

# Village Halls Managing Risks Toolkit

## PEOPLE

- Involving your community - what do people want and need
- Dealing with volunteers, staff, hirers and those using the hall
- Making everyone welcome

## LAW & GOVERNANCE

- Your governing document  
- the rules for how you function
- Roles, responsibilities, and what charity law says you should do
- Health and safety, insurance and other legal requirements

## MONEY

- Income - hiring, fundraising, grants
- Spend - planning and budgeting
- Accounting and planning for the future with a Business Plan

## BUILDINGS

- Fabric of the building and facilities: cleaning, maintenance, repair
- Making your building accessible
- Use of a formal hiring agreement

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This toolkit aims to help village hall committees consider the main risks for their hall and to access further information to help manage these risks effectively.

Risk is often a topic which focuses on Health and Safety, or a crisis situation. This toolkit takes a more holistic approach to the range of risks for halls, and categorises these under four key headings of: Law and Governance; People; Money; and Buildings.

We would like to thank the Prince's Countryside Fund for supporting this project and the hall volunteers who have assisted with the development of the toolkit. Their commitment to finding the simplest, practical way to do things right has made this a thorough exploration of risk, far beyond the scope of dealing with a crisis situation.

## Summary

We have included a few suggestions on how to use the guide (page 3), to avoid the danger of information overload! By working together to break down the job of identifying and dealing with risks, progress will be much easier. You can always contact ACT if you want to plan your approach with us.

This toolkit groups information about risk under four main headings, reflected in the pictogram on the front cover. These emerged as the areas of greatest concern with our village halls peer group.

- **Law and Governance** (page 4) summarises the guidance on your legal responsibilities and the central pillars to good governance. Understanding and implementing sound governance promotes a strong position from which all other issues can be managed with greater confidence.
- **People** (page 7) and how they interact safely and positively with the village hall, is an area of concern for many. This section looks at some of the things you must do (and many of the things you should do) to maintain a viable and relevant community facility.
- **Money** (page 9) This section includes both technical and practical advice on managing hall finances. Some of this is legally necessary, such as keeping finance records, and some is purely common sense, like working out if you are charging enough.

- **Buildings** (page 11). Of course, this toolkit is all about a building being used by the community, so ensuring the bricks and mortar are safe, accessible and good to use is vital.

No two village halls are the same and structural issues should be dealt with in a manner which is appropriate to the fabric of your building. The resources in this section will give you enough information to make sensible decisions and identify relevant specialists for help when you need it.

We recognise that there is obvious overlap between the issues. For example, the duty of care to protect vulnerable users is both a legal issue and a conversation about people. However, we hope the structure of the toolkit will allow you to quickly find the information you need.

Inevitably there are things which do not fit neatly into this structure which is why we've included a **General** section (page 15) which summarises additional guidance available on village hall topics, including the Hallmark Quality Standard Scheme.

Most of the resources referred to in this toolkit, including all the numbered Village Hall Information Sheets (VHIS), have been produced by Action with Communities in Rural England (ACRE). These are available free to Cumbrian halls by contacting ACT direct. Please contact us so we can help you manage risk, through good practice.

## How to use this guide

The way we suggest you use this guide is to:

- Use the diagram on the front cover as a discussion prompt for your committee.
- Consider the main risk areas for your hall - Ask “What keeps me awake at night?”
- Prioritise the issues in the chart below.
- Read the relevant section i.e. Law and Governance, People, Money, Buildings, and General.
- Identify the information to assist you.
- Contact us at ACT to request the relevant information or use the web links where information is available online.

**Email: [info@cumbriaaction.org.uk](mailto:info@cumbriaaction.org.uk)**

**Tel: 01228 817224**

- Identify the actions you can take to address your concerns, with dates and details of who is taking the action and when it will be reviewed, and update the chart below.
- Continue through your priority list requesting the appropriate guidance when you feel ready to address the next topic.
- Record your activity in meeting minutes on a regular basis to show that you are aware of the risks you’ve identified and are addressing them in a managed way.
- If you are unsure at any point, contact us at ACT and we will do our best to help you identify the correct resource to address your need.
- Let us know how you are getting on. Please send us feedback on your experience to help us our support for community buildings. We could also write a case study about your hall.

