

**Laxfield Village Hall**  
**Charity Number: 304781**  
**The Link, Laxfield WOODBRIDGE, IP13 8DY**

# **CONSTITUTION, GOVERNANCE AND OPERATING PROCEDURES**



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## PART 1: CONSTITUTION

### 1.1 INTRODUCTION

Laxfield Village Hall is a Registered Charity Number 304781, run and maintained by Trustees for the benefit of the residents of the village of Laxfield, Suffolk and the surrounding neighbourhood. Its status arises from its registration as a charity on 1<sup>st</sup> March 1965.

### 1.2 OBJECT OF THE CHARITY

The purpose of Laxfield Village Hall is the provision and maintenance of a Village Hall for use by the inhabitants of the parish of Laxfield and the surrounding neighbourhood without distinction of political, religious or other opinions, including use for: (a) meetings, lectures and classes, and (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

### 1.3 TRUSTEES AND MANAGEMENT COMMITTEE

The Charity is governed by Trustees that include Laxfield Parish Council. They operate within the meaning of Section 46 of the Charities Act 1960. The names of the current Trustees are at **Annex A**.

Trustees are required to sign a declaration of acceptance of the Code & Practices and Responsibilities of being a Trustee of the Charity before they are entitled to act as Trustees. Those re-elected or re-appointed must make a new declaration. Trustees wishing to resign must do so in writing.

Laxfield Parish Clerk is responsible for all communication with the Charity Commission regarding appointment and resignation of Trustees.

Day to day management of the Village Hall is carried out by a Management Committee appointed by the Trustees. The Management Committee operates within defined Terms of Reference approved by the Trustees (see **Annex B**). The Terms of Reference include the delegated limits within which the Management Committee may operate.

The Management Committee comprises:

- Elected Members
- Trustees
- A representative from Laxfield Parish Council
- Co-opted Members if appropriate and necessary

All Elected Members 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 Committee membership do not invalidate the proceedings of the Management Committee.



Management 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.

#### **1.4 ANNUAL GENERAL MEETING (AGM)**

There is to be an AGM in the month of May 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 Chair will preside over the AGM until the election of the new Management Committee. The accounts of the Charity for the preceding year are to be presented to the AGM.

#### **1.5 MEETINGS OF THE COMMITTEE**

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

The Management Committee, at their first meeting in each year after the Annual General Meeting, and before any other business is transacted, shall elect a Chair and may also elect a Vice-Chair from amongst their Members. Chair and Vice-Chair 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 Chair and Vice-Chair, the Members present may choose one of their numbers to be acting Chair for the meeting.

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

See Terms of Reference of the Management Committee at **Annex B**.

The Management 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 Bookings Manager, Treasurer and other unpaid officers as considered necessary. The Committee may accept donations or property for the direct or indirect support of the general purposes of the Charity.

#### **1.6 INSURANCE**

It is the responsibility of the Parish Council as Trustee 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.

#### **1.7 INCOME**

The income of the Charity is to be paid into a Trust account. It is to be applied as the Management Committee decides to insure, maintain and repair the property, furniture and



effects; also to pay rates and taxes as required to further the object of the Charity. Surplus cash may be invested.

## **PART 2: GOVERNANCE**

### **2.1 INTRODUCTION**

The Management Committee is committed to operate within the provisions of this Constitution, the spirit of the Charity Commission Scheme and in accordance with the Charities Act 2022.

### **2.2 OBJECT OF THE CHARITY AND APPLICATION OF INCOME**

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

### **2.3 TITLE TO THE HALL**

The property is held in the name of Laxfield Parish. The property is managed by the Management Committee on behalf of the Trustees. Under the provisions of the Charities Act 2022 the Committee may carry out a transaction as if the property were held in the names of individual Committee Members.

### **2.4 MANAGEMENT COMMITTEE**

The current Management Committee, their roles and their representative interests are listed at **Annex B**. Statutory powers provided to the Committee by the Charities Act 2022 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.

### **2.5 MEETINGS**

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

See **1.5** above.

## **PART 3: OPERATING PROCEDURES**

### **3.1 INTRODUCTION**

The Trustees are committed to operating and maintaining Laxfield Village Hall in accordance with the law and the requirements of the Charity Commission and the stated objective defined in **1.2** above.



### 3.2 MANAGEMENT COMMITTEE

The Duties of the Management Committee are set down at **Annex B**. Duties include completing a Risk Assessment for every hirer or event. See **Annex D6**.

### 3.3 FINANCE

The Management Committee stewards the finances of Laxfield Village Hall transparently and in conjunction with Laxfield Parish Clerk. The hall's bank accounts are operated by the Parish Council with day-to-day administration by the Parish Clerk.

Income is received in a combination of hire charges, profits from organised events, donations and grants. Income is received via cash, cheques, bank transfer, card reader and online ticketing. Cash receipts are banked within 7 working days of receipt.

Payments out from the bank account are made by the Parish Clerk only. Any cash payments made, e.g. to visiting performers, are receipted, and signed for. Balances of the current account, deposit account and cash float are stated in the minutes of each meeting of the Management Committee. Expenses incurred on behalf of the Village Hall are reclaimed from the Parish Clerk with all expenditure receipted and recorded in the accounts by the Treasurer.

See **Hire Charges and Terms in Annex C** for details of hirer deposits which are set to cover any potential damages or loss. Hire Charges are reviewed annually in the autumn to reflect changes in operating costs.

The Parish Clerk is the principal point of contact for finance and will update the Charity Commission as required.

A minimum of £5000.00 is retained in the interest-bearing savings account for contingency. If used, it is topped up at the earliest opportunity.

The accounts will identify income and expenditure categories in sufficient detail for the Trustees to assess the financial situation as and when required. The end of year accounts will be produced by the Parish Clerk in conjunction with the Treasurer. The Parish Clerk ensures that VAT is reclaimed where appropriate.

There is currently no requirement for an independent annual audit.

Utilities: the hall's electricity and broadband providers are reviewed when the current contract is due for renewal in order to ensure best value for money.

Licences: The Parish Clerk is responsible for the renewal of all statutory licences, e.g. Music Licence, TV Licence, etc.



### 3.4 HIRE OF THE HALL

The **Terms of Hire** and the Application and Approval process are set down in the document at **Annex C**. The Committee may use its discretion to waive or vary the standard charges set down in the Hire Agreement as it deems appropriate.

### 3.5 STORAGE

Tables, chairs, staging and sports equipment are stored in designated areas. Items such as alcohol, sharp knives, electrical equipment and hazardous materials are locked away so they are not accessible to hirers without permission and instruction for use.

### 3.6 MAINTENANCE

All routine maintenance is overseen by the Management Committee in partnership with the Caretaker employed by the Parish Council. The Chairman maintains a schedule of ongoing works required and in progress.

