



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 January 2001

*Happy New Year!*

VAC's Village Hall Advisors would collectively like to wish you all the best in 2001. We would also like to congratulate the respective management committees of Shap Memorial Hall and Old Hutton Public Hall, both of which have recently completed major refurbishment projects - Well done! ...

- ***Are you registered?***

Because village halls and community buildings are assets managed by charitable organisations, village halls and community buildings are legally obliged to register with the Charity Commission. Many of you will have already registered, however a number of you have not. VAC would like to extend a helping hand to those management committees that have not yet registered.

Registration can be a relatively straight-forward process if tackled properly and costs absolutely nothing. Indeed registering as a charity can bring a host of advantages such as limited tax and rate relief and access to a broader range of funders for grant aid. VAC has considerable knowledge and experience in this area and is here to provide you with all the help that you need. For an application pack please contact the Charity Commission on 0151 703 1500. For assistance contact your Village Hall Advisor at VAC through the usual means.

- **Fire Precautions (Workplace Amendment) Regulation 1999**

These regulations came into force on 1 December 1999 and affect all premises with paid employees, including those working part-time such as village hall cleaners and caretakers. The regulations implement two EC directives. Fear not, however, as most village hall management committees will already comply. The regulations place the responsibility on employers for making sure that employees are safe from the risk of fire by carrying out a risk assessment. A Home Office Circular extends this responsibility to the public whilst on the premises.

If your village hall has a Public Entertainment Licence (which means that they have passed fire safety inspection) then the key point is that the village hall management committee, as the employer, must carry out the risk assessment and keep the fire equipment properly maintained.

Those of you without a PEL will need to carry out a risk assessment and then ensure that you have made the appropriate provision, eg. adequate numbers of fire exits and extinguishers exist. It is advisable to contact your local fire Prevention Officer to request a visit and advice (which is free of charge) or consult chapter 12 of the *Home Office Guide to Fire Precautions in Places of Public Entertainment*, which sets out fire safety requirements for small buildings. Local Fire Prevention Officers will distinguish between legal requirements and advice if asked to do so.

A guide has been produced jointly by the Home Office and the Health and Safety Executive *Fire Safety - An Employers Guide*. It is available from the Stationery Office on 0870 6005522 and is priced £9.95. The HSE also produce a free short guide *Five Steps to Risk Assessment*, call 01787 881165 to order a copy today.

Fire Prevention Officers:

Allerdale & Copeland	01900 602543
Barrow	01229 821363

Carlisle & Eden	01228 521215
South Lakeland	01539 722627

- **ACCESS TO INFORMATION**

We are receiving an increasing number of enquiries about halls available for hire. At present because of Data Protection we do not give out contact names and addresses for village halls but inform them who the Clerk to the Parish Council is and suggest that the Clerk will contact the hall committee.

This seems a long winded and time consuming way to put potential hall hire your way. We would like to add to our database a register of halls available for hire beyond their own community.

For this to be effective we propose the following:

Village Hall Committees should ensure they have a Hire Agreement for bookings - **if you do not currently have a Hire Agreement and wish to discuss producing one please contact us.**

Village hall committees need to sign an agreement that we can pass on the contact details. See enclosed form.

We would seek an update of information from committees with our annual questionnaire **but notification of changes of detail during the year would be the responsibility of the committee. This is extremely important if a change of committee occurs and the person who was listed as the contact ceases to be.**

**If the Committee for any reason no longer wish to remain on such a register they can withdraw at any time. We would need to be notified in writing.**

We will not be giving out any details about hall facilities or conditions but merely noting which halls are happy to be contacted. Please also remember that priority of booking needs to be given to those your constitution sets out to serve

- ***E-mail***

If you would prefer to receive the Village Hall Update by E-mail please would you complete and return the enclosed slip. **The Update is intended as a communication to the whole committee. Please would you ensure that it is circulated to all members and/or displayed prominently in the hall for all to benefit from.**

Thank-you.

- ***Free Paint***

Each year 3,000 million litres of decorative paint is sold in the UK for domestic or trade use. A significant proportion of this paint remains unused and is eventually disposed of. Community Re-Paint Schemes redistribute unwanted surplus paint free of charge to community, voluntary and charitable organisations. There are currently 24 Community Re-Paint Schemes throughout the UK, with further schemes in development. For more information contact: Community Re-Paint, Save Waste and Prosper Ltd., 74 Kirkgate, Leeds LS2 7DJ Tel.: 0113 243 8777

*(Source: The Halls' Crier)*

Dulux has also announced it's annual scheme for free paint to community groups. For an application form send an A4 self addressed envelope **and** a 60p stamp to: - Dulux Community Projects Office, PO Box 343, London WC2E 8RJ

- ***Funding day***

On the 7<sup>th</sup> February 2001 from 10:30 am to 4:00 pm a Funding Day will be held in The Malt Room, The Brewery Arts Centre, Kendal.