## Managing Risk Chart

Issue	Prompt	Actions (Policy, Practice)	Priority Level	Name	Deadline	Result
What keeps you awake at night?	Has anything prompted you to worry about this?	Action needed to address the issue	Rank in order of importance / urgency	Who will action this?	When will it be done?	How will you know this is resolved?

# Law & Governance Guidance

## Data Protection and Village Halls – A Preliminary Guide (VHIS 04)

New data protection legislation comes into effect in May 2018 - the General Data Protection Regulations (GDPR). This is a preliminary guide to the new regulations as they are most likely to affect village halls and other community buildings. Areas covered include:

- What is personal data?
- Applying the regulations to your hall and practical considerations for keeping data secure
- Appendices include: sample data list for a village hall; data protection principles; and data protection policy.

## Village Hall Insurance Cover (VHIS 07)

Village Hall Managing Trustees have a duty under Charity Law to insure the charity's assets and liabilities and may be personally liable if they fail to do so. This information sheet is a guide to the classes of insurance which a committee should consider.

A short list of village hall insurers known to the ACRE (Action with Communities in Rural England) Network is also available from ACT on request.

## The Charities Act 2011 (VHIS 11)

As a newcomer to village halls, the Charities Act 2011 is perhaps not the first topic you'd want to read about! However, if you're looking for a summary of the changes which it brought to charity law most likely to affect village halls and their charity trustees, then this information sheet makes interesting reading.

NB: The Charities Act 2016 - Many of this Act's provisions help to address gaps in the Charity Commission's protective powers. Visit: <https://charitycommission.blog.gov.uk/2016/05/20/how-will-the-new-charities-act-affect-your-charity/>

The remaining provisions of the 2016 Act come into force on 1st August 2018 with a significant extension of the list of circumstances in which someone is automatically disqualified from being a charity trustee. These now also apply to all charity senior managers. Visit: [www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities](http://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities)

## Health and Safety Legislation and Village Halls (VHIS 15)

Another comprehensive information sheet which you probably wouldn't read in one sitting! This guidance explains how the key statutory requirements of health and safety legislation affect village halls, and provides practical guidance on how to address them. Areas covered include:

- Preparing a Health and Safety file
- Risk Assessments – why, what, who, and how etc.
- First Aid; Reporting accidents / incidents
- Hiring procedures – the role of the booking secretary, a written hiring agreement and notices in the hall in implementing health and safety policy.
- Appendices include examples of: Health and Safety policy; Risk Assessment record; checklist / log of equipment testing; notices; accident form etc.

## **Trustees Roles and Responsibilities (VHIS 17)**

This is an essential read for anyone involved in running a village hall – everyone should have a copy. When anyone new joins the committee, it's a good idea to discuss it together, as a refresher for everyone.

It breaks down the responsibilities of Charity Trustees (also known as Managing Trustees, or 'The Committee') and gives great advice on good practise.

The information covered includes:

- Why most village hall charities have two sets of trustees: Charity / Managing Trustees and Holding / Custodian Trustees; who's who and what this means.
- Charity Trustees responsibilities: To act reasonably and prudently; To act together; To advance the purposes of the charity; To avoid conflict of interest; To act for the charity; To act gratuitously.
- Tips for good practise
- Trustees liability and insurance
- Appointment and retirement of Charity Trustees

## **Health and Hygiene in Village Halls (VHIS 20)**

Most halls have facilities for providing drinks and light refreshment, or to prepare full meals. Whatever the level of provision, it's important to maintain high standards of maintenance and hygiene for both kitchens and toilets.

This information sheet explains the relevant legislation and suggests a range of standards appropriate for different circumstances.

Topics covered include:

- General cleanliness of the hall and cleaning schedules
- Food hygiene and safety, guidelines for kitchens, and food business registration
- Provision of toilets and consumable items
- Appendices include examples of: Cleaning schedule; H&S notice; registration regulation; Food safety checklist; and kitchen notices.

## **Trustee Indemnity Insurance (VHIS 35)**

Most village halls are unincorporated charitable trusts and concerns are often raised about personal liability of the charity trustees (the committee).

