtenay

Parochial Church Council of Honeychurch

Young Farmers

Woman's Institute

Flower Club

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

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

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

Statutory powers provided to the Committee by the 1993 Act, as amended by the 2006 Act, enable the Committee to amend the constitution of the Committee by proposal to, and with the

agreement of, an AGM. The record of such an AGM would need to be sent to the Charity Commission so that Register of Charities can be appropriately amended.

MEETINGS

Committee Meetings are currently held monthly on the first Wednesday, starting at 7.30pm.

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

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

PART 3

OPERATING PROCEDURES

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

INTRODUCTION

The Committee of Trustees is committed to operating and maintaining Sampford Courtenay Village Hall in accordance with the law and the requirements of the Charity Commission for the benefit of the residents of Sampford Courtenay and its environs. It draws on guidance from Devon Community Council and aspires to membership of the Hallmark scheme for Village Halls.

MANAGEMENT COMMITTEE

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

FINANCE

Concept

The Committee established the following enduring principles:

The Trust will operate financial procedures which comply with the Charity Commission guidance.

Letting income should be set at a level to cover not less than all overheads. Large deposits should be banked well ahead of the event to ensure that cleared funds have been received. The Charity is, for tax purposes, a charitable trust in line with Paragraph 1 of Schedule 6 Finance Act 2010. It is entitled to accept donations under the Gift Aid scheme. HM Revenue & Customs only accept claims signed by the authorised official (usually the Treasurer).

Budget

After due consideration of the annual accounts published at the AGM, the Committee will discuss and agree budget implications for the coming year, and adjust planned income and expenditure accordingly.

Charity Commission:

It is the duty of the Charity Commission to take a close interest in the financial affairs of the Charity. The requirements of the Charity Commission are as follows :-

Accounting records must be kept up to date kept showing and explaining all transactions to provide the Charity's financial position at any time

If annual income does not exceed £10,000, the registered details must be kept up date (income, expenditure, trustees and contact details)

If annual income exceeds £10,000 an annual return must be sent to the Commissioners within 10 months of the end of the financial year (23 October) and include information from the financial accounts and the Trustees Annual report

If annual income exceeds £25,000 audited accounts and the Trustees Annual Report must be submitted to the Commissioners.

The Treasurer is the principal point of contact with the Commission and possesses a login and password to complete updates on-line. The login and password are related to the Charity, and not the Treasurer, and therefore may be used by other person on the bank signatory panel.

The Village Hall maintains a current account at Lloyds Bank, Fore St, Okehampton EX20 1HJ.

For all transactions and instructions two signatures are required. The panel of signatories should not exceed five and must include the Chairman and the Treasurer. The current authorised signatories are:

Chairman

Vice Chairman

Treasurer

Secretary

One other

Any instructions to the Bank should be double signatory letters, addressed:
'Attention Cashiers'

It is usual, although not essential, for the Treasurer (or the Deputy Treasurer if one has been appointed) to sign for most transactions. The account may be operated by internet banking.

Facilities have been established with Lloyds Bank for fixed term savings deposits deriving from reserve funds. From time to time and at the maturity of the deposit the Committee will review and authorise the amount of reserves to be so applied in the future. It is considered prudent to ensure that at least £1,000 is maintained on the current account to cover unforeseen emergencies and requirements. The prime objective of the funds held in reserve is to enable the Committee to maintain and improve the Trust premises.

The Flower & Produce Show sub-committee holds funds that are ring-fenced within the current account for financing the operation of the annual show.

The Treasurer (or appointed deputy) will present a financial report at each monthly committee meeting to enable the Committee to discuss current levels of income and expenditure. The Treasurer will provide an annual report, based on the audited or otherwise draft accounts, at the November committee meeting.

Reserve Funds

The level of reserve funds will be reviewed by the Committee from time to time. At the present time it has been agreed that a reserve fund of £1,000 be established to cover unforeseen emergencies and requirements. In addition it has been agreed that any excess income as notified at the AGM each year will be placed in a savings account to form a renovation fund. This fund will be used for replacing the limited life fittings and equipment and improving the quality and efficiency of the buildings, grounds and contents.

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

In Year Accounting

The accounts will be kept in accordance with the Charity Commission requirements. The accounts will identify income and expenditure categories in sufficient detail for the Trust to assess the financial situation as and when required.

Donations from other bodies should be named as such in the accounts.

The end of year accounts will be subjected to an Independent Review as specified by the Charity Commission for our level of income and expenditure.

Utilities

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

Electricity: Electricity is supplied by **EDF**. A Direct Debit (DD) from the Current Account is established. The Supplier will reconcile the DD account usually annually and adjust payments as necessary.