### 3.7 PREMISES LICENCE AND ALCOHOL

The Committee is applying for a Premises Licence. The Committee ensures that every event where alcohol is consumed complies with the licensing laws. See **Annex C Instructions to Hirers** on consumption of alcohol on the premises. The default position is that alcohol is not to be supplied or sold and consumed on the premises without an approved application.

### 3.8 MUSIC LICENSING

The Parish Clerk purchases an annual Music Licence from PPL PRS Ltd to enable music to be played and performed in the Village Hall.

### 3.9 PROTECTION OF YOUNG AND VULNERABLE PEOPLE

Hirers shall ensure that activities for children under eight years of age comply with the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006. Only fit and proper persons who have passed the Criminal Records Bureau (CRB) checks may have access to the children. Additional checks may apply for activities that include children over eight and vulnerable adults. The Hirer agrees to provide the Village Hall Management Committee with a copy of their CRB check and Child Protection Policy on request.

Children under 16 may not enter the kitchen, go behind the bar or into any of the storage areas unless accompanied by an adult.

Hirers confirm they have read and understood the village hall's **Safeguarding Policy** (see **Annex D3**).



### 3.10 FIRE SAFETY

The **Fire Safety Policy** applies to all Hirers, regular users, Volunteers and Contractors using the Village Hall. See **Annex D2**.

### 3.11 HEALTH AND SAFETY

The Management Committee and Trustees recognise their responsibility, in law, to maintain a safe environment for all users of the hall. All Hirers are required to sign their understanding of their health and safety responsibilities in the Booking Form. See the **Risk Management Policy** (including **Risk Assessment** for hirers and events) at **Annex D6**.

### 3.12 KITCHEN

The kitchen is maintained to a high standard of safety and cleanliness to support the activities of hirers. Children under the age of 16 are not allowed in the kitchen unaccompanied.



**Laxfield Village Hall**  
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# **CONSTITUTION, GOVERNANCE AND OPERATING PROCEDURES**

## **ANNEXES**



**Annex A: Current Trustees of Laxfield Village Hall Charity 304781**

Trustees as of 12 May 2023:

- Laxfield Parish Council (appointed 01/01/2016)
- Sally Larke (01/01/2016)
- William Anthony Shuttle (appointed 17/06/2022)
- Monica Mary Wilkins (appointed 17/06/2022)



**Annex B : Management Committee Terms of Reference – Approved March 2022****Laxfield Village Hall****Charity 304781****Terms of Reference for the Management Committee****The charitable objective of Laxfield Village Hall:**

The purpose of Laxfield Village Hall is the provision and maintenance of a Village Hall for use by the inhabitants of the parish of Laxfield and the surrounding neighbourhood without distinction of political, religious or other opinions, including use for: (a) meetings, lectures and classes, and (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

**Management Committee Terms of Reference: March 2022**

**Review date: March 2024**

Management Committee Members as of 12 May 2023:

Bill Shuttle (Trustee, Chair)

Monica Wilkins (Trustee, Member)

Rebecca Winn (Secretary)

Caroline Emeny (Treasurer and Bookings Manager)

Colin Emeny (Member)



## **Annex B : Management Committee Terms of Reference – Approved March 2022**

### **1. Name**

Laxfield Village Hall Management Committee (LVHMC).

### **2. Aims of Laxfield Village Hall**

2.1 Laxfield Village Hall is a charity registered with the Charity Commission (charity number 304781).

2.2 The purpose of Laxfield Village Hall is the provision and maintenance of a Village Hall for use by the inhabitants of the parish of Laxfield and the surrounding neighbourhood without distinction of political, religious or other opinions, including use for (a) meetings, lectures and classes, and (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

### **3. The role of the Management Committee**

3.1 The role of the Management Committee is to provide day-to-day management of the hall on behalf of the Trustees of Laxfield Village Hall Charity.

3.2 The Management Committee reports to Laxfield Parish Council which is one of the Trustees of the Charity.

3.3 The Management Committee has delegated powers to cover the management and day-to-day running of the Village Hall and to ensure that the Hall meets its charitable objectives. The Management Committee cannot make decisions on behalf of the Parish Council except where stated in these Terms of Reference.

3.4 Ultimate financial control of the Village Hall rests with Laxfield Parish Council which will employ a Caretaker to provide routine cleaning of the hall and also to perform tasks identified by the Management Committee. These tasks might include setting up the Hall for specific events and clearing away afterwards, and may also include hall maintenance tasks which the Caretaker is qualified, willing and able to perform.

### **4. Membership of the Management Committee (see Annex B for current membership)**

4.1 The Management Committee will be made up of the following appointed at the Annual General Meeting of Laxfield Parish Council:

- At least one member of the Parish Council
- Up to eight non-councillor co-opted Members with voting rights
- Up to four non-councillor co-opted Members with non-voting rights (these may be co-opted for a certain time to deliver a specific project)



4.2 A non-councillor Member may include representatives from current Village Hall users, Laxfield residents or someone with specific skills that are needed to help the Committee. Non-voting Committee Members may be co-opted at a Village Hall Committee Meeting.

4.3 Co-opted Members with voting rights will need to complete the Register of Interests. Once co-opted, non-councillor Committee Members will serve until they resign or the special project for which they are co-opted is completed.

4.4 **Chair:** The Chair will be elected at the Annual Meeting of Laxfield Parish Council and will serve for one year.

4.5 **Secretary:** The Secretary will be appointed by the Management Committee from within its membership.

4.6 **Treasurer:** The Treasurer will be appointed by the Management Committee from within its membership in order to manage day-to-day expenditure and revenue from booking fees, purchase of bar stock, takings from the bar and revenue and expenditure associated with events organised by the Committee. The Treasurer will liaise with Laxfield Parish Clerk on financial matters.

4.7 **Marketing, Publicity and Website Content Management:** Responsibility for communications with the Laxfield community and other potential users of the hall will be decided by the Management Committee.

4.8 **Quorum:** Meetings of the Management Committee shall be quorate with at least three members present.

4.9 **Resignations:** Should a member of the Management Committee cease to reside in the parish of Laxfield they will no longer be eligible to serve on the Committee and must resign.

4.10 **Replacement of resigned Committee Members:** Should any elected Member resign, a new Committee Member can be elected at the next Committee Meeting and the change communicated to Laxfield Parish Clerk to be noted in the minutes of the next Parish Council Meeting.

4.11 **Conflicts of Interest:** No elected or co-opted member of the Management Committee or connected person may profit from or derive gifts or hospitality arising from their involvement in management of the Hall. All conflicts of interest must be declared as and when they become apparent. A Committee Member may be asked to leave a meeting where decisions need to be taken with relevance to their declared area of interest.