The best way of protecting from personal liability is to ensure the charity is well managed and good practice is followed, however committees may also want to consider trustee indemnity insurance.

Topics covered in this information sheet include:

- How personal liability may arise
- Limiting the risk of personal liability and possible charity incorporation
- Trustee indemnity insurance and public liability insurance

### **Village Halls run by Parish Councils as Sole Trustee (VHIS 36)**

As mentioned above under 'Trustees Roles and Responsibilities' most village hall charities have two sets of Trustees (Charity / Managing Trustees and Holding / Custodian Trustees). In some circumstances a parish council is 'Sole Trustee' where it essentially fulfils both Charity and Holding Trustee functions. This information sheet covers:

- What makes the parish council the Sole Trustee
- When is the parish council the Custodian Trustee, and not the sole trustee
- How charity business should be conducted by the parish council
- Parish council making changes to the management arrangements

### **Village Halls and Incorporation (VHIS 39)**

This information sheet provides advice for village hall committees who are concerned about personal liability and considering whether incorporation is appropriate for their hall.

Information covered includes:

- Personal liability and protection for charity trustees
- Trustee indemnity insurance
- Why a village hall charity might want to incorporate
- Legal structures for incorporation: Charitable Company and Charitable Incorporated Organisation (CIO)
- The incorporation process

### **Village Halls, governing documents and title deeds (VHIS 40)**

The governing document for your village hall charity sets out the charitable objects and rules for the organisation; it states what the charity is for and describes how it is run. Every charity trustee should have a copy and be familiar with it. Many older governing documents are comprised within the document by which the charity acquired the land in the first place – a conveyance, transfer of land, indenture, or lease. This information sheet includes details of:

- Different types of governing document and common constitutional structures
- Vesting in the Official Custodian for Charities
- What to do if you can't find any governing documents or title deeds
- What to do if the holding Trustees are deceased or cannot be found
- Making changes to governing documents of village hall charities
- Registration of land and property with the Land Registry
- Responsibilities of Holding / Custodian Trustees (i.e. not the Charity Trustees)

### **ACRE Model Documents (Charity Commission approved)**

A range of Charity Commission approved model documents are available for village halls - for freehold or leasehold and unincorporated or incorporated, e.g. Charitable Incorporated Organisation (CIO), village halls. Contact ACT for more information about when and how these may be useful for you.

# People Guidance

## Village Halls, children and young people (VHIS 05)

A hall committee has a duty of care to all those using the charity premises. This information sheet provides guidance on processes, policies and procedures for protecting vulnerable users, in particular children and young people. Areas covered include:

- Safeguarding vulnerable users and DBS (Disclosure and Barring Service).
- Developing a vulnerable users policy
- Daycare in village halls
- Hiring arrangements
- Employing children; bouncy castles; residential activities; stage performances; and Young People - parties and clubs.

Appendices include:

- Guidance on how to recognise signs of abuse in children
- Categories and predisposing factors of adult abuse
- List of do's and don'ts on what to do if someone reports or you suspect abuse towards a child
- Protection policy for children and vulnerable adults.

## Marketing your village hall (VHIS 19)

Good publicity and marketing of a village hall is key to successful communication within the local community. This information sheet looks at the charitable objects of a village hall, who its customers are and what they might need or want.

It considers marketing principles, guidance on developing a marketing strategy, and provides information on methods of promoting a village hall. Successful marketing can lead to increased bookings and greater financial security. An additional guide to writing press releases is also available (VHIS 19a)

## Managing Employees and Volunteers (VHIS 22)

This detailed information sheet aims to highlight some of the issues that must be considered by village hall management committees intending to employ or direct someone to carry out a particular job. Those which employ staff, either full time or part time, must be aware of their responsibility as employers. It covers:

- Who is an employee
- Legal responsibilities of village hall management committees - insurance, pensions, health and safety.
- Contract of employment and job description
- Employee's statutory rights; anti-discrimination legislation; family friendly rights
- Dismissal; discipline and grievance procedures; resident staff
- Appendices include: job description; contract of employment; and disciplinary and grievance procedure.

