

Market Lavington Community Hall

Charity Number 1049118

**St Mary's Road,
Market Lavington,
DEVIZES, SN10 4DG**

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.

FOR OUR VILLAGE

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PART 1

CONSTITUTION

The essence of the Charity Commission Scheme establishing the Charity

INTRODUCTION

Market Lavington Community Hall is a Registered Charity (Number 1049118), run and maintained by Trustees, for the benefit of the residents of Market Lavington 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 1 July 1997 and amended on 21 January 2004.

The Charity is considered both the activities of, within, and on behalf of Market Lavington Community Hall and the physical property as defined in the Trust Deed.

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

OBJECT OF THE CHARITY

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

COMMITTEE OF MANAGEMENT

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

The Committee is to comprise:

- 8 Elected Members
- 8 Representative Members
- (Up to) 4 Co-opted Members

Any Member who:

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

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

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

Members are to sign a declaration of acceptance of the Code & Practices and Responsibilities of being a Trustee to the Charity before they are entitled to act as Members (see 1-4, 1-5) Those re-elected or re-appointed must make a new declaration.

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

ANNUAL GENERAL MEETING (AGM)

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

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

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

MEETINGS OF THE COMMITTEE

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

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

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

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

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

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

INSURANCE

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

INCOME

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

Market Lavington Community Hall Management Trust

Registered Charity Number 1049118

Code of Practices and Responsibilities for the Elected Trustees of Market Lavington Community Hall Trust

I DECLARE THAT:

I am over age 18.

I am not an undischarged bankrupt.

I have not previously been removed from trusteeship of a charity by a court or the Charity Commissioners.

I am not under a disqualification order under the Company Director's Disqualification Act 1986.

I am not disqualified and /or barred from acting as a trustee of Market Lavington Community Hall Management Trust under the provision of the Safeguarding Vulnerable Groups Act 2006 which deals with people who are working in a regulated and /or controlled activity.

I am in the light of the above, not disqualified by the Charities Act 1993 (Section 72 & 73) from acting as a charity trustee.

I undertake to fulfill my responsibilities and duties as a trustee of Market Lavington Community Hall Management Trust in good faith and in accordance with the law and within Market Lavington Community Hall Management Trust's Deed of Trust including the objects and Market Lavington Community Hall Management Trust's code of practice and responsibilities for trustees.

I do not have any financial or personal interest in conflict with those of Market Lavington Community Hall Management Trust, (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision, which affects my personal interest, and I will absent myself entirely from any decision on the matter and not vote on it.

I understand that the information in this declaration will be used by the Charities Commission in discharging its statutory purpose and that knowingly making a false or misleading statement is a criminal offence under Section 11 of the Charities Act 1993.

I am aware of my responsibilities as a trustee and have read the Commission's guidance "*The Essential Trustee: What you need to know (CC3)*". Available on the Charity Commission website: www.charitycommission.gov.uk

The objects of the Trust are:

In the Parish of Market Lavington, and its immediate neighbourhood: To advance education and provide facilities in the interest of social welfare for recreation and leisure time activities with the object of improving the conditions of life for the residents of the village.

To maintain and manage the Community Hall in the Parish of Market Lavington, Wiltshire in furtherance of these objects.

In furtherance of these objects but not otherwise the trustees may exercise the power to raise funds and invite and receive contributions.

Committee of Management Election

NOMINEE: Name:.....

Address:.....

Post Code:.....**Telephone:****email:**.....

Proposed: Name:**Signature:****Date:**

Seconded: Name**Signature:****Date:**

If elected I undertake to abide by the objects of the Trust.

Signature of nominee:**Date:****Date of Birth:**

Please return this form by :

To: The Secretary of the Trust:

Market Lavington Community Hall Management Trust

Registered Charity Number 1049118

Code of Practices and Responsibilities

for the

Representative Trustees of Market Lavington Community Hall Trust

I DECLARE THAT:

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In the Parish of Market Lavington, and its immediate neighbourhood: To advance education and provide facilities in the interest of social welfare for recreation and leisure time activities with the object of improving the conditions of life for the residents of the village.

To maintain and manage the Community Hall in the Parish of Market Lavington, Wiltshire in furtherance of these objects.

In furtherance of these objects but not otherwise the trustees may exercise the power to raise funds and invite and receive contributions.

A representative to serve on the Management Committee

Name of Organisation:.....

Name of Representative:

Address:.....

Post Code:.....**Telephone:**.....**email:**.....

I undertake to abide by the objects of the Trust.

Signature of representative**Date:****Date of Birth:**

.Please return this form by :

To: The Secretary of the Trust

PART 2

GOVERNANCE

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

INTRODUCTION

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

OBJECT OF THE CHARITY AND APPLICATION OF INCOME

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

TITLE TO THE HALL

The title to the property is held in the name of the Official Custodian for Charities on behalf of the Charity. 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 Members.

COMMITTEE

The Committee shall consist of 8 Representative Trustees, and 8 Elected Trustees. Elected Members can also represent user organisations.

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

Chairman
Vice Chairman
Secretary
Treasurer

and also aspires to identify Elected Members or Representative Members who will lead on issues as the following titles imply:

Bookings
Fundraising
Licensing
Maintenance
Bar
Hallmark

While the Trust Deed 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:

Market Lavington Parish Council
Market Lavington Short Mat Bowls
Market Lavington Table Tennis
Market Lavington & Easterton Woman's Institute
St Mary's Church
Super Strings
Monday Club

The Committee accepts that:

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

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

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

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 bi-monthly on the second Monday, starting at 7.30pm.

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

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

Amendment No 1 8.2.2012

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 Market Lavington Community Hall in accordance with the law and the requirements of the Charity Commission for the benefit of the residents of Market Lavington and its environs. It is a member of the Wiltshire Village Halls Association. It currently has registered membership of the Hallmark Scheme for Village Halls at Level 1 & 2 and aspires to attain Level 3 in 2012. (See Appendix 3 4-12 for scheme details) 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 B and its Appendices.

