

Lucy and Vincent Brown
(Attenborough) Village Hall
Registered Charity Number: 522174

Policies

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Mission Statement

Constitution:

The governing document of the charity is a lease dated 16th November 1964 (last update was 2013 for 20 years) between the Southwell Diocesan Board of Finance and the Trustees of the Village Hall at that time. This document states that the leasehold title to the property shall be held by the "Holding Trustees" and the Hall shall be managed by a "Committee of Management". The Holding Trustees are appointed by the Management Committee.

The Charity:

The Hall is a registered Charity, Registration Number 522174. The Management Committee (Trustees) are responsible for the running of the organisation.

The Trustees/Management Committee:

The Management Committee consists of up to 8 elected members who are elected at the Annual General Meeting and one representative member from each of the approved organisations operating in Attenborough. Meetings are held monthly, with an AGM in December or January each year.

The Property:

The land is owned by Southwell Diocesan Board of Finance and the building is managed by the Trustees/Management Committee.

Further information is available from the Trustees - current details are listed on the Hall's website.

Activities:

The trust deed requires the Hall to be used for meetings, lectures, classes and other forms of recreation and leisure-time occupation with the object of improving the conditions of life of the inhabitants of Attenborough and the neighbourhood.

The charity, which is also known as "Attenborough Village Hall", provides accommodation for meetings of a variety of different organisations in the Village and surrounding area. The Hall is booked on most days during the year and is an important facility for the local community.

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Financial Policy

The Village Hall's policy includes two financial responsibilities:

1. The Committee shall present to each annual general meeting the report and accounts of the charity for the preceding year, and
2. Any sum of cash at any time belonging to the charity and not needed as a balance for working purposes shall (unless otherwise directed by the Charity Commissioners) be invested.

Flowing from these duties is the fundamental obligation of all charity trustees to protect the property of their charity and to secure its application for the objects of the charity. In order to discharge this duty it is essential that there are adequate internal financial controls over the charity's assets and their use.

Controls are a necessary feature of any well-run organisation. Because of the special characteristics of the charitable sector, they play an essential part in helping to show potential donors and beneficiaries that the charity's property is safeguarded, and that its management is efficient.

That is why Lucy and Vincent Brown (Attenborough) Village Hall accepts and implements the guidance provided by the Charity Commissioners in the management of its operations, as follows:

- The trustees of the Hall are under a duty to ensure that the charity keeps proper books and records, and that annual accounts are prepared.
- Trustees must ensure that the accounts are subjected to external scrutiny, if that is required by legislation or by the charity's governing document.
- Trustees need to formally approve the charity's Annual Report and accounts.
- It is recommended that all trustees be provided with copies of the charity's report and accounts each year. New trustees ought to be given a copy of the latest accounts on appointment, and information about the charity's history is on the website.

Controls over expenditure

It is important for trustees to bear in mind that they are responsible for all expenditure of charitable funds and have to account for how the charity's funds have been applied.

Controls over purchases

Trustees have a responsibility to ensure that adequate checks are made to both confirm that purchases have been properly authorised and that goods or services ordered have actually been received.

- 1) The Treasurer and Hall Manager are authorised as individuals to spend up to £200 without a second authority.**
- 2) Purchases/expenses from £200 to £500 must have a second authorisation from either the Chair, Treasurer or Secretary.**
- 3) For purchases/expenses over £500, the wider Trustee group must be consulted, and invoices and payments be dealt with by the Treasurer.**
- 4) The Treasurer must hold all the original copies of invoices.**
- 5) Cheques require 2 signatures from either the Chair, Treasurer or Secretary.**

The Treasurer and Hall Manager have full access to the online bank accounts. The Chair has oversight of all accounts.

Trustees' liabilities

No system of controls, however elaborate, can guarantee that a charity will be totally protected against abuse. Trustees often express concern about the extent of their personal liability in the event of any loss to the charity through misappropriation or misapplication of its funds. Having sufficiently rigorous controls and insurance, provides not only protection for the charity property but also forms the best defence against a charge of failing to protect the charity's funds.

Lucy and Vincent Brown (Attenborough) Village Hall are solely registered with the Charity Commission and regulated by charity law.

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Hiring Policy

Any part of the building is available for hire for any lawful purpose, but the Management Committee reserves the right to refuse a hiring without giving any reason. No one under the age of 18 can hire the hall or any part thereof.

All hire is subject to the rules set by the Management Committee are detailed in the **Standard Conditions of Hire** agreement and the conditions pertaining to the public entertainments licence. It is the responsibility of the hirer ensure compliance with **fire regulations, health and safety regulations and** child protection legislation during the hiring period.

As part of the booking process, hirers are required to read and accept the **Standard Conditions of Hire** for the room/s required and **only that room** may be used. The Management Committee reserves the right to charge for any additional cleaning of rooms used that were not hired.

The Standard Conditions of Hire are on the website and displayed on the Hall noticeboard.

Hire fees must be made in advance and for some events an additional deposit against damage is required. The Management reserves the right to waive payment for an event and to apply the stated cancellation fees.

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Equal Opportunities Policy

It is the policy of the Management Committee not to discriminate directly or indirectly against anybody (whether staff, volunteers, committee members, users or the community in general) on the grounds of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

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Health & Safety Policy

The Health, Safety and Welfare of all those managing, using and visiting Lucy and Vincent Brown (Attenborough) Village Hall is always paramount.

The Management Committee recognises The Health and Safety at Work Act 1974 and accepts its general duties to ensure that the premises are safe and that risks are assessed and managed as far as reasonably practicable.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide information as is necessary for staff, volunteers and users.

It is the intention of Lucy and Vincent Brown (Attenborough) Village Hall Management Committee to comply with all 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.

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. It will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Management Committee, with all safety requirements set out in the Standard Conditions of Hire agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Any concerns about the safety of or any damaged equipment must be reported to the Hall Manager immediately.

Accidents and incidents must also be reported in the Health and Safety/Accident file in the DTR kitchen and the Main Hall lobby, this is reviewed regularly by the Trustees.

This policy must be read in conjunction with the Fire Risk Assessment Policy.

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Policy for Activities involving Children

The Management Committee are committed to providing children and young people with appropriate safety and protection whilst in Lucy and Vincent Brown (Attenborough) Village Hall.

The Management Committee will endeavour to make sure that the hirers are aware that they are responsible to ensure that any activities for children comply with the provisions of all current legislation and that only fit and proper persons have access to the children in their care.

The Management Committee will make clear to hirers that groups working with children and young people must have a current Safeguarding Policy and ensure their staff are adequately checked within the guidelines of the Disclosure & Barring Service (DBS).

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Policy for Recruiting Staff/Trustees (Committee Members)

It is the Management Committee's policy to comply with its own Equal Opportunities Policy and make sure that any staff vacancy is open to all to apply.

It is further the Committee's policy to request that regular groups or organisations that use the Hall have a representative on the Committee and attend regular monthly Committee Meetings.

All new members are advised to read the online document available on the Charity Commission website that outlines the duties and responsibilities of Trustees.