



V O L U N T A R Y
A C T I O N
C U M B R I A

Village Hall Update

~ Spring 2003 ~

Inside...

Afraid of being sued? Limit your **Liability** with the ten steps overleaf.

Confused and worried about the Disability Discrimination Act 1995? Book a place on our **Disability Discrimination Act Training Event** on 3rd July. It's the turn of the South of the County!

Do you use a written agreement when hiring out your Hall? You should! Request the new **Model Hire Agreement**.

Take advantage of some of the Training Courses and Funding Fairs on offer in the County. Details in **Dates For Your Diary**.

We review some useful **Funding** sources, as usual.

Concerned about changes in the law? We've provided a short overview of the developments of the **Licencing Bill**.

We've given a list of the **ACRE Information Sheets** so you can see which of these extremely useful guides are available.

And More....





Are we Liable?

We're often asked about liability in

Village Halls - and when the Committee are liable for accidents and mishaps in their premises.

In most cases, the people managing the hall, that is, the membership of the management committee, are 'managing trustees' automatically and as such have responsibilities. Under Charity Law, they must act for the good of the charity and act reasonably and prudently.

So it follows that trustees should act responsibly and make sure their hall is as safe as possible, and properly maintained.

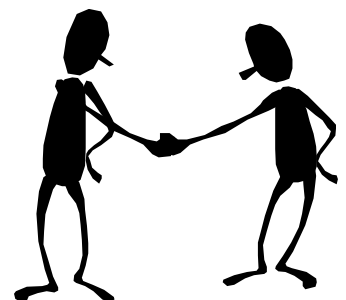
It's important, too, that you make it very clear to hirers exactly what the facilities are and how to use them. If your kitchen is only set up to provide basic tea and coffee facilities, they need to know not to cook a five-course meal! Similarly, you must take steps to make sure people act safely and responsibly. Post food hygiene notices in the kitchen, make sure you have first aid kits and risk assessments and that your hirers are aware of them.

ACRE provides a list of ten ways to limit your liability - a Good Practice Guide for Charity Trustees:-

1. Follow the governing document, i.e. trust deed, Will, Scheme of the Commissioners of other formal document
2. Attend meetings!
3. Act collectively, i.e. obtain committee approval before signing contracts
4. Keep written minutes of decisions
5. Ensure the treasurer presents regular financial reports and prepares a budget each year
6. Ensure that the property and the committee are adequately insured
7. Obtain professional advice
8. Act with due care and prudence, e.g. do not commit the committee to spend money it does not have
9. Ensure the property is properly maintained
10. Keep all licences up to date

In most situations, if you run a premises, you can't avoid liability. You **SHOULDN'T** avoid liability - someone has to be responsible!

But if you act reasonably and prudently, take what precautions you can, and what actions you should, you have gone a long way towards limiting your liability and protecting your hall.



£ £ £ Funding Information £ £ £

The Tudor Trust

The Tudor Trust helps to break cycles of disadvantage and dependency by supporting projects that increase people's ability to cope. Tudor will support groups with charitable objectives who are involved in work addressing the following issues:

- Youth vulnerability and disenchantment - encouraging confident participation
- Older people who are suffering from isolation - supporting sociability and independence
- Community breakdown - renewing social fabric
- Relationships that are dysfunctional - improving relationships in communities, schools and families
- Housing - prevention and routes out of homelessness
- Health - positive approaches to mental health and programmes on substance abuse aimed at prevention and rehabilitation
- Learning - new opportunities
- Financial security - routes out of financial exclusion and poverty
- Criminal justice - reducing offending behaviour and promoting rehabilitation

Please check the website for current priorities and exclusions (to run from April to September 2003) or to download a full copy of the new guidelines.

Contact: Tudor Trust, 7 Ladbroke Grove, London, W11 3BD Tel: 020 7727 8522 Website: www.tudortrust.org.uk

The Tubney Charitable Trust

The Trustees' general policy is to support UK registered, exempt and excepted charities undertaking activities benefiting the community at large, ensuring that as many people benefit as possible. Applications will be considered within the following categories: The Natural Environment and Conservation; Animal Welfare; Access for the Disadvantaged (primarily the disabled) to Education and the Arts; Palliative Care. Grants are made in relation to both capital and revenue costs and may be made as multi-year as well as single sum grants.

Contact: The Tubney Charitable Trust, c/o Nabarro Nathanson, The Anchorage, 34 Bridge Street, Reading, RG1 2LU Tel: 0118 925 4662 Fax: 0118 950 5640 E-mail: c.small@nabarro.com

Northern Rock Foundation

The funding objectives for the Foundation will soon be changing. No new applications will now be accepted under the old priorities, as the new programme is valid from 1 January 2003. The predominant objective of the new programme is to help disadvantaged people (because of age, disability, displacement, geography, prejudice and discrimination etc.) The Foundation has also simplified the areas it will work in these are; **Cumbria**, Durham, Northumberland, the Tees Valley and Tyne & Wear. Grants will be in the form of core support, project grants and capital grants. **For more information contact: Northern Rock Foundation, 21 Lansdowne Road, Gosforth, Newcastle-upon-Tyne, NE3 1HP. Tel: (0191) 284 8412. Visit: www.nr-foundation.org.uk**

The New Licensing Bill

We know there is a lot of concern about the new Licensing Bill and its impact on Village Halls. We do not know yet what will be the final outcome and how it will affect your Halls. When we do, be assured we will inform you as soon as we can.

