

# SWAINBY VILLAGE HALL

Registered Charity No: 523445

## Hirers Information Pack

&

## Village Hall Procedures

30 HIGH STREET

SWAINBY

NORTHALLERTON

DL6 3DG

# Swainby Village Hall

30 High Street, Swainby Northallerton. DL6 3EG

*Founded October 1919*

## Policy Documents

### Contents:

<b>1. Statement of Intent</b>	<b>Page 2</b>
<b>2. Finance Policy</b>	<b>Page 3</b>
<b>3. Hiring Policy</b>	<b>Page 6</b>
<b>4. Equal Opportunities Policy</b>	<b>Page 7</b>
<b>5. Health and Safety Policy</b>	<b>Page 8</b>
<b>6. Policy for Activities Involving Children &amp; Vulnerable Adults</b>	<b>Page 8</b>
<b>7. Recruiting Volunteers &amp; Committee Members</b>	<b>Page 10</b>
<b>8. Cleaning Arrangements</b>	<b>Page 11</b>
<b>9. Electrical Arrangements</b>	<b>Page 13</b>
<b>Appendix A – Hire Policy</b>	<b>Page 14</b>



# 1 Statement of Intent

This Village Hall is held in Trust for the use of the inhabitants of the Parish of Whorlton, in the village of Swainby and the surrounding area in the County of North Yorkshire.

Its use is for meetings, education, recreation and leisure occupations with the object of improving the conditions of life in the above area of benefit.

**The Charity:** The Hall is a registered charity, and is vested with the Official Custodian of Charities. The Management Committee (Trustees) are responsible for the running of the organisation.

**The Trustees:** (Often referred to as The Management Committee) These consist of elected, representative, and co-opted members.

Meetings are held at least quarterly, with an AGM in February or March each year, with further meeting being held as required. Interested members of the public, from the Parish and Neighbourhood, are welcome at all the meetings, particularly the AGM.

**The Property:** The building is vested in the Official Custodian for Charities, (OCC).

Further information is available from the Trustees- current contact details can be found on the list in the foyer and on the High Street Notice-board.

## 2 Finance Policy

The Village Hall's Foundation Document, of October 1919, includes two responsibilities with regard to the Village Hall finances:

1. The Committee shall present to each annual general meeting the report and accounts of the charity for the preceding year, (Foundation Document Item 18),

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. (Foundation Document Item 21),

Following 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 Swainby 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. In many cases, the trustees must also prepare an Annual Report. The Annual Report and accounts should conform to any relevant requirements and recommendations.
- 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, together with other essential documents such as the governing document, and information about the charity's history.

## **Controls over expenditure**

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

Expenditure above £200 must be authorised by at least three members of the Committee. Any expenditure must be supported by receipts.

Payments by cheque are required to have two signatories. Four Committee members are currently authorised to sign cheques and all have been registered with NatWest Bank.

## **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.

## **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 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 and thereby being in breach of trust. If funds are lost through trustees neglecting their duty of care they could be held personally liable to repay to the charity the funds lost.

However, if reasonable controls are in place then trustees are unlikely to find themselves in the position of having to make good any such loss.

### 3 Hiring Policy

Any part of Swainby Village Hall 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 in the hiring agreement, (**see Appendix A**), and the conditions pertaining to the public entertainments licence.

Access to the hall will be provided by the Booking Secretary and arrangements will be agreed for accessing and vacating the premises.

Payment is usually made following the period of hire. There may be a requirement for payment in advance and for some events an additional deposit against damage may also be required. This will be at the discretion of the Committee.

## 4 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.

## 5 Health and Safety Policy

Our policy is to:

a) Provide healthy and safe working conditions, equipment and systems of work for volunteers, committee members and hirers.

b) Keep the village hall and equipment in a safe condition for all users.

c) Provide such training and information as is necessary.

It is the intention of Swainby 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.

Swainby Village Hall Management Committee considers the promotion of the health and safety of all users, including contractors who may work there, to be of great 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, it will seek to encourage users to engage in the establishment and observance of safe working practices.

Users and visitors 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.

## 6 Policy for Activities Involving Children & Vulnerable Adults

Activities in Swainby Village Hall involving children and vulnerable adults require appropriate safeguards and protection.