## 5. Meetings

5.1 Meetings will be called by the Chair of the Management Committee.

5.2 The Management Committee will meet a minimum of six times a year.



- 5.3 Five clear working days' notice will be given before a meeting.
- 5.4 An agenda will be posted on the Village Hall noticeboard and emailed to Management Committee members.
- 5.5 Minutes of the meeting will be taken by the Secretary and copied to Laxfield Parish Clerk.
- 5.6 Decisions will be taken by a show of hands and passed by a simple majority. In the event of a tie the Chair will have the casting vote.
- 5.7 An Annual General Meeting will be held and will be open to the public and press.

## **6. Responsibilities and Powers of the Management Committee**

- 6.1 Ensure the Hall is maintained to an appropriate standard, is secure, is clean and tidy and is in good decorative repair.
- 6.2 Obtain and renew when necessary any licenses appropriate to the activities of the Hall.
- 6.3 Meet all relevant health and safety requirements for Visitors, Hirers, Caretaking staff and Contractors.
- 6.4 Liaise with the Trustees to ensure problems are addressed and to discuss improvements that could be made.
- 6.5 Deal with any complaints from Hirers, including liaising with the Trustees as appropriate.
- 6.6 Review hire charges annually.
- 6.7 Review Hirer Agreement annually.
- 6.8 Decide whether or not a request to hire is appropriate and to reject any request that does not meet the Objectives of Laxfield Village Hall and/or has the potential to cause a nuisance to residents of the village.
- 6.9 Monitor running costs and liaise with Laxfield Parish Clerk as necessary.
- 6.10 Monitor finances to ensure that actual income covers planned expenditure.
- 6.11 Develop an annual action plan that highlights medium and long-term projects.
- 6.12 Consider quotations for work needed.
- 6.13 Review risk assessment annually and to liaise with Parish Clerk to ensure that there is adequate insurance cover for the building.
- 6.14 Fundraise to support the Charitable Objectives of the Hall.



6.15 Perform an annual stock check of all electrical equipment, furniture, kitchen goods and consumables owned by the Charity.

6.16 Ensure all portable electrical equipment is tested in compliance with relevant legislation.

6.17 Ensure all fire safety equipment and fire alarm systems are tested and maintained on an annual basis.

6.18 Promote the Hall to encourage usage.

## **7. Finance**

7.1 The Management Committee is authorised to spend up to its approved limit of authority without further reference to the Parish Council; however any spending greater than £2,000 in a single month must be authorised by the Parish Council in its role as a Trustee of Laxfield Village Hall Charity.

7.2 Banking will be through a separate Laxfield Parish Council Village Hall account managed by Laxfield Parish Clerk.

7.3 A Treasurer will be appointed by the Management Committee from within its membership to manage day-to-day expenditure and revenue from; booking fees from Hirers, bar sales and entrance fees from events organised by the Committee.

7.4 All monies raised by the Management Committee will be used solely for the ongoing maintenance of the Village Hall and to support the Charitable Objectives.

7.5 The Management Committee Treasurer will liaise with Laxfield Parish Clerk on financial matters.

7.6 The accounting year will run from 1st January to 31st December each year.

7.7 Expenses incurred by Committee Members up to £50 may be reimbursed by the Treasurer if sufficient funds are available in the cash float and all receipts are valid with VAT numbers where appropriate.

7.8 Reimbursement of Committee Member expenses over £50 must be requested by submission to Laxfield Parish Clerk of valid receipts and explanation of purpose of the expenditure.

7.9 An End of Year Statement of Accounts and bank reconciliation will be prepared by Laxfield Parish Clerk and submitted to the Trustees.

7.10 Laxfield Parish Clerk will ensure an annual return is made to the Charities Commission in line with requirements



## **8. Review**

This document will be reviewed annually as part of the Annual Meeting of the Laxfield Parish Council.

Next review date: 2024 Annual General Meeting



## **Annex C: Bookings and Hire Agreements, Booking Process, Sales of Alcohol**

### **C1: Laxfield Village Hall: Hire Terms and Conditions**

#### **1. Responsibilities of the Hirer**

Hirers must be aged 21 or over and agree to meet all the booking terms and conditions.

Hirers may only use the Hall at the time of the booking and for the purpose stated in the booking form. They may not access the Hall at other times without permission of the Management Committee.

Hirers agree to protect the building and its contents, leaving it clean, tidy and secure. They are responsible for the safety of all in attendance during their booking. They ensure consideration is given to our neighbours in terms of noise, parking, and the behaviour of Hall users.

Any damage or loss of property resulting from the booking is the responsibility of the Hirer. Such costs will be billed to the Hirer, less the paid deposit. Any extra cleaning costs will be deducted from the damage deposit.

#### **2. Responsibilities of the Village Hall Management Committee**

The Management Committee undertakes to provide a clean, safe building and grounds for the use of the local community. The fabric of the building, internal fixtures, fittings and furniture are regularly checked and maintained to ensure ongoing safety and comfort. The Hall will be provided to Hirers in a clean, safe condition. All statutory requirements concerning First Aid, safe storage of dangerous items and substances, hygiene, etc. will be met.

The car park and external grounds will be maintained to a safe standard. The needs of Hall users with limited mobility to have safe, easy access will be met.

The Hall is fully insured and licensed as required for its role in the community. The Hall is operated in a way that is compliant with its Health & Safety, Safeguarding and other policies. The safety and comfort of residents living close to the Hall are an ongoing priority.

The Village Hall Management Committee, in conjunction with the Hirer, will complete a Risk Assessment Form for every Club, Class or Event at the time of booking.

The Management Committee will provide a point of contact for Hirers during the period of their Hire. Any questions or concerns will be responded to promptly, proactively and considerately.

#### **3. Insurance and indemnity**

Hirers are liable for the cost of repair or replacement of property (including accidental and malicious damage) arising out of their booking. Also for any claims for injury, damages,



nuisance, or loss. This includes claims made against the Village Hall Management Committee, Trustees, Contracted Staff, Volunteers or other Hall users relating to the booking. Hirers should consider whether to take out any additional insurance beforehand.

Hirers organising clubs, classes and events on a commercial basis must hold adequate professional indemnity cover and any other relevant insurances.

The Village Hall is insured against any claims arising out of its own negligence.

#### **4. Deposit, payment and cancellation terms**

A deposit of 25% of the hire cost is required to secure the booking within seven days of the booking being accepted. Payment in full is due 21 days before the booking date. In the event of cancellation, the deposit will not be refunded.

The Village Hall reserves the right to cancel any booking by written notification to the Hirer in the following (rare) circumstances:

- a) the Hall is required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- b) the Management Committee reasonably considers the booking will (i) lead to a breach of licensing conditions or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises because of this hiring.
- c) the Hall becomes unfit for the use intended by the Hirer.
- d) an emergency requiring the Hall as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk.
- e) government action, e.g. declaration of lockdown.