FINANCE

Concept. The Committee established the following enduring principles, when it adopted its Budget for Financial Year.

Letting income should be set at a level to cover all overheads plus a reserve fund.

The Trust will operate financial procedures which comply with the Charity Commission guidance given in: CC8 – Internal Financial Controls for Charities.

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

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

Bank Accounts. The Community Hall maintains 3 bank accounts: a Main operating account with HSBC, HSBC Building Fund Account, and Reserve Account with Virgin Money. All accounts are '2 signatory' accounts, whether for issuing a cheque for the Current Account or for issuing instructions for moving funds between accounts or establishing regular payments. The current authorised signatories are:

Chairman
Vice Chairman
Treasurer
Secretary
and one other

Amendment No 2 15.1.2014

though the normal combination is Treasurer and Secretary. Instructions to the Bank should be double signatory letters, addressed:

‘Attention Cashiers’

HSBC

45 Market Place

DEVIZES

SN10 1 HZ

Tel: 0845 60 60 60

Reserve Funds The level of reserve funds will be reviewed by the Committee from time to time. At the present time it has been agreed that a reserve fund of £10,000 be established to cover unforeseen emergencies and requirements. In addition it has been agreed that 10% of profit will be placed in a savings account to form a replacement fund. This sum is based upon the cost of replacing the limited life fittings and equipment over a 10 year cycle. These reserves are in place.

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

In Year Accounting The accounts will be kept in accordance with the Charity Commission requirements as expressed in:
CC 61 – Charity Accounts, The Framework.

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

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

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

Electricity. Electricity supply reviewed regularly and purchased from supplier authorised by a full Management meeting. A Direct Debit (DD) from the Current Account is established. The Treasurer will reconcile the DD account at the end of each Financial Year and adjust payments as necessary.

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

Rates. The Hall currently enjoys Discretionary Non-Domestic Rate Relief from the Council.

Amendment No 2. 15.1.2014

Spending Authority. The following spending authorities and limits currently apply:

Treasurer. The Treasurer may:

Settle conventional utility and other standard services bills (e.g. insurance premiums, licensing fees, PRS, etc) regardless of amount.

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

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

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

Chairman. The Chairman may:

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

Committee. The Committee:

Will discuss and agree expenditures in excess of those listed above.

Recognises that justifiable and expedient actions will sometimes be necessary.

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

HIRE OF THE HALL

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

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

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

STORAGE

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

MAINTENANCE

All routine maintenance is closely monitored by Trustees and notification is given to the Chairman of any issues as required.

The Chairman is to direct an annual maintenance audit and, through the Maintenance Sub-committee, establish a Maintenance Plan for the coming Financial Year.

DEVELOPMENT

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

PREMISES LICENCE AND ALCOHOL

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

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

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

PERFORMING RIGHT SOCIETY

The Committee purchases an annual licence from the Performing Right Society (PRS for Music) for incidental music and the like in the Hall.

PHONOGRAPHIC PERFORMANCE 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. Such Applicants are to refer to Phonographic Performance Ltd to see what kind of licence may be required and what the charge is. Applicant's representing regular use leisure groups are also required to satisfy themselves as to whether a PPL licence is required for their activity and, if so, are responsible for licensing their activity appropriately.

PROTECTION OF YOUNG AND VULNERABLE PEOPLE

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

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

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

FIRE

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

KITCHEN

The kitchen is maintained principally to support the activities of the local clubs. The Kettle, Lincat water heater, Warming Cupboard and Dishwasher can be used free of charge. The cooker will be kept locked but will be unlocked on request without extra charge.

Amendment No 1; 15.1.2014

THE CURRENT COMMITTEE OF TRUSTEES 2013/2014

The current Committee comprises the following Elected Members:

Appointment	Incumbent	Representative Membership	Lead for
Elected Member <i>Chairman</i>	Chris Farmer		Opening & Closing of Hall Maintenance Licences
Elected Member <i>Vice Chairman</i>	Bob Naylor		
Representative Member <i>Secretary</i>	Aileen Farmer	Market Lavington & Easterton W.I.	Secretarial Charities Commission Hallmark
Elected Member <i>Treasurer</i>	Chris Jones		Finance Charities Commission (Financial)
Elected Member	Keith Bennett		
Representative Member	Mary Campbell	St Mary's Church	
Elected Member	Jackie Clark		Bookings
Elected Member	Yvonne Cotterrell		
Representative Member	Fred Davis	Parish Council	
Representative member	Elizabeth Francis	Monday Club	
Elected Member	Lesley Hatcher		
Representative Member	Ray Nethercott	Short Mat Bowls	
Representative Member	Sue Stone	Table Tennis	
Elected Member	Mike Stone		

Amendment No.4: 15.1.2014

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

GENERAL DUTIES

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

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

LIABILITY

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

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

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

GOOD PRACTICE

ACRE’s Information Sheet 17 offers the following guidance:

- Follow the governing document.
- Attend meetings.
- Act collectively.
- Keep written minutes of decisions.
- Ensure the treasurer presents regular financial reports and prepares a budget each year.
- Ensure that the property and committee are adequately insured.
- Obtain professional advice.

- Act with due care and prudence.
- Ensure the property is adequately maintained.
- Keep all licences up to date.

When preparing correspondence on behalf of the Committee, the Registered Charity Number 1049118 should always be quoted (or incorporated in the letterhead).

TRUSTEE LIABILITY INSURANCE

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

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

DUTIES OF THE CHAIRMAN

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

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

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 is, in the absence or non-availability of the Chairman, to assume the duties of the Chairman as set out in Appendix 1, including approval of the Treasurer's bill paying actions.