At present, it seems likely that a premises licence will replace Public Entertainment Licences, theatre licences, licenses for films etc. We now believe that there will be no charge to community buildings for these Licences. Occasional permissions will be replaced by Temporary Event Licences, which is what most Village Halls will use. However, at the moment the number of permitted Temporary Event Licences being discussed by the Government is too low for most Halls. ACRE has been lobbying, and the Minister now agrees the number is too low, but has not yet made a decision on an alternative number. There will not be a requirement for a licence for giving away alcohol prizes in raffles etc.

But remember these points may change! We'll keep you posted.

(As at 12th May 2003)

Accounting for Village Halls ~ 2003 Edition ~

ACRE has now published the 2003 version of this booklet, which explains in detail the requirements for accounts for Village Halls since the January 2001 changes.

Copies are available at a cost of £8, direct from ACRE, Somerford Court, Somerford Road, Ciencester, Gloucestershire, GL7 1TW. Tel: 01285 653477; e-mail:- acre@acre.org.uk

Getting Inside

As those of you who attended our Disability training in March will know, getting TO and INTO the Village Hall can be as difficult as accessing services inside it.

We have a useful checklist for building accessibility, courtesy of Oxfordshire County Council and ACRE. It is a simple table on two sides of A4 and is easy to use. If you would like a copy, please request one using the yellow form enclosed.

ACRE Model Hire Agreement

ACRE has now produced a new Model Hire Agreement. Anyone hiring out their hall should use some for of Hire Agreement – we recommend this one! The document also gives general advice on hiring out the hall, including insurance, fees, Public Entertainment and commercial hiring.

*If you would like a copy, please request one using
the yellow Advice Request Form*



ACRE Information Sheets

Ask for copies of these information sheets for a simple and useful guide:-

- | | |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------|
| VH1-Planning Fees for Village Halls | VH21-Overnight Accommodation in Village Halls |
| VH2-Parish Council Help for Village Halls | VH22-Village Halls as employers |
| VH3-Post Offices in Village Halls | VH23-Village Halls and Community Centres - Funding their provision |
| VH4-Village Hall Insurance Re-Building Costs | VH24-Village Halls and the Payment of Rates |
| VH5-The Children Act 1989 | VH25-Making Village Halls Accessible |
| VH6-Village Halls and Registration for VAT | VH26-Coping with VAT on Fuel and Power Supplies |
| VH7-Villager Halls and Insurance Cover | VH27-Setting up an IT Resource Centre in a Village Hall |
| VH8-Understage Storage | VH28-Business Plan |
| VH9-Public Entertainment Licenses | VH29-Bingo in Village Halls |
| VH10-Alcohol in Village Halls | VH30-The Village Hall Heating |
| VH11-The Charities Act 1992 & 1993 | VH31-The Village Hall Floors |
| VH12-Phonographic Performance License | VH32-An Introductory Guide to the DDA 1995 |
| VH13-PRS (License Fees under Tariff CB) | VH33-Gaming and Lotteries |
| VH14-Asbestos | VH34-Sales of Goods |
| VH16-Trustee Model Information Pack for New Village Hall Management Committee | VH35-Trustee Liability and Trustee Indemnity Insurance |
| VH17-Trustees - Roles and Responsibilities | |
| VH19-The National Lottery | |
| VH20-Health and Hygiene in Village Halls | |

! Dates for your Diary !

18th June - **Writing a Successful Funding Application Training** - CVS, Whitehaven

Contact:- Ann Bell at West Cumbria CVS on 01946 852955

25th June - **Writing a Child Protection Policy Training** - CVS, Whitehaven

26th June - **West Coast Funding Fair** - The Oval, Salterbeck

Contact:- West Cumbria CVS on 01946 852955

3rd July - **Identifying Basic Skills Needs Training** - Penrith Library

Contact:- Diane Jackson at Eden CVS on 01768 242138

10th July - **Children and Youth Funding Event** - Voluntary Action Cumbria

Contact:- Andrea Margolit at Eden CVS on 01768 242138

6th August - **Affordable Access Improvements Training** - Penrith Library

Contact:- Diane Jackson at Eden CVS on 01768 242138

16th October - **Eden Funding Fair** - Penrith Rugby Club

Contact:- Diane Jackson at Eden CVS on 01768 242138

There have been lots of changes in the RCO team recently, and we are still not at full strength. Please bear with us while we try and build a strong team.

We welcome **Julia** back from Maternity Leave - she'll now be working three days a week in South Lakeland. Sadly, we must bid goodbye to both **Debbie Kier** and **Gail Knöpfel**, but we wish them all the best in their new endeavours. We're happy to welcome **Louisa Alston**, as Assistant Rural Community Officer.

For the moment, please direct your enquiries for the Allerdale, Carlisle and Eden districts to **Lorraine Smyth**.

Who's Who? – Your Rural Community Officer

Here is our usual quick guide:

Julia Wilson	-	South Lakeland
Anna Scamans	-	Copeland
(vacant)	-	Allerdale
(vacant)	-	Carlisle
(vacant)	-	Eden



****FREE!****

**DISABILITY DISCRIMINATION
ACT TRAINING EVENT**

Thursday 3rd July, 7 - 9 pm
at Skelwith Community Centre
(Nr Ambleside)

Places will be limited – You **MUST** book!
Contact Gail Knopfel or Anna Scamans
on 01768 242130

And finally.....

If you have any information to share or success stories to shout about, please contact Anna Scamans at:

Voluntary Action Cumbria
The Old Stables
Redhills
Penrith
CA11 0DT
www.ruralcumbria.org.uk
01768 242130

Don't Forget!

Please make sure you display a copy of this Update in your hall, so that other people can benefit from the information!

* * *

We have enclosed a copy of the Advice Request Form. Please, please, please use these as your way of getting in contact with us. It helps us meet your needs in the most efficient and appropriate way. Once the forms are received back in the office the right Officer for your area will get back to you within 10 working days whenever possible. and