To ensure that hirers are aware of their responsibilities, activities involving children under eight years of age need to comply with the provisions of The Children Act of 2004 and that only fit and proper persons have access to the children.

Swainby Village Hall Management Committee members are not routinely CRB checked and it should not be assumed they are qualified to act in a supervisory capacity at children's events

## 7 Policy for Recruiting Volunteers & Committee Members

It is the committee's policy to recruit members who represent the groups or organisations that use the hall or can offer specific skills or experience that can fill gaps in the committee's knowledge or capability. All new members are provided with a welcome document that outlines the duties and responsibilities of Trustees.

## 8 Cleaning Arrangements

The cleaning activities are for the most part carried out by a single person therefore certain precautions must be observed to safeguard that person.

- a) No climbing on chairs, stepladders or anything which could lead to a fall.
- b) No lifting heavy objects. Lifting single chairs is acceptable, but heavier items may require assistance.
- c) Do not mix cleaning materials. Noxious gases can be generated when incompatible materials are combined and these pose a health risk to anyone in the vicinity.
- d) Any equipment which appears to be faulty, or will not function should be reported immediately to a Committee member and marked with a 'Unsafe - Do not use' card.
- e) Cleaning will generally be carried out when hirers are not present, but if it is necessary warning signs should be posted to warn of any temporary hazards which may be created, e.g. washing of floors- slipping or vacuum cleaning – electric cable stretched across walkways.

### **Cleaning Schedule**

#### **Room 1 – Small Meeting Room**

- Sweep floor and mop wash
- Wipe all accessible surfaces to remove dust
- Clean accessible windows

#### **Room 2 – Large Meeting Room**

- Vacuum floor
- Wipe all accessible surfaces to remove dust
- Clean accessible windows

#### **Kitchen**

- Sweep and mop wash floor
- Clean work surfaces
- Clean outside and inside of range cooker

- Clean inside microwave oven, including glass plate
- Wipe all ledges and edges with a damp cloth which are accessible without climbing
- Wipe doors of kitchen cabinets
- Wash out waste bin if required

#### Entrance lobby and stairwell

- Vacuum carpets
- Wipe all ledges and skirting boards to remove dust
- Damp wipe doors to remove finger-marks and scuffs

#### Main Hall

- Sweep floor and vacuum edges
- Sweep stage and vacuum edges
- Vacuum stage ante-room
- Damp wipe all accessible surfaces to remove dust
- Clean windows which are accessible without climbing

#### Toilets

- Keep toilets and wash basins clean
- Ensure hand towel dispensers are topped up
- Ensure soap is available on hand-basins
- Ensure toilet rolls are adequate
- Empty pedal bins

#### General

- Clear away cobwebs using the long handled brush provided
- Keep front door clean and dust free
- Clean front windows outside within reach, without climbing

## 9 Electrical Arrangements

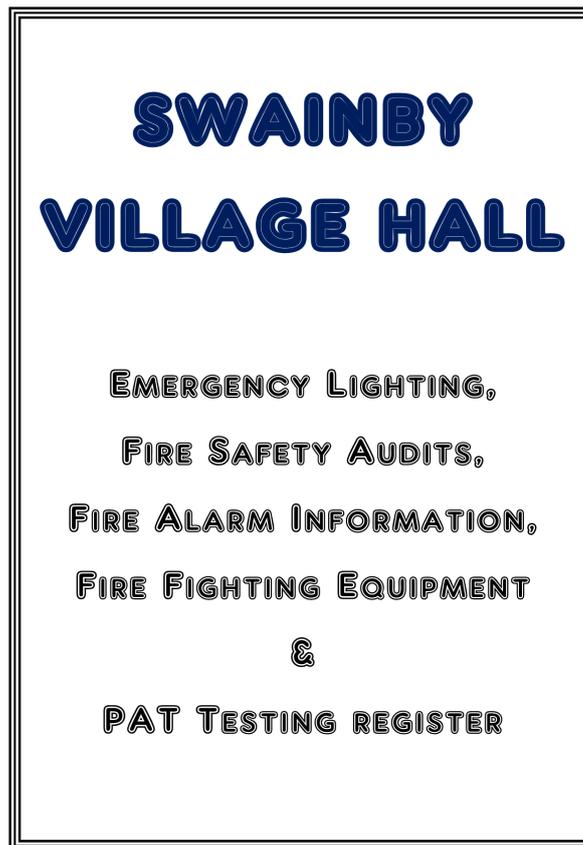
The electrical system in the Village Hall is subject to period safety checks, currently every five years.