DUTIES OF THE SECRETARY

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

- Maintain the formal records of Meetings.
- Maintain the principal files and records of the Charity, including the Trust Deed.
- Hold and maintain the Trustee's copy of the Charity Act 2006 and *The Essential Trustee*.
- Hold and maintain the Trust's Constitution, Governance and Operating Procedures for the Community Hall.
- Ensure that Trustees are advised to read the Charity Commission guidance '*The Essential Trustee*' on appointment, this is available on the Charity Commission website.
- Ensure that Trustees sign the Code of Practices and Responsibilities annually to confirm their compliance with the Code.
- 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.
- Be principal second signatory to the Treasurers' actions on behalf of the Committee.

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

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

Banking Policy

Payments from Bank accounts require two signatures.

The main Bank Accounts with HSBC can be operated on the internet. The primary user is the Treasurer. There is no system on the HSBC internet banking for two signatures and the Treasurer can make payments on his own signature.

In the above circumstances, if a payment is to be done via the internet, the Treasurer will generate a permission form for each occasion which will be countersigned by another authorised Trustee.

The Treasurer is authorised to make transfers between HSBC current account and the HSBC savings account.

OPERATING PROCEDURE / FUNDAMENTAL PRINCIPLES

Separation of Functions

Dual Signatures

Accounts Documentation

The documentation used to control the invoicing and receipts of hall changes and payments to creditors is as follows.

1. Excel Spread Sheet which is the principle control mechanism and referred to as 'the accounts'
2. Avalon Booking Software which generates and records user invoices
3. Weekly booking sheets
4. Manual Cash Book
5. Bank Statements for HSBC and Virgin
6. File of invoices paid to Creditors by month of payment
7. File of bank deposit receipts by month

ACCOUNTS PROCESS

- Booking notified to Trustees by booking officer each week for the following week
- Payments made direct to treasurer by all hirers, entered into cash book, accounts spread sheet, and Avalon Booking System
- Regular users invoiced at the end of each month from Avalon Booking Software
- Accounts checked against bank statements each month
- Accounts reconciled for each month to ensure error free
- Delinquent debtors chased after one month approximately
- Invoices from suppliers passed to treasurer for payment as they occur with appropriate level of authorisation
- Regular payment of Water, Insurance, electricity and Wages to cleaner paid by Direct Debit or Standing Order
- Cleaners payment made less any tax due every 2 weeks by Standing Order
- PAYE for cleaner paid to Revenue & Customs every quarter as necessary

BANKING POLICY

- I. Main operating account with HSBC
- II. Reserve Account with Virgin Money
- III. Building Fund with HSBC
- IV. HSBC accounts accessible via internet

All payments require 2 signatures. Where a payment is to be made by BACS, a voucher authorising the Treasurer to act be signed by another account signatory.

Amendment No. 3: 15.1.2014

DUTIES OF THE REPRESENTATIVE MEMBERS

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

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

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

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

SUB COMMITTEE RESPONSIBILITIES

FINANCE COMMITTEE

- Meet at least once per year.
- To review the hire charges for the use of the facilities, on an annual basis, with the new charges being brought into force on 1 April the following year after approval by a full Trust Management meeting.
- To inform, in writing, the Hirers of any increase as soon as possible.
- To investigate any item which requires expenditure above £1,000.
- To investigate and recommend to the full trust, any changes to the cleaner's wages, hours and duties.
- To discuss the financial situation (at the appropriate time) and make any specific recommendations to the full Trust as felt appropriate.
- Normally three quotations should be obtained for items of expenditure over £1000, and also for expenditure of less than £1000 if deemed advisable.
- To advise the full Trust on any suggested fund raising that might be felt necessary.

MAINTENANCE COMMITTEE

- Will comprise of 6 members.
- Each member will have a specific responsibility plus a general overall responsibility for the hall and its fixtures and fittings.
- The Committee will meet as required.
- The Committee will submit a schedule of planned maintenance as part of the Annual Budget.
- Minor unplanned repairs/maintenance will be carried out by any Committee member having the appropriate skill. If it is beyond this level the Chairman will call out the appropriate approved repairer after discussion with Treasurer.
- The Treasurer can authorise maintenance and repair up to £500 provided such funds are available in the relevant sub account.
- The Treasurer can authorise maintenance and repair bills up to £1,000 with the authorisation of a **quorum** of the Maintenance sub committee provided such funds are available in the relevant sub account.
- Major repairs/maintenance should, whenever possible, be subject to 3 estimates which will be submitted with a recommendation to the main Trust Committee.
- Review annually:
 - Fire Safety Policy
 - Fire Risk Assessment
 - Health & Safety Policy
 - Basic Risk Assessment
 - Routine Community Hall Tests & Checks
- Organise the annual cleaning day for both the inside and outside of the hall.
- Organise the maintenance required when the hall is closed during the first week in August.
- Appoint and supervise cleaner/window cleaner/handyman or anyone in the employ of the Trust.

Specific Responsibilities

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

Routine Community Hall Tests/Checks

	Item	Date Due	Responsibility
1.	Checking of Fire Alarm Systems and Extinguishers.	Regular	By appointed Trustee
2.	Fire Extinguisher Check	Once per Annum	Wheeler's (Westbury) 01373 866384
3.	Fire Alarm & Emergency Lighting Maintenance	Twice per Annum	Wheeler's (Westbury) 01373 866384
4.	Alarm System Check	October/April	Wessex Alarms 01747 852258
5.	PATS test of loose electrical equipment	October	By appointed Trustee from the Parish Council
6.	Lightning Protection System	October	CS Electrical 01672 562419
7.	Heating System Check	At end of summer before winter	Daniel Furedi 07833 751924
8.	Dishwasher & Glass washer water softeners.	Every 6 weeks approx for Dishwasher Every 12 weeks for Glass washer Or in each case if the wash smears	By appointed Trustee
9.	Inventory Check	Three times per year	By appointed Trustee
10.	Grass Cutting	As required during Spring, Summer & Autumn	Annual Contract
11.	Windows cleaned Out side Inside	Four monthly intervals Once a year.	Mr Dabinett (Professional window cleaner)

Amendment No 2. 15.1.2014

HALLMARK***Resume***

The Hallmark Award Scheme in Wiltshire aims to recognise and reward good standards of village and community halls management and where appropriate to encourage improvements in establishing customs and practices.