In the unlikely event of the above, the Hirer will receive a full refund of any deposit already paid, but the Village Hall shall not be liable for any resulting direct or indirect loss or damages.

#### **5. Accessing the hall**

Hirers are loaned a Hall key for their booking. Regular Hirers gain access through a shared key safe. Hirers must ensure the key safe code is scrambled after the key is removed so that the code is never readable. The key safe code may not be shared with others; the Management Committee reserves the right to withdraw access to the key safe at any time. The key safe combination is changed regularly.



## **6. Setting out the hall**

### **6.1. Decorations**

Hirers may decorate the hall for their booking and will remove decorations when they leave. Hirers will respect the building and not cause marks or damage. No placards or signage may be attached to the outside without the permission of the Management Committee. Flammable decorations, props etc. should not be used. If in doubt, speak to a member of the Management Committee. Only climb ladders when someone else is nearby.

### **6.2 Electrical and portable gas appliances**

All electrical equipment taken into the hall, including extension leads, must have a valid PAT certificate. Equipment must be used in a safe manner. Beware of trip hazards and ensure all electrical wires for PA equipment, etc. are secured with gaffer tape. Use of smoke machines must be discussed with the Management Committee in advance. No flammable items or gas appliances, e.g. portable heaters, are permitted.

### **6.3 Food catering**

If food is to be prepared and/or served/sold, the Hirer must ensure all applicable food hygiene regulations are met. Commercial caterers should hold relevant food hygiene certificates. Hirers will advise at the time of booking if outside caterers are being used. Any additional time needed for setting up and clearing away food may incur an extra charge. The Hall's crockery, cutlery and glasses may be used by outside caterers by prior arrangement only.

### **6.4 Smoking**

Smoking and vaping are not permitted anywhere inside the hall. There are ashtrays outside the building where smokers can dispose of their cigarette ends, matches, etc. safely and tidily.

### **6.5 Animals**

No animals are permitted inside the hall except Assistance Dogs.

## **7. Safety and compliance**

### **7.1 Fire safety**

Fire doors must be unbolted when the hall is occupied. All routes and fire doors must be kept clear of furniture and trip hazards. Hirers confirm they have read and understood the Village Hall's Fire Safety Policy and Health and Safety Policy. Information about turning off fire alarms if accidentally triggered will be provided.



## 7.2. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to a member of the Village Hall Management Committee as soon as possible and note the incident in the Accident Book which is held in the kitchen. Any equipment failure must also be reported to a member of the Management Committee as soon as possible.

## 7.3 Safeguarding of children and vulnerable adults

Hirers shall ensure that activities for children under eight years of age comply with the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006. Only fit and proper persons who have passed the Criminal Records Bureau checks may have access to the children. Additional checks may apply for activities that include children over eight and vulnerable adults. The Hirer agrees to provide the Village Hall Management Committee with a copy of their CRB check and Child Protection Policy on request.

Children under 16 may not enter the kitchen, go behind the bar or into any of the storage areas unless accompanied by an adult.

Hirers confirm they have read and understood the Village Hall's Safeguarding Policy.

The Management Committee and Hirer will complete a **Risk Assessment Form** for every Club, Class or Event at the time of booking. See **Annex D**.

## 7.4 Gaming, betting and lotteries

The Hirer must ensure they comply with the current law.

## 7.5 Film and TV

Hirers should check the current legal requirements for screening films and television. If in doubt, speak to a member of the Management Committee. Children may not view films that are deemed inappropriate under the British Board of Film Classification guidance.

## 7.6 Music Licence

The Village Hall is fully licensed for musical performances and the playing of recorded music.

## 7.7 Selling or providing alcohol

If Hirers intend to sell or provide alcohol as part of their event, they must read, agree and comply with the information given in the **Advice to Hirers on Consumption of Alcohol on the Premises** information document. It is the Hirer's responsibility to ensure all legal requirements are complied with. Where an event includes a dancefloor, only cans or non-shatter paper / plastic cups may be handed across the bar. No bottles or glasses may be taken onto a dancefloor.



### **7.8 Sale of goods**

If goods are on sale as part of the booking, Hirers must comply with the current trading laws.

### **7.9 Noise**

The Hall is in a residential area and Hirers are responsible for ensuring noise is kept to a minimum, particularly late at night and early in the morning. This includes during setting up and when vacating the Hall. All public and private functions must end at 23.30 and the Hall evacuated by midnight unless previously agreed.

### **7.10 Drunk and disorderly behaviour and supply of illegal drugs**

No illegal drugs may be brought into the Hall or the surrounding area. It is the responsibility of Hirers to prevent excess consumption of alcohol. Drunk and disorderly behaviour is not to be tolerated either on the premises or in the immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

## **8. Closing the hall**

Hirers are responsible for leaving the Hall and its grounds in a clean, tidy and uncluttered condition with the floor swept. All crockery, cutlery and glassware are to be cleaned and put away. Tea towels to be placed in the laundry bin provided. All rubbish including food waste and bottles must be removed from the premises. Tin cans from the bar may be left in the recycling bin behind the bar. All lights, electrical equipment, heaters, and air conditioning must be turned off. Ensure all fire doors are bolted, windows locked, and any lockable storage areas secured. The front door must be locked and the key safe combination scrambled (or a loaned key to be returned as arranged).

## **9. Stored equipment and left property**

The Village Hall accepts no responsibility for any equipment or other property brought into the Hall or left behind. All liability for loss or damage is hereby excluded. All equipment and other property (other than stored by agreement) must be removed at the end of each booking or additional fees may apply. Property left unclaimed at the Village Hall for more than six months may be disposed of by the Management Committee without notice.

## **10. Advertising of events, clubs and classes**

Hirers can use the Hall's noticeboards to advertise public events at the Hall by arrangement with the Management Committee. Wider advertising for events, clubs and classes should be done responsibly, using appropriate publications, forums and social media outlets. Fly posting may result in action by the local authority.



**11. No rights**

The booking form constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

Next scheduled review date: September 2024



**C2: Booking process**

Initial enquiries about Hall hire will be made through the advertised email address, phone number, or via online enquiry. Enquirers will discuss their requirements and preferred dates with the Bookings Manager (or, in their absence another member of the Management Committee). Enquirers will receive a quote based on the advertised Hire Rates. Once the booking is provisionally accepted, it must be confirmed as soon as possible through the return of a completed and signed Booking Application Form. In signing the Form, Hirers confirm that they will comply with the Hall's Terms and Conditions of Hire. Any deposit is to be paid within seven days of the booking being accepted. Payment in full is due 21 days before the Hire date.