This event will offer funding workshops, individual advice sessions, talks and stalls from funding bodies. It will be an ideal opportunity to find out how to secure funding to make your community's dreams become a reality.

For more information and booking forms please contact:

Vanessa Owens  
CVA South Lakeland  
Stricklandgate House  
92 Stricklandgate  
Kendal  
LA9 4PU  
Tel. 01539 729168  
Vanessa@cvasl.org.uk

OR

Gail Knopfel  
Voluntary Action Cumbria  
The Old Stables  
Redhills  
Penrith  
CA11 0DT  
Tel. 01768 242130  
vac@dial.pipex.com

- ***Photo request***

Through Countywide magazine we have an excellent opportunity to publicise your projects, hard work and successes and it is always good to be able to accompany stories with photographs. If any of you have stories you would like to tell please send them to us along with photos. For our reference we would also welcome any photos from hall projects or special events with just a brief explanatory note.

- ***Preparing NLCB bids***

With the new NLCB requirement that applications for projects costing above £100,000 include a full feasibility study and preparation of plans to RIBA stage D we felt it would be useful to run a workshop exploring:

- how to develop your brief to professionals such as architects
- the work undertaken by your professionals to prepare to RIBA stage D
- the work you need to undertake to complete the feasibility study

We plan to run the workshop on Thursday 22<sup>nd</sup> March at VAC in either the afternoon or evening. **To provisionally book a place please complete and return the attached form so that we can mail you full details when they are confirmed.**

- ***Training***

Thank-you to all those who attended the "Roles and Responsibilities" and "Managing your Halls" workshops and for your very useful comments after the events. We will certainly be looking to repeat these events during the year at other venues round the county. Certificates for those who attended will be out shortly. May I remind you that any hall developing a Members Handbook and Hire Agreements as a result will gain extra credit but I need to verify that these have been produced.

A number of requests for a workshop or other training on "Managing Meetings" were received and we are working on this. Details will be forwarded.

- ***Performing Rights Society - Important Changes***

Important changes have recently taken place in the charges for the playing of music in Village Halls, community centres, churches and similar halls run by voluntary organisations.

Musical performances include all of the following:- live music by performers in person, recitals and other events, background music by radio; television; tape; record; disc players, juke boxes; discos/karaoke; film/video shows; aerobics; keep fit/dance classes etc.

As the previous charging system was complex and involved much record keeping and form filling PRS have created a simpler system by charging 1% of all village hall income generated. Income will not be deemed to include: VAT you have paid, capital grants, revenue grants, interest from accounts, gifts and donations.

The new standard charge will be £30. PRS remind us that using music in public is prohibited without the copyright owners permission and that a PRS licence allows you to use music or permit music to take place legally in your community building. We suggest you contact PRS if you have particular queries about your own situation but if after that you have further queries please do contact us and we will try to assist. PRS - 0845 309 3090

- **THE VILLAGE HALL ADVICE SERVICE**

If you have questions, concerns or desires regarding your local village hall, please talk to us. Specifically we can offer advice and information on:

- **Project planning and development**
  - **Fundraising and building comprehensive funding packages**
  - **Serving your community**
  - **Technical and legal advice**
- and much, much more!**

Please remember that we are here to help in any way that we can, so if you feel that your village hall management committee could use some help, advice or guidance please contact. Anne Bilbrough or Jonathan Walkingshaw at the following address, using an **Advice Request Form** whenever possible:

### **Voluntary Action Cumbria**

**The Old Stables**

**Redhills**

**Penrith**

**Cumbria**

**CA11 0DT**

**Tel.: Anne (01768) 242130 Jonathan 0777 9045673**

**Fax: (01768) 242134**

**[Vac@dial.pipex.com](mailto:Vac@dial.pipex.com)**

Remember, the **Advice Request Form** enables us to deal with your enquiry more efficiently thus improving the service you receive from us!

• **Village Hall Update by E-mail**

We would prefer to receive the Village Hall Update by E-mail please.

Name of Hall.....

Name of person receiving e-mail.....

E-mail address.....

Signature.....Date.....

Please return to Anne Bilbrough, Voluntary Action Cumbria, The Old Stables, Redhills, Penrith, Cumbria CA11 0DT

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## ***Provisional Booking Form***

***Village Hall Workshop - NLCB bids***

***"Preparing your feasibility study and engaging professionals"***

**Thursday 22<sup>nd</sup> March 2001 - Voluntary Action Cumbria**

- how to develop your brief to professionals such as architects
- the work undertaken by your professionals to prepare to RIBA stage D
- the work you need to undertake to complete the feasibility study

**I would like to provisionally book a place on the above workshop**

I could attend                      afternoon    p  
   evening        p

Name of hall.....

Name of participant.....

Address and phone number

**We will forward details as soon as they are confirmed.**

Please return your completed form to: Anne Bilbrough, Voluntary Action Cumbria, the Old Stables, Redhills, Penrith, CA11 0DT.