Any hall in Membership of the Wiltshire Village Halls Association may apply for a 'Hallmark' award which comes in the separate stages:

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

The Hallmarks must be achieved in turn, but all 3 can be achieved at the same time.

Items of special attention are as follows:

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

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

The Committee of Market Lavington Community Hall has achieved Levels 1 & 2 and aims to achieve Level 3 as soon as practically possible.

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

FUNDRAISING / ENTERTAINMENT COMMITTEE

- Will comprise of at least 5 members.
- Meet at last 3 times per year.
- If possible organise 2 entertainments/fundraising events per year.
- Organise a special event if requested by the Trust Committee.
- Routine meetings of the full Trust will include on the Agenda a report from the Entertainments Committee at which future plans can be presented and discussed.
- The Treasurer can authorise payment up to £300 per event provided such funds are available without further approval.
- Any funds required in excess of £300 per event must include a budget and will be subject to the approval of the full Trust prior to any commitment being made.

Amendment No.2: 8.2.2012

Market Lavington Community Hall

Charity Number 1049118

Member of Wiltshire Village Halls Association

St Mary's Road, Market Lavington, DEVIZES, SN10 4DG

Chairman: Mr Chris Farmer: Tel: 01380 813486

Booking Clerk: Mrs J Clark Tel: 01380 816523

Downlands, Northbrook, Market Lavington Devizes, Wilts. SN10 4AN

APPLICATION FOR BOOKING

AND

HIRE AGREEMENT¹

INTRODUCTION

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

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

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

TERMS

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

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

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

Regular users may pay in advance, at the time of use or monthly in arrears. Private Party applicants must pay a booking deposit at the time of Application and the balance one month before the event. Private bookings require a cleaning deposit of £50.

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, & Piano are required further charges will be applicable.

Applicants are to make specific arrangements with the Booking Clerk regarding access to the Hall and securing it after use.

No explosive, flammable, 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, emergency lighting, and emergency exits are not to be interfered with or obscured.

Setting up chairs and tables and clearing them away afterwards is the responsibility of the Applicant. PLEASE DO NOT DRAG ACROSS FLOOR. The Hall is to be left clean and tidy after use. Any damage, breakage or loss is to be reported in the Report Book provided in the kitchen. 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.
- Turn off all lights.
- Unplug electrical appliances.
- Complete the Accident Book if necessary.
- Record any damage, breakages in the Report Book in the kitchen.
- 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 Treasurer.

REGULATIONS

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

Performance Rights. The Committee purchases an annual licence from the Performing Right Society (PRS for Music) for incidental music and the like in the Hall. It is the Applicant's responsibility to obtain the appropriate further licensing where music, such as a disco, or other media-based entertainments are a significant element of the Applicant's event or activity. Such Applicants should refer to Phonographic Performance Ltd to see what kind of licence may be required and what the charge is. Applicant's representing regular use leisure groups should satisfy themselves as to whether a PPL licence is required for their activity and, if so, are responsible for licensing their activity appropriately. Guidance on this licence can be obtained by contacting PPL on 0207 543 1000.

Fire. The legal capacity is as follows:

Main Hall

Seated:	250
Standing:	350
Mixed seated and standing:	250
Seated with Stage:	250

Furminger Room

Seated: 30 persons

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

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

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

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

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

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

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

Unsupervised Items

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

Flammable & Toxic Material

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

Security

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

(This application may be detached for processing if the applicant wishes to keep the preceding 4 pages for reference)

Amendment No 2: 15.1.2014

Market Lavington Community Hall Regular Users Annual Hiring Agreement

Name of Hirer

Contact details:

Telephone Number:

Email:

Times of Hire:

Use of Community Hall for:

Community Hall charges from April 2014 – April 2015: *(see 4-21 for current rates)*

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

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

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

Signed by the individual named above:

Date:

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

Amendment No.2: 15.1.2014

Market Lavington Community Hall
St Mary's Road,
Market Lavington
Devizes
SN10 4DG

E-Mail: marketlavingtoncommunityhall@hotmail.com

Registered Charity No 1049118

www.mlch.co.uk

Booking Confirmation

{Name}

{Address1}

{Address2}

{Address3}

{Address4}

{Address5}

{Address6}

Date: {Date}

Booking Ref: {Reference}

Booking Taken by: {User}

Contact Details: -

Tel: {Tel}

Fax: {Fax}

E-Mail: {E-Mail}

Date

{StartDate}

Description

{Description}

Total

Value

{Value}

{Total}

Booking Notes:-

{Notes}

{Confirm}

Thank you for your recent booking. Please check that the times and date shown are those you require.

The hall will be opened up at the time stated. Please ensure that you have included setting up and clearing away time in your booking.

Any changes must be notified at least two days before the event.