All portable electric appliances are 'PAT' tested every two years by a competent third party and a register is available to record this.

Fire alarm checks are carried out annually by a competent person and monthly testing is also carried out by a member of the Management Committee and recorded on a register next to the fire alarm panel.

Emergency Electric Lighting is tested on a monthly frequency by a member of the Village Hall Management Committee. A record is kept beside the fire alarm panel

A separate document relating to all the above, (see below), including Fire Alarm operating instructions, is retained for scrutiny by all interested parties and to enable statutory audits to be carried out.



# Hiring all, or part of, Swainby Village Hall

## Conditions of Hire

Please remember Swainby Village Hall is run entirely by volunteers and does not benefit from having a paid Caretaker. Please, therefore, ensure you leave the premises as you found them. Report any shortcomings to your contact.

### **Advice to users**

#### 1. Electrical items

Please let the Hiring Secretary know if you intend to use high-capacity electrical items, before the hire period. Any electrical items brought onto the premises should be clearly marked with a current PAT test sticker. Flexes and cables should not be laid across access or escape routes. Where it is unavoidable that people will walk over cables, the flexible protective strip available in the hall should be used.

#### 2. Heating

Night storage heaters are the primary source of heating in the Village Hall and will be set to coincide with hire periods. Unless you have been requested specifically, please do not switch-off, or make adjustments to these heaters.

Wall heaters are available for supplementary heating and are ready for immediate use. For safety and economy reasons, please ensure they are switched off before vacating the premises.

#### 3. Children

Children should be supervised at all times within the building. There are a number of areas where strict supervision is recommended:

a) Kitchen – the following items are of particular concern

1. Hot surface
2. Hot liquids
3. Sharp objects
4. Danger of trapping fingers
5. Danger of walking into overhanging surfaces

b) Stairs - there is a danger of falling or tripping someone else

c) Hall - falling from edge of stage

- d) General - climbing upon chairs in a stack, hence the reason for only stacking to a maximum of four high
- e) Parties - Candles and naked flames should not be brought onto the premises

#### 4. Chairs

Carefully stack chairs to a maximum of 4 high, for safety reasons and please ensure they do not come into contact with the walls. They do cause damage to painted surfaces.

#### 5. Fire Precautions

Ensure all users in your group understand what action to take in the event of a fire and where the fire exits are located. The fire alarm is activated from one of two locations:

- a) The heat detector on the ceiling in the kitchen
- b) The manual call point which is located next to the front door.

If the alarm is activated a siren will sound in the kitchen, in the downstairs lobby and in the main hall. Someone appointed by the hirer should ensure all persons evacuate the building and are accounted for. If a fire is discovered call North Yorkshire Fire & Rescue Service immediately. There is a public phone box next to the village hall.

Hirers should ensure the escape routes from the hall are not obstructed at any time during the hire period.

All fire fighting equipment is checked annually. Swainby Village Hall has a Fire Safety Audit in place and hirers are urged to read this document which is available in the Procedures Document in the lobby. Hirers need to carry out their own fire risk assessment relating to their specific activities. A copy can be filed with the Procedures document if it required.

#### 6. Kitchen

The kitchen and its equipment can be dangerous to young children, so please ensure only authorised people access sharp knives, glassware, hot water boiler, cooker or dishwasher. Instructions for operating the cooker, microwave oven and dishwasher can be found next to the equipment.

Hirers are required to comply with all statutory regulations and bye-laws issued by the Fire Authority, Health & Safety Executive, The Magistrates Court and/or any other competent authority and must observe all food health and hygiene regulations relating to the preparation and provision of food and drink on the premises.

It will be necessary to make a reasonable charge for breakages.

Please ensure all equipment you use is returned to its proper location and in a clean condition.