Water: Water is supplied by **SW Water**. There is a single, metered supply. Direct Debit (DD) from the Current Account is established. The Supplier will reconcile the DD account usually annually and adjust payments as necessary.

Rates: the Charity may receive Discretionary Non-Domestic Rate Relief from West Devon Borough Council subject to submission of the Charity's audited accounts and projected cash flow.

Spending Authority.

The following spending authorities and limits currently apply:

Treasurer: The Treasurer may:

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

Settle conventional utility and other standard services bills (e.g. insurance premiums, licensing fees, etc.) up to £250.

Agree and settle minor bills for maintenance and repair up to £500 provided such funds are available.

Agree and settle bills for administration, maintenance and repair up to £1,000 with the authorisation of a quorum of the Committee. Items over the value of £1,000 will be authorised by

the full Committee. Items over the value of £5,000 will be authorised by the full committee subject to the submission of not less than three quotations.

Chairman: The Chairman may:

Approve general, incidental, expenditures up to the value £250

Management Committee: The Committee will:

Discuss and agree expenditures in excess of those listed above.

Recognise that justifiable and expedient actions will sometimes be necessary.

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

HIRE OF THE HALL

The Terms of Hire and the Application and Approval process are set down in the document at Annex D. Applications to hire the Village Hall are made by contacting the Events and Lettings Trustee and completing the appropriate form. If the Application is approved, the document amounts to a contract between the Committee and the Hirer of the Hall for the activity or event described.

The 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 Village Hall, the Application procedure is to be diligently followed.

STORAGE

Tables and chairs and staging are stored in the Storage areas of the main hall and in the storage Cupboards.

MAINTENANCE AND DEVELOPMENT

All routine maintenance is closely monitored by Trustees and the Chairman is notified of issues as required.

The Chairman is to direct an annual maintenance audit and establish a Maintenance Plan for the coming Financial Year. Similarly, the Chairman is to direct an annual development review and, through Committee, establish a Development Plan covering a rolling 5 year cycle.

LICENSING

PREMISES LICENCE AND ALCOHOL

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

PERFORMING RIGHTS SOCIETY & PHONOGRAPHIC PERFORMANCE

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

PROTECTION OF YOUNG AND VULNERABLE PEOPLE

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

Hirers must ensure that young and vulnerable people are protected from alcohol abuse.

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

FIRE

The Committee is committed to operating and maintaining Sampford Courtenay Village Hall in accordance with The Regulatory Reform (Fire Safety) Order

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

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

The Health and Safety Policy is at Annex E.

KITCHEN

The kitchen is maintained principally to support the activities of all users of the Village Hall. Use of the kettle, water heater, fridge, freezer and dishwasher is included in the hire charge. If the cooker is required a separate fee may be payable.

ANNEX A

THE CURRENT COMMITTEE OF TRUSTEES 2022

Role	Name	Appointment	Lead for:
Chairman	Roger Thompson	Elected	
Vice Chairman	Sandra Harper	Flower Club Representative	
Treasurer	Andrew Townsend Green	Elected	Finance
Secretary	Lynn Robinson	Elected	Minutes, agenda and general secretarial support
Committee member	Joy Tucker	Elected	Hallmark Booking Secretary
Committee member	Bob Tucker	Elected	General Support
Committee member	Rory Robinson	Representative Church	General support
Committee member	Anthony Morris	Elected	General support
Committee member	Mel Thompson	Elected	General Support
Committee Member	Nicky Courage	Elected	Publicity
Committee member	Phil Colins	Representative SCPC	General Support
Committee member	Mike Carpenter	Elected	General Support

ANNEX B

DUTIES OF THE COMMITTEE

INTRODUCTION

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

The Charity Commission booklet '**The Essential Trustee**'

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

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

GENERAL DUTIES

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

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

LIABILITY

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

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

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

GOOD PRACTICE

ACRE's Information Sheet 17 offers the following guidance:

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

When preparing correspondence on behalf of the Committee, the Registered Charity Number 283279 should always be quoted (or incorporated in the letterhead).

TRUSTEE LIABILITY INSURANCE

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

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

APP 1-DUTIES OF THE CHAIRMAN

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

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

APP 2-DUTIES OF THE VICE CHAIRMAN

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

- Assume the duties of the Chairman as set out in Appendix 1, including the second-signatory role and approval of the Treasurer's bill paying actions

APP 3-DUTIES OF THE SECRETARY

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

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

APP 4-DUTIES OF THE TREASURER

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

- Maintain accounts on behalf of the Committee.
- Make a financial statement (Treasurer's Report) at each Committee meeting.