Deposits should be sent to : Chris Jones, Little Giddings, Northbrook, Market Lavington. SN10 4AP

Signed: **Dated:**

Bank details for BACS

Account name: Market Lavington Community Hall Management Trust

Sort code: 40-19-16

Account: 51407198

Amendment No. 1: 16.1.2014

Market Lavington Community Hall Charges

Date: February 2014
(to be reviewed annually)

Facilities	Hire Charges For Commercial or non village organisation	Village organisation or villager	
<i>Furminger Room & Kitchen</i>	£10 <i>per hour</i>	£6.50	
<i>Main Hall & Kitchen</i>	£15.50 <i>per hour</i>	£10	<i>Minimum of 2 hours</i>
<i>Midnight – 1am extension</i>	£30	£30 -	
<i>The Trust clearing up after midnight</i>	£50	£50	<i>This is addition to the hire charge of £30 above</i>
<i>Fee for Use of Bar</i>	£20 <i>per function</i>	£10 <i>per function</i> -	<i>There is a further application form</i>
<i>Whole Building</i>	£25.50 per hour	£16.50 per hour	
<i>Fee for Piano</i>	£65	£65	
<i>Use of Piano for practice or small event</i>	£10	£10	
<i>Setting up/Clearing up by the Trust during the day</i>	£40	£40	

Crockery, cutlery, utensils and other appliances are included in the applicable hire rates.

Amendment No. 3: 15.1.2014

<p>The term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.</p> <ol style="list-style-type: none"> Supervision. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of the car parking arrangements so as to avoid obstruction. Use of Premises. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the sale of alcohol thereon without a licence. Licences. THE HIRER shall be responsible for complying with the conditions set by the Premises Supervisor where sale of alcohol is to occur on the premises. Under no circumstances is alcohol to be supplied to anyone under the age of 18 years 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. 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 Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays. Health & Hygiene THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Electrical Appliance Safety. THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner. Where a residual circuit breaker is provided under terms of the PEL or CPL, the hirer must make use of it in the interests of public safety. Indemnity. THE HIRER shall indemnify The Community Hall Management Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Community Hall. Accidents and Dangerous Occurrences. THE HIRER must report all accidents involving injury to the public to a member of The Community Hall Management Committee as soon as possible. Any failure of equipment either that belonging to the hall or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form (obtainable from the hall representative) to the local authority. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995. Animals. THE HIRER shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by The Community Hall Management Committee. No animals whatsoever are to enter the kitchen at any time. 	<ol style="list-style-type: none"> Compliance with The Children Act. THE HIRER shall ensure any activity for children under eight years of age complies with the provision of the Children Act of 1989 and that only fit and proper persons have access to the children. Sale of Goods. THE HIRER shall, if selling foods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on manufacturer's Recommended Retail prices. Cancellation by the Community Hall Management Committee. The Community Hall Management Committee reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid. Cancellation by the HIRER . If THE HIRER wishes to cancel the booking before the date of the event and the Community Hall Management Committee is unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the Committee. Unfit for Use. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Community Hall Management Committee shall not be liable to the hirer for any resulting loss or damage. Refusal of Booking. The Community Hall Management reserves the right to refuse a booking without notice or to cancel this hiring agreement either before or during the term of this agreement upon giving 7 days notice in writing to the hirer. THE HIRER shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as has been paid by the hirer to the Community Hall Management Committee. The Community Hall Management Committee shall not be liable to make any further payment to the hirer. The Trust reserves the right to cancel any evening party advertised on any social networking site without re-imbursement. End of Hire. THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Community Hall Management Committee shall be at liberty to make an additional charge. Noise. THE HIRER shall ensure that the minimum of noise is made on arrival and departure.
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BOOKING PROCESS

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

Note:

Regular users are required to re-apply before the beginning of each new Financial Year.

Bar Procedures

INSTRUCTIONS FOR TRUSTEES OPENING THE BAR FOR HIRERS

Bar users should have one of the following:

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

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

A. HIRER SUPPLYING ALCOHOL FREE OF CHARGE

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

B. HIRER SELLING ALCOHOL

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

N.B. Trustee signs and prints name.

**MARKET LAVINGTON
COMMUNITY HALL
MANAGEMENT TRUST**
Registered Charity No 1049118

FOR OUR VILLAGE

Appendix A

Annex to Hiring Agreement where alcohol is to be available.

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

1. That I will conform to all the requirements of the Premises License displayed in the Hall Foyer.
2. Under no circumstances will alcohol be consumed by any person under 18 years of age except as covered in paragraph 3 below.
3. Persons between the age of 16 and 18 may consume BEER, WINE, or CIDER if taking a table meal accompanied by an ADULT.
4. Under no circumstance will alcohol be supplied to any person who is drunk.

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

Signed:

HIRER

Signed:

TRUSTEE

Dated:.....

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

Dear

The Licensing Act 2003

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

Market Lavington Community Hall

Date: complete as appropriate

Description: complete as appropriate

Times: complete as appropriate

The following responsibilities apply to all those selling alcohol:

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

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

Note the maximum penalty for breaking the law in these respects is a fine of £20,000 or 6 months in jail. Those attempting to purchase alcohol who are under 18, buying for someone under 18 or who are drunk buying or buying for a drunk are also guilty of an offence.

Signed: **Authorised Trustee**

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

Signed:

Dated:

FIRE SAFETY POLICY

Date: January 2014
(To be reviewed annually)

Within the Policy 'Users' is intended to imply: the Committee of Trustees; the workmen, tradesmen and officials who have legitimate business to discharge at the premises of Market Lavington Community Hall.

Within the Policy 'Hirers' is intended to imply those Applicants who hire Market Lavington Community Hall in order to conduct their own activity and the members of the public who attend that activity.

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

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

The Committee will do all that it can to:

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

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

The Committee will:

- Do all that it can to engender Fire Safety within both the letter and spirit of the law.
- Do all that it can to maintain a safe environment at the Premises that is Market Lavington Community Hall.
- Establish, maintain and keep under review a Fire Risk Assessment for the Premises.
- Maintain fire appliances and instructions in accordance with the Fire Risk Assessment.
- Prominently display a copy of this Policy.
- Keep this Policy under regular review.
- Alert all Users to the Fire Risk Assessment and Fire Instructions, encourage Users to read them and encourage Users to adhere to both the letter and spirit of them.
- Make it a requirement of the Hire Agreement that Hirers do read and conform to the Fire Risk Assessment and Instructions.
- Make it a requirement that appropriate fire instructions, and especially the exit routes, are briefed to members of the public using the Hall at the beginning of any activity by the Hirer.