### Self Employed Staff (VHIS 22a)

Village hall committees must register and declare income paid to individuals or they could find themselves liable for unpaid tax going back 6 years. If a person is truly self-employed the hall will not be responsible for their tax or NI liability. This short guide covers:

- Steps the committee should take to check a person is 'truly' self-employed
- Questions to ask and details to consider e.g. payment terms, equipment and materials, insurance.

### Recruiting and Retaining Volunteers (VHIS 32)

Making sure your village hall has a sustainable group of volunteer committee members is often an issue, with groups expressing concern about skills shortages and simply not having enough people to share the workload. This information sheet provides guidance on the recruiting and supporting volunteers:

- Methods of recruiting – word of mouth, representatives of user organisations, different targeting techniques, guidance on the administrative requirements.
- Retaining volunteers - considering what motivates volunteers, allocating tasks, recognising input, and clarity of roles and responsibilities.
- Recruiting trustees and trustee liability concerns (see also VHIS 17 on Trustees Roles and Responsibilities and VHIS 35 on Trustee Indemnity Insurance).

### Equality in Village Halls (VHIS 42)

As an organisation which provides facilities or services to the public, village halls are obliged to familiarise themselves with their obligations under the Equalities Act, to protect people from discrimination. This sheet highlights the key concepts and good practice of the Equality Act by detailing:

- Discrimination (indirect and direct) arising from disability.
- Exceptions – Charity exemption, providing services for groups with protected characteristics, clubs and associations, single-sex communal accommodations, religious and belief organisations, age discrimination.
- Guidance on the adjustments and provisions that need to be made to ensure everyone is treated fairly at work or when using the services.
- A very useful section on further information and sources of advice to help groups get this right for their organisation.

### Village Hall Surveys and Feedback Form (ACT)

ACT has produced template surveys you can use to find out what people want and need from your hall. They can be used to help inform day to day management and when you're planning a refurbishment project. If you're looking for grant funding, they can also help to provide the 'evidence of need' to support your funding applications.

- Survey for regular User Groups
- Feedback Form for one-off hirers
- Household survey for consulting the whole community.

# Money Guidance

## Planning fees for village halls (VHIS 01)

Village Halls are not exempt from fees and therefore affected in a number of ways, for example, the erection of new buildings and the extension of existing halls both require fees. This is a short information sheet, with additional guide to fees for planning applications in England from 17 January 2018 (VHIS 01a).

## Village halls and registration for VAT (VHIS 06)

This information sheet provides guidance on registration for VAT to charities which are recognised by HMRC as operating a village hall for VAT purposes. NB: this is not a substitute for advice from HMRC.

- How to determine your liability to register for VAT
- Voluntary registration (as a general rule it is not advantageous for a community building to register for VAT)
- VAT on capital projects, VAT planning, and sources of further information

## Village halls and VAT on building work and other purchases (VHIS 18)

Produced with the assistance of HM Revenue and Customs (HMRC) in 2011, this detailed information sheet aims to help village halls carrying out building work, or purchasing good and services, to identify potential VAT costs and make VAT savings. NB: this is not a substitute for advice from HMRC. Topics covered include:

- VAT explained
- Supplies to charitable village halls which are: 'zero-rated', 'standard rated', or which may be 'reduced rate'.
- Recovery of VAT by local authorities (including Parish Councils)

## Village halls rates, waste and water (VHIS 24)

Village halls and similar rural community buildings are not exempt from paying rates, water and waste charges. This information sheet aims to explain the complex legislation and regulation surrounding charges for non domestic rates, waste collection and disposal, as well as water supply, highway and surface water drainage.

## Coping with VAT on fuel and power supplies (VHIS 26)

This information sheet aims to help village halls minimise the cost of VAT on fuel and power supplies. NB: this is not a substitute for advice from HMRC. It covers:

- 'Business' and 'non-business' activity and why it is relevant
- Halls heated by oil, LPG or solid fuel; halls heated by electricity of mains gas
- Halls registered for VAT
- Halls run or funded by parish councils
- Penalties; seeking a change in the rules; sources of further information and advice

## Creating a Business Plan (VHIS 28)

This includes a 13 point template and guidance on how to pull together a document that examines how the hall delivers for the community now and in the future. Many funders require a plan of some sort and this also helps with planning big projects and longer term fund raising. The sections are:

- Background – your history,
- Community need – what's the demand and potential need locally,
- Your aims for the future,
- Your current finances and future needs, and,
- An Action Plan, amongst others.