Next scheduled review date: September 2024



### **C3: Instructions to Hirers on consumption of alcohol on the premises**

#### **Licensing regulations:**

The licensing law requires that there is a licence for the sale of alcohol at all events. You are selling alcohol if:

- You are charging for alcoholic drinks at any event
- If the event is ticketed and you are providing a free drink. (This is seen as selling as the cost is included in the ticket price and or the organisation providing the alcohol is providing the free drink).
- If the event has an entrance charge and you are providing a free drink.

#### **A licence is not required when:**

- The event is free, and drink is provided for free (for example, a family wedding or party where alcohol is not charged for).
- If people bring their own drink with them to consume on the premises.
- If alcohol is donated by an individual (not an organisation charging for entrance).

#### **Sale or supply of alcohol:**

If you intend to sell or supply alcohol and will have a Personal Licence holder on site then you must provide a copy of the holder's licence when making the booking.

For Hirers of the Hall who would like to sell alcohol and require a licence, you may do so under the Laxfield Village Hall Premises Licence on the following conditions:

- Payment of an administration fee of £20.
- Designate a Responsible Person.
- The Responsible Person and appointed bar staff read the following guidance.

#### **Guidance on selling or providing alcohol in Laxfield Village Hall**

##### **To stay within the law and avoid prosecution, you must adhere to the following rules:**

- Do not allow anyone under the age of 18 to sell alcohol.
- Do not sell alcohol to anyone who is drunk.
- Do not sell alcohol outside of the hours stipulated in your hire agreement.
- Do not sell alcohol to people under the age of 18.

##### **Operate the Challenge 25 policy and apply the following principles:**

- **Be Cautious** – it is very hard to tell a young person's age, so ensure that you check even with those that look older than 18. This is the 'Challenge 25' policy. If they look 25 or under then check for proof.



- **Be consistent** – always check, even if you think you’ve served the young person before or you are fairly certain they are of the right age.
- **Be clear** – use signage to inform people that they will be checked.
- **Be courteous** – if you have to refuse a sale explain that you are complying with the Law and advise the young person that they can obtain a **proof of age card** (see below).
- **Be careful** – there is evidence that bar staff can often fail to challenge underage purchasers if they feel afraid of the consequences.
- **Ensure** that alcohol is only sold from the bar
- **Remember** - it is an offence for someone to purchase or attempt to purchase alcohol if they are under the age of 18 (section 147 Licensing Act 2003)

### **Proof of Age Cards**

Today there are a number of legitimate sources of ID that young people can get to prove their age. Only accept credible photo proof of age – this includes:

- A Proof of age card schemes carrying a PASS logo. The PASS scheme, which is a voluntary industry initiative supported by the retail and hospitality industries, is endorsed by the UK Government since the Home Office only recognises schemes accredited to PASS. The Trading Standards Institute advises retailers only to accept cards from the issuers who are signed up to PASS
- A Passport
- A Photo driving licence

**Remember** - if you are in any doubt, you are perfectly within your rights to refuse to sell alcohol, even if someone has shown what appears to be valid ID.

Next scheduled review date: September 2024



**Laxfield Village Hall**  
**Charity Number: 304781**  
**The Link, Laxfield WOODBRIDGE, IP13 8DY**

# **CONSTITUTION, GOVERNANCE AND OPERATING PROCEDURES**

## **ANNEX D: POLICIES**



**ANNEX D: Policies:**

D1: Health and Safety Policy

D2: Fire Safety Policy and Fire Instructions

D3: Safeguarding Policy

D4: Volunteer Policy

D5: Complaints Policy

D6: Risk Management Policy {including Risk Assessment for hirers and events}

D7: Financial Management Policy

D8: Equality, Diversity and Inclusion Policy



## **Annex D: Policies**

### **D1: Health and Safety Policy**

#### **Part 1 - General Statement of Policy**

This document is the Health and Safety Policy of Laxfield Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee Members, Volunteers, Hirers, Contractors and other Visitors.
- b) Keep the Village Hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee Members, Volunteers, Hirers, Contractors and other Visitors.

It is the intention of Laxfield Village Hall Management Committee to comply with all relevant Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Laxfield Village Hall Management Committee considers the promotion of the health and safety of those who use its premises, including Contractors who may work there, to be of utmost importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work.

To this end, the Committee will encourage its Members, Volunteers, Hirers, Contractors, and other Visitors to engage in the establishment and observance of safe working and other practices.

All Hall users will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the Hiring Agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

#### **Part 2: Organisation of Health and Safety**

The Laxfield Village Hall Management Committee has overall responsibility for health and safety at Laxfield Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all Members, Volunteers, Hirers, Contractors and other Visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy.



It is the responsibility of Hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the Hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Chair or the Bookings Manager as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chair or the Bookings Manager informed as soon as possible.

The following persons have responsibility for specific items:

- First Aid box: Chair
- Reporting of Accidents: Chair
- Fire precautions and checks: Chair
- Risk Assessment and Inspections: Chair
- Information to contractors : Chair
- Information to hirers: Bookings Manager
- Insurance: Treasurer

A plan of the Hall must be made available showing the location of electricity consumer units (2), emergency exits, fire doors, and fire extinguishers.

### **Part 3: Arrangements and Procedures**

#### **3.1 Licences**

The hall is licensed for music, singing and dancing. The sale of alcohol is permitted through a Mid- Suffolk District Council Premises Licence.

#### **3.2 Fire Precautions and Checks**

The Management Committee is responsible for completing Fire Risk Assessments in accordance with current regulations.

The Chairman is responsible for testing of the fire alarm system and keeping a Log Book.

**Weekly:** checks and cleaning of door mats, floors, toilets and kitchen area are conducted by the Caretaker provided by Laxfield Parish Council.

**Monthly:** checks of the First Aid Box, ladders, fire doors, locks and signage and are conducted by the Management Committee.

**Half Yearly:** Heating and air conditioning units, window cleaning, outside gutters,

**Yearly:** Fire extinguishers and fire alarm systems.



**5 Yearly:** Fixed Wire Testing by qualified contractor.

### **3.3 Procedure in case of accidents**

The First Aid Box is located in the kitchen.

Contact details for nearest GP, Hospital, first aiders and fire station are displayed on the notice board in the entrance lobby of the hall.

A defibrillator is fitted to the external wall near the main entrance. It is maintained by Laxfield Parish Council. Full instructions for access are on the front of the defibrillator cabinet. The access code is also held in the First Aid Box.

An Accident and Issues Book is in the kitchen (on worktop by the broadband router). An entry must be completed whenever an accident occurs.

Any accident must be reported to the Chair of the Management Committee.

### **3.4 Safety Rules**

All Hirers will be expected to read the whole of the Hiring Agreement and sign as evidence that they agree to the hiring conditions.