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

Maintain a First Aid Kit.

Maintain an Accident Book.

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

Remain vigilant and 'risk aware'.

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

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

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

Alert a Committee Member to any newly apparent risks.

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

It is the specific responsibility of the Committee to:

Keep Fire exits clear.

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

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

Arrange for a yearly contracted check of all Fire extinguishers.

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

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

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

Ensure that quantities of flammable cleaning materials and the like are kept to a minimum and stored appropriately.

Conform to the intent of the Fire Safety Risk Assessment in all respects.

After each Hire period, check that:

Internal bins have been emptied after hires.

Lights are turned off and appliances unplugged as appropriate.

Stored material is stored in accordance with plan.

All areas are tidy.

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

The Fire Alarm System and all allied equipment is subject to a Maintenance Contract with Messrs Wheeler (Westbury) Ltd and is checked twice a year.

Amendment No 3: 15.1.2014

FIRE SAFETY RISK ASSESSMENT

Date: January 2014

(To be reviewed annually)

TABLE 1 – PEOPLE AT RISK

Group	Risk	Remarks
Committee	Low	Familiar with premises, hazards, equipment and escape routes
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 have been given an appropriate brief at the beginning of the activity and remain under adult supervision
Infants		Provided that parent has been given an appropriate brief at the beginning of the activity retains supervision
Neighbours		Although unaware of Fire Instructions they are unlikely to be affected
Passers By	Medium	Although unaware of Fire Instructions they are unlikely to be affected
Disabled		Through the 4 primary escape routes, they may need time and assistance from able bodied
Elderly and infirm		Through the 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

Amendment No.3: 15.1.2014

TABLE 2 – ESCAPE ROUTES

4 - 30

Route	Route	Comments	Suitability
1	From Main Hall Through Entrance Hall to Car Park Through 3 fire doors; 1 south facing and 2 west facing, turn left or right to Car Park or safe area	Doors open inwards into Entrance Hall. Route lit with emergency lighting. Externally with both bulkhead lamp and emergency lighting. 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. From the Entrance Hall the route also serves the Kitchen, Fuminger Room, Bar, Plant Room and Toilets.
2	From Fuminger Room Through Entrance Hall to Car Park	Route lit with emergency lighting and signed internally. Externally with bulkhead lamp and emergency lighting.	<ul style="list-style-type: none"> Suitable for all from Toilets, Main Hall, and Fuminger Room, Kitchen, Bar and Plant Room.
3	From Bar Through Entrance Hall to Car Park Through back door of Bar	Back Door of Bar opens outwards. Inward opening door into Entrance Hall. Route lit with emergency lighting and signed internally. Externally with bulkhead lamp and emergency lighting.	<ul style="list-style-type: none"> Suitable for all from the Bar area.
4	From Kitchen Through Back Door of the Kitchen. Through Entrance Hall to Car Park	Back Door of Kitchen opens outwards. Inward opening door into Entrance Hall. Route lit with emergency lighting and signed internally. Externally with bulkhead lamp and emergency lighting.	<ul style="list-style-type: none"> Suitable for all from Kitchen area.
5	From Toilets Through Entrance Hall to Car Park	Inward opening door into Entrance Hall. Route lit with emergency lighting and signed internally. Externally with bulkhead lamp and emergency lighting.	
6.	From Entrance Hall Through Main Door to Car Park	Outward open door. Route lit with emergency lighting and signed internally. Externally with bulkhead lamp and emergency lighting.	<ul style="list-style-type: none"> Suitable for all from all other rooms in the building.
7.	From Plant Room Through Bar to Entrance Hall to Car Park Through back door of Bar	Back door of Bar opens outwards Inward opening door into Entrance Hall. Route lit with emergency lighting and signed internally. Externally with bulkhead lamp and emergency lighting.	<ul style="list-style-type: none"> Suitable for all from Plant Room and Bar. Suitable for all from Toilets, Main Hall, and Fuminger Room, Kitchen, Bar and Technical Services Room.

Notes:

- The Assembly Point for all routes is the Car Park as far away from the fire as possible.*
- There is a full Fire Alarm system activated by smoke and or break glass boxes from all areas.*
- Emergency lighting activates on main power failure activated by smoke sensors or “break glass” alarm activated points.*

Amendment No.1: 15.1.2014

TABLE 3 – FIRE RISK ASSESSMENT

4 -31 to 4 -32

Identified Hazards	Observation	Detection	Equipment	Escape Lighting, Routes and Signs	Remarks / Action
Car Park:					
Cigarette butts	Ignition source but not if properly disposed in bin provided there is no fuel	Human senses	None. Extinguishers may be brought from inside Hall	Retire to safe distance	If possible extinguish fire after calling the Fire Brigade.
Hot car engines	Ignition and fuel source			Retire to safe distance	
Entrance Hall:					
Notice Boards and paper notices	No obvious ignition or fuel source	1 Smoke Alarm	6lt Water 2 kg CO	Route 4	Area to be kept tidy. No storage to be allowed in area.
Main Hall:					
Wall Hanging on West Wall	No obvious ignition or fuel	Smoke Alarm	2 off 6lt Water 2 off 2kg CO ²	Routes 1, 2, 3 & 4	Area to be kept tidy. Any chairs are to be placed in a row around the hall wall.
Gents Toilet:					
None		Smoke Alarm	None	Route 4	No storage to be allowed in area Area to be kept tidy and bin to be emptied before closing the hall.
Ladies Toilet:					
None		Smoke Alarm	None	Route 4	No storage to be allowed in area. Area to be kept tidy and bin to be emptied before closing the hall.
Disabled Toilet					
None		Smoke Alarm	None	Route 4	No storage to be allowed in area. Area to be kept tidy and bin to be emptied before closing the hall.
Furminger Room:					
Stored chairs, tables & carpet	No obvious ignition or fuel source	Smoke Alarm	None	Route 4	Area to be kept tidy.