In his absence from any Meeting he should endeavour to provide a written report.

- Regularly review, research and advise the Committee regarding the most suitable banking arrangements for the purposes of the Charity.
- Review and maintain the Insurance policies in accordance with the law and the current needs of the Charity and its Committee.
- Prepare a Financial Plan and Budget for the new Financial Year for consideration at Committee.
- Arrange for the necessary review of the accounts at the year end.

- Notify all regular users in advance of any change of the hire rates.
- Responsible for the financial management of any employee/s.

The Treasurer is authorised to:

- Hold the cheque books and receive statements from the Bank.
- Issue cheques in settlement of all bills properly invoiced to the Charity for services provided. A second signatory is required; usually the Chairman.
- Issue written instructions to the Bank to move assets between accounts. A second signatory is required; usually the Chairman.
- Establish and amend Direct Debit / Standing Orders for routine bills up to £250.
- Settle conventional utility and other standard services bills up to £250.
- Agree and settle minor bills for administration, maintenance and repair up to £500 provided such funds are available in the relevant sub account.
- Agree and settle bills for administration, maintenance and repair up to £1,000 with the authorisation of a quorum of a relevant sub-committee provided such funds are available in the relevant sub account.
- Make minor purchases (e.g. accounting materials, stationery, etc.) and procure minor services (e.g. postage, advertisements, etc.) for necessary administration purposes up to the value of £100.
- Act as the principal contact between the Committee and The Charity Commission regarding the yearly Financial Statement.

The Treasurer is not to settle bills in excess of £1,000 without the authorisation of the full committee.

APP 5-DUTIES OF THE REPRESENTATIVE MEMBERS

In addition to the General Duties of a Member of the Committee of Trustees, 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. (Reference Charity Commission - *The Essential Trustee*)

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

Elected Members may also act as representative members for approved organisations.

ANNEX C
Routine Checks and
tests

1.	Checking of Fire Alarm Systems and Extinguishers.	Regular	<i>By A Morris - Trustee</i>
2.	Fire Extinguisher Check	Once per Annum	<i>Argos Fire Protection Ltd</i>
3.	Fire Alarm & Emergency Lighting Maintenance	Twice per Annum	<i>M Carpenter Trustee</i>
4.	Alarm System Check	October	<i>N/A</i>
5.	PATS test of loose electrical equipment	September	<i>A Morris Trustee</i>
6.	Lightning Protection System	September	<i>N/A</i>
7.	Heating System Check	At end of summer before winter	<i>A.Morris Trustee</i>
8.	Dishwasher Salt & Glass washer Salt	Every 6 weeks approx for Dishwasher Every 12 weeks for Glass washer Or in each case if the wash smears	<i>By S. Harper- Trustee</i>
9.	Inventory Check	Three times per year	<i>By Booking secretary</i>
10.	Grass Cutting	As required during Spring, Summer & Autumn	
11.	Windows Out side Inside	Four monthly intervals Once a year.	<i>Trustees</i>

ANNEX D

Booking and Hire Agreements Sampford Courtenay Village Hall

Appendix 1 – Booking Process and general terms of hire

Events and Lettings Trustee – Joy Tucker

APPLICATION FOR BOOKING AND HIRE AGREEMENT

INTRODUCTION

Sampford Courtenay Village Hall is a registered charity, run and maintained by a Committee of Trustees, for the benefit of the residents of the village and its environs. Its use by others is welcomed when there is no other booking.

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

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

TERMS

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

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

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

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

Private Party applicants should pay a booking deposit at the time of Application and the balance one month before the event. Private bookings may be asked for a damage/cleaning deposit of £100.

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

Charges for services and utilities are usually included in the hire rates. However, when Bar, Cooker, etc. are required further charges may be applicable. Additional heating is by a coin meter situated in the Meeting Room

Applicants are to make specific arrangements with the Events and Lettings Trustee regarding access to the Hall and securing it after use.

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

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

Setting up chairs and tables and clearing them away afterwards is the responsibility of the Applicant. The Hall is to be left clean and tidy after use. Any damage, breakage or loss is to be reported to the Events and Lettings Trustee immediately. Deposits may be used to defray such replacement or repair costs.

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

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

Car parking at the Hall is free.

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

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

Those regular users granted storage space within the Hall are to return all their resources to the agreed area at the end of their session and store them in a safe

manner that does not create a hazard to other users. Insurance of any items so stored is the responsibility of the user.

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

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

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

Fire safety

The legal capacity is as follows:

- Main Hall -

Seated: 150.