All statutory or local regulations and rules for public safety must be strictly observed by Hirers and fire and safety equipment must not be misused or removed from its designated location. Fire exits must not be obstructed. Illuminated fire exit signs must be on for all events.

### **3.5 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 do not work alone on ladders at height (if necessary a Volunteer should also be present).
- Contractors have their own health and safety policy for their staff.
- The Contractor knows which member of the Management 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.

### **3.6 Insurance**

The company providing the hall's Employer's Liability and Public Liability insurance cover is:

Hiscox Insurance . Date of renewal: 1st April 2024

### **3.7 Review of Health and Safety Policy**

The Management Committee will review this policy annually.

Next scheduled review date: March 2024.



## **D2: Fire Safety Policy and Fire Instructions**

This policy applies to all Hirers, Volunteers and Contractors using and working at Laxfield Village Hall.

### **1. Responsibilities of Laxfield Village Hall Management Committee**

- The Village Hall Management Committee will, as the body in control of the premises, be the 'responsible person'.
- The "responsible person" is responsible for complying with current fire safety legislation and is required to either carry out a fire risk assessment and then take the necessary steps to reduce or remove fire safety risks.
- A member of the Management Committee, the "competent person", will be responsible for organising and/or undertaking risk assessments and carrying out any of the preventative and protective measures required.
- The "competent person" is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly. A Village Hall Management Committee Member who knows the building and the use made of it could probably be judged to have enough 'knowledge and other qualities' if provided with information about companies servicing the hall's fire protection equipment, maintenance schedules, fire officer's contact details and previous advice.
- The Management Committee has a responsibility to ensure that Volunteers, Users, Contractors and Hirers are aware of the fire safety regulations and that the User or Hirer appoints a person to take responsibility at the session/meeting/event.
- Volunteers, the Caretaker, Users and Hirers should be fully instructed with regard to fire procedures and the use of equipment, and provided with written instructions. A signed copy should be held by the Management Committee.
- The Hirer will be responsible for the sessions/meeting/events held on the premises and must be a named individual.

### **2. Duties of the 'competent person':**

- Ensure safe systems of work are in place with regard to fire safety
- Check that the fire safety equipment is maintained and in position
- Monitor that the fire alarm is tested on a regular basis
- Undertake annual risk assessments and report the findings to the Management Committee
- Report any defects that may compromise fire safety to the Management Committee and the Village Hall Charity Trustees
- Report any obstructions to fire doors or fire escape routes



- Ensure that Volunteers are made aware of the fire procedures, means and direction of evacuation and location of fire exit doors

### **3. The 'Responsible Person'**

Where possible the organiser of an event should have a list of names of those attending. They should also supervise and control any emergency that may arise.

In the event of an evacuation of the hall being necessary the 'Responsible Person' for that session/meeting/event must assist with the evacuation of the building and should record the names of attendees at the assembly point.

### **4. Duties of the nominated 'responsible person' in the event of a fire alarm sounding**

- If possible locate the person raising the alarm and the location of the call-point that has been operated.
- Determine the cause of the alarm (e.g. if the cause is a smoke machine being used in a stage performance there is no need to evacuate the hall )
- Where necessary ensure that the Fire Service has been called.
- Ensure that everyone leaves the building immediately and in an orderly fashion
- Ensure that the doors are closed once everyone has left the building
- Ensure that no persons remain in the building
- Ensure that no persons enter the building during the emergency
- Proceed to the assembly point and check that all personnel are accounted for

On the arrival of the Fire Service the 'Responsible Person' or deputy will make him/herself known to the fire officer in charge, and pass on any relevant information such as if anyone is not accounted for.

### **5. Fire Safety Training**

Members and regular Users of the hall must:

- Understand the character of fire, smoke & toxic fumes
- Know the fire hazards involved in the Village Hall
- Practise and promote fire prevention
- Know the right action to take if fire breaks out, or smoke is detected
- Be familiar with the evacuation procedures and escape routes appropriate to their location

### **6. Fire risk assessment**

Fire Risk Assessments must be carried out in conformance with current legislation (Regulatory Reform (Fire Safety) Order 2005 (England & Wales)).



## **D3: Safeguarding Policy**

### **1. Purpose**

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect. This policy defines how Laxfield Village Hall operates to safeguard children, young people and adults at risk of abuse or neglect.

We, the Trustees and Management Committee of Laxfield Village Hall have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our Trustees, Volunteers and Staff.

### **2. Definitions**

#### **Children and young people:**

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

#### **Adult at risk of abuse or neglect:**

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

### **3. Persons affected**

- All Trustees, Volunteers, and Staff
- All attending any activity or service at the Village Hall
- All Visitors and Contractors



#### 4. Policy principles

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation, and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

#### **Laxfield Village Hall charity has a zero-tolerance approach to abuse.**

Laxfield Village Hall Charity recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

Laxfield Village Hall Charity is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Laxfield Village Hall Charity is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Laxfield Village Hall Trustees and Management Committee are committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount
- All children, young people and adults at risk have the right to protection from abuse
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

#### 5. Procedures

**a.** All Trustees will have signed the Trustee Statement of Eligibility form for Trustees, which includes a declaration that they have no convictions in relation to abuse.

**b.** All Members of the Village Hall Management Committee who are not Trustees will sign a declaration that they have no convictions in relation to abuse.

**c.** All Members of the Management Committee will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation and ensure that they understand the principles set out in this policy at 3 above.



**d.** All members of the Management Committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.

**e.** No Members of the Management Committee, Helpers or other Volunteers will have unsupervised access to children or adults at risk unless appropriately vetted.

**f.** The Management Committee will follow safe recruitment practices.

**g.** A Member of the Management Committee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

The named person is William Shuttle until November 2023.

**h.** All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adult at risk who has:

- behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
- possibly committed a criminal offence against or related to a child or adult at risk; or
- behaved towards a child or children or adult at risk in a way that indicates they may pose
- a risk of harm to children.

**i.** The Management Committee will ensure that all Hirers of the Village Hall have signed a Hiring Agreement. This will require all Hirers who wish to use the Hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

**j.** The Management Committee will carry out an annual review of this policy and report to Laxfield Parish Council which is a Trustee of Laxfield Village Hall Charity

Next scheduled review date: September 2024



**6. Signatures of The Trustee Board**

Trustee Name: .....

Signed and dated.....

Trustee Name: .....

Signed and dated.....

Trustee Name: .....

Signed and dated.....

Trustee Name: .....

Signed and dated.....



## **D4: Volunteer Policy**

### **Introduction**

Laxfield Village Hall is a registered charity with a Board of Trustees and is managed by an elected Management Committee. The Village Hall does not employ anyone directly to assist with the running of the Hall. Volunteers are individuals who undertake activities on behalf of our organisation, unpaid and of their own free choice. This policy sets out the principles and practices of how we involve Volunteers and is relevant to Trustees, Staff and Volunteers within the organisation. The aims of the policy are to create a common understanding and to clarify roles and responsibilities to ensure the highest standards are maintained in the management of Volunteers.