Identified Hazards	Observation	Detection	Equipment	Escape Lighting, Routes and Signs	Remarks
Bar:					
Fridge Glass washer	No obvious ignition or fuel source	Smoke Alarm	None	Route 4	Area to be kept tidy and bin to be emptied before closing the hall.
Store Rooms No 1 & 2:					
Stored materials	No obvious ignition or fuel sources	Human Senses Smoke Alarms		Route 1,2,3, & 4	To be stored in accordance with plan. Area to be kept tidy.
Plant Room:					
Heating equipment	No obvious ignition or fuel sources	Smoke Alarm	2kg Powder	Route 4	No storage of flammable materials. Area to be kept tidy.
Kitchen:					
Electric cooker	Potential ignition of cooking items but no obvious fuel sources	Smoke Alarm	2kg Powder 1 off Fire Blanket	Back Door or Route 4	Statutory inspections as required. Due diligence by all kitchen users. No storage of fuel sources. Area to be kept tidy. All cleaning material to be kept in secure cupboard. Bin to be emptied before closing the hall.
Kettle	No obvious ignition or fuel sources	Human Senses			
Dish washer	No obvious ignition or fuel sources				
Microwave	Potential ignition of contents but no obvious fuel sources				
Lin Cat Boiler	No obvious ignition or fuel sources				
Fridge	No obvious ignition or fuel sources				
Heated Cabinet	Potential ignition of contents but no other obvious fuel source				
General:					
Domestic lighting	Potential ignition from switching sparks or shorting through failure of installation or insulation. Immediate fuel generally minimal				Electrical installation by certified professionals only. No tampering permitted. Occasional professional checks as deemed necessary.
Ceiling voids above all toilets and bar	Potential ignition from wiring installation	Smoke Alarms in all voids		Route 3,4	Activation of smoke alarm in void indicated by warning light in appropriate room.

TABLE 4 – DISTRIBUTION OF FIRE EQUIPMENT

4.-33

Area	Current	Proposed	Remarks
Main Hall	2 off 6lt Water 2 off 2kg CO ² 2 Smoke Alarms on ceiling 2 Emergency Lights on ceiling 2 off Break Glass Points at West end 1 off Break Glass Point at East end		1 set by Fire Door Route 1. 1 set by Fire Door Route 2.
Furming Room	1 off Smoke Alarm on ceiling 1 Emergency Light on ceiling		Any fire to be fought from Entrance Hall. using the extinguishers located there.
Entrance Hall	1 off 6lt Water 1 off 2kg CO ² 1 off Smoke Alarm 1 off Emergency Light on ceiling.		Together by Fire Door Route 4
Bar	1 off Smoke Alarm on ceiling 1 off Emergency Light on ceiling 1 off 2kg CO ² for use in Plant room and/or Bar. Smoke alarm in ceiling void		Exit sign by the Back Door exit Warning light indicates activation
Plant Room	1 off Smoke Alarm on ceiling 1 off Emergency Light on ceiling		
Kitchen	2kg Powder1 off Fire Blanket 1 off Smoke Alarm on ceiling 1 off Emergency Light on ceiling		Exit sign by the Back Door Exit.
Toilets	1 off Smoke Alarm on ceilings 1 off Emergency Light on ceilings Smoke alarm in ceiling voids		Warning light indicates activation
Store Rooms	1 off Smoke Alarm on ceilings		

Amendment No 2: 15.1.2014

MARKET LAVINGTON COMMUNITY HALL

FIRE INSTRUCTIONS

Any person discovering a fire should:

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

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

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

Amendment No 1: 15.1.2014

HEALTH AND SAFETY POLICY

Date: January 2014

(To be Reviewed Annually)

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

The Committee of Trustees is committed to operating and maintaining Market Lavington Community 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 Users and Hirers of the Hall.

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

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

The Committee of Trustees will:

- Do all that it can to engender Health and Safety within both the letter and spirit of the law.

- Do all that it can to maintain a safe environment at the Premises that is Market Lavington Community Hall.

- Establish, maintain and keep under review a Risk Assessment for the Premises.

- Establish, maintain and keep under review a Fire Risk Assessment for the Premises.

- Prominently display the Poster: 'Health and Safety Law – What you should know'.

- Prominently display a copy of this Policy.

- Keep this policy under regular review.

- Alert all Users to the Risk Assessment and Fire Risk Assessment, encourage them to read them and encourage them to adhere to both the letter and spirit of them.

- Make it a requirement of the Hire agreement that Hirers read and conform to the Risk Assessment and Fire Risk Assessment.

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

- Maintain fire appliances and instructions in accordance with the Fire Risk Assessment.

- Maintain a First Aid point.

- Maintain an Accident Book.

- Ensure all electrical items not hard wired are PATS tested.

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

Remain vigilant and 'risk aware'.

To be familiar with this Policy and its supporting Risk Assessments and to conform to their requirements.

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

Report and record accidents in the Accident Book in the Kitchen.

Alert a Committee Member to any newly apparent risks.

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

Outside Contractors

The Management Committee will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractors and the committee.
- The contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience.
- Contractors have adequate public liability insurance cover.
- Contractors have seen the Health & Safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes).
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present).
- Contractors have their own Health & Safety Policy for their staff.
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the institute of Electrical Engineers.