## Accounting and Village Halls (VHIS 41)

Comprehensive information on the financial management of a village hall, which if followed, will safeguard the assets of the charity, manage risks, guide decision making and protect the trustees. A clear and accessible set of information covering:

- Legal obligations including - Keeping records, Preparing accounts, Audit or independent examination, Trustees Annual Report, Reserves policy, Restricted funds, Declaring charitable status, Reporting requirements.
- Financial policies and procedures - Minimum regular reports to the Management/ Trustee board, Preparing a budget, Setting hire charges
- Avoiding problems - Cash handling, Payments to trustees, cheque signing, Related people, Contracts, Hiring agreements, Bank Statements, Payments to employees.

With an income over £25,000 and under £250,000 you will need an Independent Examination of your finances, unless your governing document requires Audited accounts. Further information from the Charity Commission is available online here: [www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-march-2015-cc15c](http://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-march-2015-cc15c)

## Making the most of your village hall – Are you charging enough? (ACT)

This ACT guidance sheet looks at the income you get from your room hire, and whether this is enough for you to cover your costs. If you aren't making enough from people hiring your hall, you will be eating into your reserves and you may need to find other sources of funding to keep your hall open.

Available via the ACT website: [www.cumbriaaction.org.uk/What-We-Do/Community-Buildings](http://www.cumbriaaction.org.uk/What-We-Do/Community-Buildings)

## Village Hall Guide to Funders 2018 (ACT)

Includes guidance on raising money and how to write successful funding applications, encouraging you to be clear on: why you want to do a project; what benefit it will bring for the community; and providing 'evidence of need' to support your application.

Also, gives a list of potential funders for village hall projects, with summary details and links for further information.

Available via the ACT website: [www.cumbriaaction.org.uk/What-We-Do/Community-Buildings](http://www.cumbriaaction.org.uk/What-We-Do/Community-Buildings)

# Buildings Guidance

## Storage in Village Halls (VHIS 08)

A common concern for village hall committees and regular hall user groups; this information sheet includes practical suggestions and guidance on:

- Maximising storage, or planning to increase storage
- Working with user groups to manage their storage requirements
- Fire safety and other health and safety considerations
- Under-stage storage and creating outside storage areas

## Village Halls and car parks (VHIS 12)

This includes clear advice on the general duty of care which Village Hall committees have as trustees, and how this impacts on safe maintenance of parking areas. There is also useful information on contracting with a local authority over recycling bins, wayleave and easement access arrangements, unauthorised parking and abandoned vehicles. Main topics covered include:

- Potholes and adequate lighting.
- Duties towards those using the car park, even if doing so without permission (e.g. for skateboarding).
- Dealing with snow and ice
- Keeping the building accessible for people with limited mobility
- Being proactive about managing surfaces to avoid costly damage

## Asbestos in Village Halls (VHIS 14)

Comprehensive advice on what to do if you suspect your building contains asbestos, and information on when to seek expert help. There is also guidance on your legal duty to manage asbestos in non-domestic premises.

## Overnight accommodation in Village Halls (VHIS 21)

This guidance goes into some detail on overnight stays for supported groups (such as guides, scouts or conservation volunteers) and sets out responsibilities to be considered around:

- Safeguarding
- Risk assessment
- Insurance
- Reasonable steps the village hall committee should take to keep users safe

Remember that a clear and comprehensive hiring agreement is essential. ACRE has a tried and tested Model Hiring Agreement.

Mention is also made of emergency overnight use of village hall buildings, in the event of a flood or fire for instance.

### **Planning an extension, refurbishment or a new build village hall (VHIS 23)**

This is not about managing bricks and mortar or about design considerations; it is more about securing funding for improvements or redesign works. It offers guidance on what elements of a project can be funded and the skills and efforts needed for success. Key messages include:

- Fundraising should be based on good budgeting and business planning
- Gather evidence (statistics and community support) to back up your project – prove that it is needed and that it is the right local solution
- There is also a small amount of information about working on larger projects with an architect, using CDM regulations

### **Making your Village Hall accessible (VHIS 25)**

This sheet goes into useful detail about the Equalities Act and what might be considered 'reasonable adjustments' in order to make a community building accessible.