### **Principles**

The Management Committee will ensure that Volunteers are made to feel welcome and included. Our objective is to organise volunteering efficiently and sensitively, so the valuable gift of the Volunteer's time is fully used to contribute to the running of Laxfield Village Hall. The recruitment of Volunteers is conducted by actively seeking to involve people in the community through social media sites and events.

### **Volunteers can expect to have clear information on the following:**

- Village Hall policies
- activities and events
- training and support
- expenses
- who the Management Committee Members are
- who to contact to raise any concerns of volunteering at Laxfield Village Hall

### **Volunteers will be:**

- insured and volunteer in a safe environment
- treated with fairness in a non-discriminatory manner
- recognised and appreciated
- encouraged to put forward ideas, any suggestion will be raised at a committee meeting
- able to say 'no' to anything which they consider to be unrealistic or unreasonable

### **Expenses**

- Reimbursement of expenses will be made only on provision of a receipt for approved expenditure by the Management Committee and submitted to Laxfield Parish Clerk by email to [laxfieldparishclerk@gmail.com](mailto:laxfieldparishclerk@gmail.com) .



**Health and Safety**

- All persons engaged in any activity on the site are required to operate safely and in accordance with any guidelines provided for that activity in addition to the general policies of Laxfield Village Hall.
- We request that all Volunteers discuss what involvement they would like to have and air any problems.
- Volunteers are insured as part of Laxfield Village Hall's cover.

**Review:**

The Management Committee will assess how the policy is working in practice, reviewing the policy annually and take action to address any issues.

Agreement to follow The Volunteer Policy by The Board of Trustees and members of The Management Committee is fully supported.

Next scheduled review: September 2024



## **D5: Complaints Policy**

Laxfield Village Hall Management Committee is committed to providing a quality service to the residents of Laxfield and surrounding areas. We are open to feedback about our work, both positive and negative, as these can provide us with valuable information about our effectiveness as a Committee.

This document aims to help you understand the complaints procedure managed by the Laxfield Village Hall Management Committee.

### **What can you complain about?**

If you think we have failed to provide a satisfactory standard of service, please let us know.

- Your complaint may be about the quality of the facilities, safety of the users, the handling of a particular situation or issue or any other matter.
- We will take every complaint seriously and we will treat everyone who complains with respect and courtesy.
- Your complaint will be dealt with confidentially.
- Throughout the process we aim to resolve the matter as quickly and effectively as possible to everybody's satisfaction.

### **Who will deal with your complaint?**

- All complaints should be sent to the Chair at [laxfieldvillagehall@gmail.com](mailto:laxfieldvillagehall@gmail.com) who will address the issue and respond in writing. If the complaint directly concerns the Chair, contact the Secretary or a member of the Management Committee. Committee members' contact details are on display in the Village Hall.
- If you are not happy with the response, then you will be invited to address your complaint to the whole Management Committee, who will listen to your concerns, consider the issues and whether the follow-up actions were appropriate.
- The Management Committee will then decide on any further actions.

### **When will you hear from us?**

We will let you know that we have received your complaint within five working days. We will write to you or telephone you. In most cases, you will receive a full written response to your complaint within fourteen working days.

If we cannot give a full reply in this time, we will write to you and let you know why and how we are dealing with your complaint. If the complaint is complex, we aim to let you have a full reply within twenty-five working days.



Any safety concerns that would endanger a Village Hall user would be dealt with immediately after notice is received.

We will assess how the policy is working in practice, reviewing the policy annually and take action to address any issues.

Agreement to follow The Complaints Policy by The Board of Trustees and members of the Management Committee is fully supported.

Trustee Name: .....

Signed and dated.....

Trustee Name.....

Signed and dated.....

Next scheduled review date: September 2024



## **D6: Risk Management Policy (including Risk Assessment for hirers and events)**

### **Overview**

Laxfield Village Hall Management Committee assesses the risks to users of the Hall as an integral part of running the Hall and making it available to users of the Hall's facilities.

Risks are assessed and managed in line with using HSE guidelines.

<https://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>

Hirers of the Hall are advised that it is their responsibility to manage risks associated with the events that they run. For example: ensuring that Hirers properly assess and manage risks associated with use of a bouncy castle at a children's party. Similarly the Management Committee ensures that risks associated with serving alcohol at events are properly managed and that licensing laws are complied with.

### **Areas of risks routinely addressed:**

- Hazardous materials (dedicated COSHH storage cupboard is used)
- Slip or trip hazards (warning signs are displayed when floor is damp after cleaning)
- Working at height (two people must be present when using the high ladder)
- Alcohol storage (locked away in a locked storeroom)
- Alcohol consumption (guidance is provided to Hirers)
- Safety of electrical equipment (all relevant equipment is PAT tested)
- Safety of equipment and materials brought on site by hirers of the Hall (checked as part of the booking process)
- Walkways and car parking (regular inspection and clearing leaves/debris as necessary)
- Risks particular to vulnerable children and adults
- Fire risks (see section below)

### **Risk Assessments**

As Laxfield Village Hall does not employ any staff there is no legal requirement to record the findings of risk assessments. The Caretaker is employed by Laxfield Parish Council. Repair and maintenance tasks are carried out by self-employed Contractors, who have responsibility for managing their own health and safety.

Nevertheless the Management Committee assesses risks as an essential part of running the hall and records any specific issues and actions taken in the minutes of its regular meetings.

### **Fire risks**

See **Annex D2: Fire Safety Policy and Fire Instructions**

Specific actions to mitigate risks of fire include:



- The fire alarm system and fire extinguishers are maintained annually by accredited Contractors.
- A weekly test of the fire alarm call points and sounders are carried out by Members of the Management Committee on a rota basis.
- Emergency lights are tested monthly and any necessary repairs carried out by qualified electrician.
- Emergency exits are kept clear and unbolted while the hall is in use.
- Fire doors are not left open, other than for short periods while moving equipment and furniture from one area of the hall to another. Checks are made to ensure all fire doors
- are fully closed before locking the hall at end of day.
- There is no gas supply to Laxfield Village Hall. Hirers are not permitted to bring or use on site any equipment powered by gas canisters.

### **Review of this policy**

Laxfield Village Hall Management Committee reviews this risk policy every year, or at any time that the way the hall is used is changed or the facilities offered at the hall are changed.

Version 1.00

26 July 2023

Next scheduled review date: March 2024



## **D7: Financial Management Policy**

### **1. Introduction**

This Financial Management Policy has been prepared to document the internal accounting procedures for the charity Laxfield Village Hall. Its purpose is to ensure that assets are safeguarded, that financial statements are in conformity with accepted accounting principles, and that finances are managed with responsible stewardship.