Amendment No 3: 15.1.2014

BASIC RISK ASSESSMENT

Date: January 2014
(To be reviewed annually)

Area	Identified Risks	Mitigation	Responsibility
Car Park	Cars manoeuvring	<ul style="list-style-type: none"> Warn users of hazards and to take due care. Pedestrians and smokers not to loiter in middle when cars are manoeuvring. Smokers are not to smoke at the main entrance to the Hall. Children to be supervised by responsible adult and restricted to pavement area. 	Hirer
	Pedestrian access/egress		
	Goods loading unloading		
	Smokers loitering		
	Children playing		
	Inclement weather		
	Combinations of the above		
	Snow and ice	<ul style="list-style-type: none"> Hirers to consider clearing outside main door. Maintain a small stock of grit salt 	Hirer Committee
	Darkness	<ul style="list-style-type: none"> Maintain outside lights. 	Committee
	Grassed area, and other outside areas. Routine hazards.	<ul style="list-style-type: none"> To maintain a tidy and safe area. Committee members, delivery and maintenance engineers to take due care. 	Hirer
	Aco Drain (High Heels)	<ul style="list-style-type: none"> Maintain outside light. 	Committee
Entrance Hall	Wet floor in inclement weather	<ul style="list-style-type: none"> Children to be supervised by responsible adult. As above plus maintain doormat and mop floor when practicable. Wet floor signs deployed until floor is dry. If present, Hirer to be verbally warned. Coats to be distributed along rack so that entrance is not further restricted. To be switched on if required 	Hirer
	Wet Floor after cleaning		Hirer Cleaner
	Coat Hooks		Hirer
	Power assisted front door		Hirer/Trustee
Main Hall	Main door opening inwards from Entrance Hall	<ul style="list-style-type: none"> No activities near door swing area. 	Hirer
	Wet floor after cleaning	<ul style="list-style-type: none"> Wet floor signs deployed until floor is dry. If present Hirer to be verbally warned. 	Cleaner Cleaner Committee
	Slipping on spilt liquids	<ul style="list-style-type: none"> Clean up spills immediately. 	Hirer

Storeroom No 1	Stacked Furniture	<ul style="list-style-type: none"> • Stored furniture to be stacked only in accordance with plan. • Storage plan on display on wall. • Chairs not to be stacked more than 8 high and moved using trolley provided. • Furniture to be moved as individual items. • Users should not work alone. 	Hirer Committee. to check regularly
Store Room No 2	Stacked Furniture	<ul style="list-style-type: none"> • Plastic Chairs not to be stacked above a stable height. • Furniture to be moved as individual items. • Those entitled to store material in the Store room must conduct their own risk assessment for storage and movement of their material, confine their material to their designated area and not create a hazard to other users. • Users should not work alone. 	Hirers Hirers Entitled Hirers. Committee to check regularly
Furminger Room	No risks identified	<ul style="list-style-type: none"> • To be kept under review. • Risk should be reassessed according to usage. 	Committee
Gents Toilet	Cleaning materials Slippery floor if wet	<ul style="list-style-type: none"> • Small cupboard kept for mops & buckets • Apart from hand wash, no cleaning materials to be stored in toilet. • Clean up spills immediately. • Bins to be emptied regularly 	Cleaner Hirer Committee
Ladies Toilet	Cleaning materials Slippery floor if wet	<ul style="list-style-type: none"> • Apart from hand wash, no cleaning materials to be stored in toilet. • Clean up spills immediately. • Bins to be emptied regularly 	Cleaner Hirer Committee
Disabled Toilet	Door opens outwards Cleaning materials Slippery floor if wet	<ul style="list-style-type: none"> • Care to be taken in this area. • Apart from hand wash, no cleaning materials to be stored in toilet. • Clean up spills immediately. • Bins to be emptied regularly • Internal alarm to be checked monthly. 	Cleaner Hirer Committee Committee
Plant Room		Access restricted to authorised Committee members in pursuit of their duty.	Authorised Committee Members.
Bar	Normal trip and bang hazards from fixtures, surface edges. Intrinsically safe area but usual bar hazards when in use as bar	<ul style="list-style-type: none"> • Hirers to conduct their own risk assessment according to envisaged use. 	Hirer

Bar Cont.	Slippery floor if wet Roller Door in Hatch	<ul style="list-style-type: none"> • Clean up spills immediately. • Care needed when closing shutter. 	Hirer Hirer
	Hygiene	<ul style="list-style-type: none"> • Large Cooler to be left clean, switched off, unplugged and door open after use. 	Hirer
		<ul style="list-style-type: none"> • Small fridge to be left clean and switched on. 	Hirer
		<ul style="list-style-type: none"> • Freezer to be left clean and switched off. 	Hirer
		<ul style="list-style-type: none"> • Surfaces to be wiped clean after use. 	Hirer
		<ul style="list-style-type: none"> • Glasses, to be washed up, dried and put away after use. 	Hirer
		<ul style="list-style-type: none"> • Rubbish to be removed from premises at completion of hire. 	Hirer
Kitchen	Normal trip and bang hazards from fixtures, surface edges.	<ul style="list-style-type: none"> • Hirers to conduct their own risk assessment according to envisaged use. 	Hirer
	Intrinsically safe area but usual kitchen hazards when in use as kitchen		
	Slippery floor if wet		
	Roller Door in Hatch	<ul style="list-style-type: none"> • Clean up spills immediately. 	Hirer
		<ul style="list-style-type: none"> • Care needed when closing. 	Hirer
	Hygiene	<ul style="list-style-type: none"> • Fridge to be left clean, switched off, unplugged and door open after use. 	Hirer
		<ul style="list-style-type: none"> • Surfaces to be wiped clean after use. 	Hirer
		<ul style="list-style-type: none"> • Glasses, crockery and utensils to be washed up, dried and put away after use. 	Hirer
		<ul style="list-style-type: none"> • Hirers to satisfy statutory food handling requirements. 	Hirer
		<ul style="list-style-type: none"> • Rubbish and food waste to be removed from premises at completion of hire. 	Hirer

NB:

Notwithstanding Hirer responsibilities all Trustees should check Health & Safety items on an ad hoc basis and report or rectify any faults found.

Amendment No 3: 15.1.2014