- Includes a Do It Yourself 'Access Checklist' covering areas such as: car parking, stairs, kitchen facilities, fire exits and toilets
- Provides practical and best practice solutions to enable people with a wide range of disabilities and constraints to access facilities and services that are available.

### **Village Hall Heating (VHIS 30)**

This information sheet covers a range of conventional and more bespoke solutions and draws attention to the many considerations associated with choosing a heating system for a community building. Includes useful tips on:

- Insulation and draught proofing
- Heat conservation, managing condensation and good ventilation
- How to keep costs down by saving energy
- Maintaining a healthy building fabric

It includes a basic formula for working out the approximate size (KW) of system required for your building, which is helpful if you are installing a new system.

### **Village Hall Flooring (VHIS 31)**

The guide looks at a range of flooring options and considers factors like cost, durability and how easy it is to clean. Think about all possible user groups and the areas of the hall which they use. Also includes handy tips on reducing wear and tear, on what will be a large and very occasional investment for any hall.

### **Fire safety in village halls (VHIS 37)**

This detailed information sheet aims to help village hall committees understand their legal responsibilities when it comes to fire safety. It includes:

- Guidance on carrying out a fire risk assessment in your hall
- Hazards to look out for, which can arise from bad practice over time
- Example periodic fire safety checklist and checklist for hirers

## **Short Guide to Security (VHIS 38)**

This information sheet considers the main security risks for a hall: arson; malicious damage (vandalism); and theft. It suggests a proactive approach to boosting security and recommends using a key-holder agreement and an end of session checklist for all users, to ensure fire risk is minimised and opportunistic security breach is avoided. Also included is a case study on the use of a swipe-card access system, which may be useful for some halls.

## **Model - Hiring Agreement (ACRE)**

An essential for all village halls - whenever a hall is hired out a written agreement should be in place. The use of a hiring agreements, such as the ACRE model, establishes a clear contract between two parties and can be used as evidence should legal action become necessary e.g. non payment for hire. The model document has explanatory guidance notes throughout.

## **Model - Occupational Licence (ACRE)**

An occupational licence should be used (not a hiring agreement) where a village hall has the opportunity to hire out the whole or part of the hall for each day or part of the days of the week on commercial terms e.g. for a shop, Post Office, doctor's clinic.

## **Maintaining Your Hall – Building Maintenance / Property Information (ACRE)**

Regular inspection of a village hall and its surrounding is essential. This comprehensive ACRE publication (40+ pages) provides information on what village hall committees need to know about their building and a general framework for maintenance procedures which can be adapted to suit the needs of your hall.

It suggests taking a proactive approach to up-keep, linked to a planned maintenance budget on a rolling programme. Information within complements many of the other village hall information sheets. Main covered include:

- Good maintenance practice; carrying out an inspection; keeping records
- Statutory requirements and legislation which can affect some maintenance work
- Health and safety issues and risk assessment
- Technical considerations for windows, flooring, lighting, plumbing etc.
- External areas: car parks, paths, gutters etc.
- Accessibility; security; storage
- Helpful advice on how to establish and manage contracts for works

Includes useful appendices: Basic property information sheet; Building maintenance checklist; and photos with examples of poor maintenance

# General Guidance

## Health and safety checklist for village and community halls (HSE)

Health and safety shouldn't be a barrier to managing a hall. Taking a sensible and proportionate approach is key to making sure the hall provides a healthy and safe place for people to use without unnecessary bureaucracy.

This guidance from the Health and Safety Executive (HSE) focusses predominantly on health and safety issues, not surprisingly. The checklist provides questions to prompt you on:

- Employing staff and links to useful advice.
- Questions around: Car Parks, Movement around the building, Electrical equipment and services, Gas equipment and services, LPG, Asbestos, Fire and Legionnaires disease.