Ensure the Dish-washer, Cooker and Fridge are emptied and clean at the end of your hire period.

It would be a great help if hirers who have used linen belonging to the hall could take it away for washing and return it to the Hall later, unless alternative arrangements have been agreed beforehand with a representative of the Committee.

Please empty the pedal bin into the black bin in the yard. Clean out the pedal bin. Place any recyclable items in the appropriate receptacle

#### 7. Cleanliness

A vacuum cleaner is available for general use and can be found in the meter cupboard within Room 2.

#### 8. Alcohol

Swainby Village Hall does not have an entertainments licence. However, an appropriate licence can be obtained should a hirer request it, at a charge. A bar can be provided for the sale of alcohol for consumption on the premises only and will be staffed by a member of the Village Hall Management Committee. This person will be authorised to exercise discretion over alcohol sales and may request proof of age when they deem it necessary. Hirers will be asked to sign a form for the hire period agree to these conditions.

#### 9. Security

When you leave the building, please check the following:

- windows are closed and secured
- the back door and security grill are locked
- taps in the kitchen and toilets are turned off
- lights and extractor fans are switched off
- the front door is closed and secured properly.

If another hirer remains on the premises the responsibility falls upon them.

#### 10. Smoking

In line with current legislation, smoking is not allowed anywhere inside the Village Hall or outside within the boundary of the property. Signs reminding people that smoking is not allowed are on display in the entrance to the hall.

## 11. Payment

Please make payments for hire promptly. All bookings in excess of £100 will require a deposit of 25% to be paid at the time of booking.

Cheques should be made payable to Swainby Village Hall and given to a member of the Committee. Payments can be directly to our bank account using Sort Code 55-61-02 and Account Number 07512945, use your group name as reference.

## 12. The Hirer

All hirers shall be responsible for all items and clothing brought onto the premises. Swainby Village Hall Management Committee will not be held responsible for loss or damage to such items and clothing during the period of hire.

Swainby Village Hall Management Committee reserve the right to refuse to accept a booking without giving a reason.

The following acceptance form is required to be signed in duplicate by a representative of each hirer

Copies of this document are available electronically

---

## Hire Agreement and Advice to Users

**Swainby Village Hall is run entirely by volunteers without the benefit of a dedicated caretaker. It is necessary for hirers to follow a few rules summarised from the Hiring Policy.**

- All electrical items brought into the premises should be PAT tested and carry a sticker to confirm this
- The Booking Secretary should be informed if it is intended to use high capacity electrical items (above 2 kW)
- Night storage heaters are pre-set to reflect current temperatures and should not be switched on/off or have the setting altered
- Any electrical problems arising during the hire period should be communicated to a member of the committee immediately. Do not touch electrical system or consumer units
- If alcohol is to be sold on the premises, the Hirers attention is drawn to the Swainby Village Hall Hire Policy Section 8 regarding controls to be put in place. Children especially are to be safeguarded from alcohol abuse and hirers are required to assist in achieving this end.
- Carefully stack chairs no more than 4 high and no closer to walls than 4 inches, 100 mm
- Ensure emergency exits are clear throughout your visit
- The kitchen should be left in a clean and tidy condition after use
- Damage, or breakages, will have to be paid for and reported to the Bookings Secretary
- If you use cloths or linen, please wash and return to the Hall promptly
- If necessary, sweep and/or wash floors.
- If using the dishwasher, cooker, fridge and/or freezer they should be left in a clean condition
- Close windows, lock back door and security gate
- Ensure all electrical items, (wall heaters, plinth heaters, water heaters, toilet lights, staircase lights, stage lights) are switched off before leaving the premises
- Drop the latch on the front door as you leave

Payments should be made promptly:

By cheque made payable to **Swainby Village Hall** and sent to Mrs R Fraser, Moor View, Shepherd Hill, Swainby DL6 3DL, or by BACS transfer to account number **07512945**, sort code **55-61-02** using **group name** as reference

**As hirer of Swainby Village Hall I agree to the conditions set out in this document.**

**I have carried out my own Risk Assessment**

Signed:.....

Print Name:.....

Date:.....

Phone number.....

Hiring Organisation Name.....



Layout of Upper Floor showing location of fire equipment and escape routes