Standing: 180

Mixed seated and standing: 160

Seated with Stage: 120

- Meeting Room-

Seated: 65 persons

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

Health and Safety

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

Insurance

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

First Aid

A First Aid box is situated in the kitchen.

All accidents and Incidents, whether requiring First Aid or not, are to be recorded in the accompanying Accident / Incident Book. The completed form should be given to the Events and Lettings Trustee.

Smoking

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

Young and Vulnerable People

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

Drugs and Substance Abuse

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

Unsupervised Items

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

Flammable & Toxic Material

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

Security

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

Appendix 2 – Hire Agreement Application Form

Sampford Courtenay Village Hall Hiring Agreement

A copy of the current hiring application form is available on request from the Events and Lettings Trustee.

ANNEX E

Health and Safety

FIRE SAFETY

Date: January 2016

(To be reviewed annually)

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

The Committee is committed to operating and maintaining the above 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 Sampford Courtenay Village Hall.
- Establish, maintain and keep under review a Fire Risk Assessment for the Premises.
- Maintain fire appliances and instructions in accordance with the Fire Risk Assessment.
- Keep its Fire Policy under regular review.
- Alert all Users to the Fire Risk Assessment and Fire Instructions, encourage Users to read them and encourage Users to adhere to both the letter and spirit of them.
- Make it a requirement of the Hire Agreement that Hirers conform to the Fire Risk Assessment and Instructions.
- Make it a requirement that appropriate fire instructions, and especially the exit routes, are briefed to members of the public using the Hall at the beginning of any activity by the Hirer.
- Maintain Public Liability Insurance for the premises and its own Committee-sponsored activities.
- Maintain a First Aid Kit and accident book

The Committee considers that it is still the duty of all Users and Hirers of Sampford Courtenay 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 in the accident book provided with the First Aid Kit.
- Alert a Committee Member to any newly apparent risks.
- Assist the Committee with constructive suggestions as to how the Fire Safety management of Sampford Courtenay Village Hall might be improved.

It is the specific responsibility of the Committee to:

- Keep Fire exits clear.
- Conduct a regular check that the internal and external normal lighting is fully functioning, replacing bulbs as required and reporting any required maintenance needs to the Chairman or designated Committee Member responsible for maintenance.
- Arrange for a yearly contracted check of the smoke alarms combined with a full Fire alarm check.
- Arrange for a yearly contracted check of all Fire extinguishers.
- Keep all areas clean and clear from the build up of dirt, dust and fluff etc.
- Keep the Hall and Committee rooms free from stored material (except inert material).
- Ensure that flammable materials such as paint are not stored on the premises.
- Ensure that quantities of flammable cleaning materials and the like are kept to minimum and stored appropriately
- Conform to the intent of the Fire Safety Risk Assessment in all respects

After each Hire period, check that:

- i) Internal bins have been emptied after hires.
- ii) Lights are turned off and appliances unplugged as appropriate.
- iii) Stored material is stored in accordance with plan.
- iv) All areas are tidy.

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

The Fire Alarm System and all allied equipment are subject to a Maintenance Contract with Argos Fire Protection Ltd and are checked once a year.

FIRE INSTRUCTIONS

Any person discovering a fire should:

1. Raise the alarm by shouting 'Fire, Fire' and using the fire hooter
 2. Call the Fire Brigade.
 3. Attack the fire using the appropriate appliances provided, only if it is deemed safe to do so.
- On hearing 'Fire, Fire' or the portable fire hooter, all persons on the premises are to:
4. Leave the building by the nearest safe fire exit.

5. Close all doors.
6. Report to the Assembly Point in the Car Park.
7. Senior person or organiser to check everybody is evacuated.

HEALTH AND SAFETY

Date: January 2016

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

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

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 Sampford Courtenay 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 should know'
- Alert all Users to the Risk Assessment and Fire Risk Assessment encourage them to read them and encourage them to adhere to both the letter and spirit of them.
- Make it a requirement of the Hire agreement that Hirers read and conform to the Risk Assessment and Fire Risk Assessment.
- Maintain Public Liability Insurance for the premises and its own Committee-sponsored activities.
- Maintain fire appliances and instructions in accordance with the Fire Risk Assessment
- Maintain a First Aid point.
- Maintain an Accident Book.

However, the Committee of Trustees considers that it is still the duty of all Users and Hirers of Sampford Courtenay Village Hall to:

- Remain vigilant and 'risk aware'.
- To be familiar with this Policy and its supporting Risk Assessments and to conform to their requirements.
- Make others aware of risks and the means to mitigate such risks as appropriate for the activity being undertaken.
- Report and record accidents in the Accident Book in the Kitchen
- Alert a Committee Member to any newly apparent risks.

AP2017