This is available online here: [www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf](http://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf)

## Example risk assessment for a village hall (HSE)

Another guide from the Health and Safety Executive (HSE) to help you think through some of the hazards in your organisation and the steps you need to take to control the risks. This guidance covers the following areas:

- An example of how the risk assessment can be carried out
- A list of the risks a hall might identify e.g. Slips, trips and falls; Working at height; Vehicle movement; Hazardous substances; Electricity; Stored equipment; Manual handling; Asbestos; and Fire.
- It shows a worked example of: Who might be harmed; What are you already doing; What further action is necessary; Action by who; Action by when; and a column to show its done.

It's available online here: [www.hse.gov.uk/risk/casestudies/villagehall.htm](http://www.hse.gov.uk/risk/casestudies/villagehall.htm)

## The Hallmark Scheme – A quality mark for Village Halls.

Hallmark is a nationally recognised quality standard scheme for the management of community buildings launched by Action with Communities in Rural England (ACRE) in 2007. It promotes the delivery of effective and well-managed village halls through a quality standards scheme, backed up by a system of peer visitors. The trained peer visitors use checklists to assess how the hall is run and provide an external validation of achievement. ACT supports volunteers to deliver Hallmark in Cumbria.

The 3 Hallmark awards cover:

- Level 1 Charity administration and management
- Level 2 Health, safety, security and licences
- Level 3 Community & social awareness, communications, forward planning and development

Further information, including the checklists and entry form for Hallmark One can be found on the ACT website here: [www.cumbriaaction.org.uk/What-We-Do/Hallmark-Quality-Standard](http://www.cumbriaaction.org.uk/What-We-Do/Hallmark-Quality-Standard)

### **Parish council help for village halls (VHIS 02)**

Details of how a parish council can provide financial assistance for a hall, and the important differences between what it means when a parish council is Custodian Trustee and when it is Sole Trustee for the village hall charity.

### **Providing services in village halls (VHIS 03)**

Guidance on the practical considerations for village hall committees where the community needs a venue from which to operate services outside the traditional role of the village hall

### **Entertainment in village halls (VHIS 09)**

Guidance to help village hall committees decide when it is necessary to licence the building for entertainment. Includes information on licences for music copyright, Temporary Event Notices, and village cinema.

### **Alcohol in village halls (VHIS 10)**

If you want to make alcohol available in your hall, on a regular or occasional basis, this guide looks at the Licensing Act; Temporary Events Notices; Premises Licence; Charity Law and the regular sale of alcohol; and other things to consider.

### **Village halls and social clubs (VHIS 27)**

This information sheet looks at the relationship between the village hall committee and the social club, the governance structures, and how the sale of alcohol is managed.

### **Bingo in village halls (VHIS 29)**

There are a number of different criteria that need to be met in order for bingo to be played in village halls. This information sheet aims to explain these and provide examples.

### **Gaming and lotteries (VHIS 33)**

Information on: Lotteries; '200' clubs; Race nights; Casino nights; Taxes; and Alcohol in raffles and as prizes. Includes an example Constitution for a '200' club.

### **Sale of goods in village halls (VHIS 34)**

As with all fundraising it is important that the hall committee take note of the relevant legislation in connection with selling goods.

### **'Take 10 minutes to prepare your business' (Business in the Community)**

Simple guidance with an easy to use planning checklist designed to help small to medium sized businesses prepare, respond to and recover from emergencies such as flooding. This guide is available on the Business in the Community website here: [www.bitc.org.uk/programmes/business-emergency-resilience-group-berg/prepare](http://www.bitc.org.uk/programmes/business-emergency-resilience-group-berg/prepare)

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Natland & Oxenholme Village Hall
- **Sarah Roberts**  
Natland & Oxenholme Village Hall
- **Elsbeth Jayne**  
Natland & Oxenholme Village Hall
- **Peg Eastwood**  
Thursby Parish Hall
- **Ruth Harland**  
Thursby Parish Hall
- **Chris Gibson**  
Thwaites Village Hall



**For more information please contact ACTion with Communities in Cumbria on Tel: 01228 817224 or visit our website: [www.cumbriaaction.org.uk](http://www.cumbriaaction.org.uk)**

### ***ACT champions community and rural issues***

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