The Board of Trustees and members of the Management Committee with a role in the management of the financial operations are expected to uphold the procedures in this policy. It is the intention of the Trustees and The Management Committee that this Financial Policy serve as our commitment to proper, correct fiscal management and reporting.

### **2. Policy Objectives**

The purpose of this policy is to guarantee the protection of assets and compliance with standard financial and accounting principles. To document how The Board of Trustees recommends that financial managements activities be conducted.

The recommendations include procedures to document:

- Petty Cash
- Financial Event Protection
- Delegated limits of expenditure
- Purchases
- Expense reimbursement
- Financial Reporting/Fund balance/Income/Expenditure/Reconciliations
- Grant Compliance
- Computer System Backup Procedure
- Asset management.
- Annual Meeting Checklist

The procedures for each of these elements of the policy are documented below.

### **3. Petty Cash**

The petty cash fund should never exceed £300.00 The petty cash box is to be locked and kept in a locked file cabinet/safe. Information about items which are purchased using petty cash must be submitted to the Treasurer on the Management Committee with an accurate receipt (a VAT receipt where appropriate). Petty cash is managed by the Treasurer and recorded in the Laxfield Village Hall Accounting System.

### **4. Event Procedure**

The counting of monies taken at the end of the event should be undertaken by two people at least one of whom should be a member of the Management Committee. This procedure will provide financial protection for the charity. The money should be kept secure and locked in a



cabinet/safe until it can be banked. Assistance should be available to a person carrying the monies to ensure their safety, for example if they will be walking home at night with the takings from an event.

## **5. Delegated limits of expenditure**

The Management Committee may approve the purchase of equipment or services up to a limit of £1,000 for any one item. Expenditure above this limit must be approved by the Trustees of the Charity.

## **6. Purchases**

All purchases of equipment, services or items for the use at Laxfield Village Hall costing more than £20 must be agreed with the Management Committee prior to purchase. All purchases below the £20 limit must be reported to the Treasurer before the next Management Committee meeting.

## **7. Expense Reimbursement**

Management Committee members claiming expenses must send an expense claim form to The Parish Clerk, with copy to the Treasurer on the Village Hall Management Committee. The claim must itemise each expenditure and separate the VAT element from the cost of each item. Each item purchased must have a receipt or proof of purchase included with the expense claim.

## **8. Financial Reporting**

The monthly meeting of the Management Committee to include a financial report of the bank balance(s) and petty cash to be documented in the minutes of the meeting. Any funding reserves or ring-fenced finances should be discussed at the monthly meeting. Reporting should cover:

- Income: the amounts charged to the various cash accounts should be reconciled with invoices and payments.
- Cash: the balances in cash accounts should agree with the balances shown on the bank reconciliations for each month.
- Petty Cash: the balance in this account should always equal the maximum amount of all petty cash funds.
- Expenditure: all expenditure to documented on the Accounting System (Excel Spreadsheet) and made available for The Management Committee every month.
- Reconciliation: the accounts are reconciled every month and included in the report presented at the monthly Management Committee meeting.



## **9. Grant Compliance**

When a new grant is received or renewed a copy of the grant to be forwarded to the Senior Contact (a Trustee on the Board). The main contact for the grant to keep in contact with the awarding fund to update when and where necessary.

## **10. Adopting this policy**

Formally adopting this financial policy provides guidance for managing the resources of the Charity Laxfield Village Hall.

## **11. Computer System Backup Procedure**

Procedure to be agreed between the Treasurer on the Village Hall Management Committee and the Laxfield Parish Clerk.

## **12. Asset management.**

A designated member of the Management Committee will have responsibility for maintaining an asset register of all assets of the hall. This register is to include, where appropriate, the serial numbers of equipment.

## **13. Annual Meeting Checklist**

The Laxfield Parish Clerk will be provided with information required by the Trustees at the annual meeting of the charity.

## **Signatures of the Trustee Board**

Trustee Name: .....

Signed and dated.....

Trustee Name.....

Signed and dated.....

Trustee Name: .....

Signed and dated.....

Next scheduled review date: September 2024



## **D8: Equality, Diversity and Inclusion Policy**

1. Laxfield Village Hall is committed to equality, diversity and inclusion in the organisation. The aim for the Charity is to be truly representative of all sections of society and for all persons to be respected and treated with fairness.

### **2. This policy's purpose is:**

- a) To not unlawfully discriminate as recorded in the Equality Act 2010 which protects against discrimination with reference to:
  - age
  - disability
  - gender reassignment
  - marriage and civil partnership
  - pregnancy and maternity
  - race
  - religion or belief
  - sex
  - sexual orientation
- b) Oppose and avoid all forms of unlawful discrimination. This includes:
  - pay and benefits (where appropriate)
  - terms and conditions of hire or use of the facilities at Laxfield Village Hall
  - dealing with grievances, discipline, complaints, training, or other developmental opportunities.
- c) Provide equality, fairness and respect for all whether:
  - Customers
  - Volunteers
  - Trustees
  - Suppliers
  - Patrons of the Charity

### **3. The Charity commits to:**

- a) Creating an environment free of bullying, harassment, victimisation and discrimination, promoting dignity and respect for all and where individual differences and contributions are valued.
- b) Encourage equality, diversity and inclusion as they are good practice and beneficial for the business of the charity.

This commitment includes the responsibilities of the Trustees and the Management Committee conducting themselves to help the charity to safeguard equality, diversity and



inclusion and to prevent bullying, harassment and unlawful discrimination.

All Volunteers should understand they are liable for acts of bullying, harassment, victimisation and discrimination against fellow Volunteers, Trustees, Suppliers, members of the public and Patrons of the Charity.

4. The Trustees and the Management Committee take seriously complaints of bullying, harassment, victimisation and unlawful discrimination. Such acts will be considered as misconduct and appropriate action will be taken.

Furthermore, sexual harassment, sexual assault allegations may amount to a criminal matter.

5. Monitoring Volunteers regarding information such as, age, disability, sex, ethnicity, religion or belief, in encouraging equality, diversity and inclusion to meet the aims and commitments set out in the Equality, Diversity and Inclusion Policy.

Assessing how the policy, and any supporting action plan are working in practice, reviewing the policy annually and take action to address any issues.

Agreement to follow The Equality, Diversity and Inclusion Policy by The Board of Trustees and members of The Management Committee is fully supported.

## **7. Signatures of The Trustee Board**

Trustee Name: .....

Signed and dated.....

Trustee Name: .....

Signed and dated.....

Trustee Name: .....

Signed and dated.....

Trustee Name: .....

Signed and dated.....