

Village Hall Management Health Check

**Legal Requirements and good practice for
your village hall**

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Introduction

This information sheet contains a checklist of all the legal requirements for the management of a village hall as well as providing information on where to access further advice. The checklist is intended as a self-assessment guide and an aid to improving the management of your village hall. Good management of a village hall is often fundamental to the success of both the hall and its user groups and has an impact on the range of activities available within the community. A number of the legal requirements may not be applicable to your hall but it may be in the interests of the management committee and good practice to comply. ACRE suggests that your committee considers undertaking the RCAN quality standard for halls, Hallmark.

ACRE and the Rural Community Action Network will be able to offer assistance with all aspects of village hall management. Please contact the relevant organisation in your County: [Community Action Northumberland](#)

How to use the Checklist

The checklist is divided into seven sections under four headings. Each section has five columns. The first column lists the legal requirements, the second is a tick box to indicate whether it is relevant to your hall and in the third column you note whether it has been conformed with. The fourth column requires you to provide evidence or record any action that is needed and the fifth column provides further sources of information and advice. For example:

Legal Requirement	Is it relevant to us?	Have we done this?	Evidence What action do we need to take to achieve this?	We have now done this	Where to access further help and information
Do you have a note of the charity registration number?	Yes	No	Look up registration number on Charity Commission website and find out where it should be displayed.		ACRE Village Hall Information Sheet 11 Charity Commission website www.charity-commission.gov.uk
Do you have employer's liability insurance?	Yes or No	Yes No	Certificate on display in Hall No employees		ACRE Village Hall Information Sheet 7 Village Hall Management Toolkit

Village Hall Information Sheets are available from your adviser: [Community Action Northumberland](#)

VILLAGE HALL LEGAL REQUIREMENTS CHECKLIST

MANAGING A CHARITY

A high percentage of village halls and similar community buildings are charities and will be registered with the Charity Commission. Halls that are not charities will be either parish council run halls, local authority run day centres or youth centres. Some may be church halls, former church halls or church schools. The Holding Trustees (or Custodian Trustee) hold the legal title to the charity's property and normally take no part in, and have no responsibility for, day-to-day management. The village hall management committee who are the Managing or Charity Trustees usually carry out this role. The Official Custodian at the Charity Commission is the recommended Custodian Trustee. The village hall management committee needs to be aware of their structure and understand the varying roles within it. It may be that the Parish Council (or another body) are sole trustees or perhaps in an urban area a Community Association with members.

Legal Requirement	Is it relevant to us?	Have we done this?	Evidence/What we need to do to achieve this	We have now done this	Where to access further help and information
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Section 1 Constitutional Matters

This section deals with the legal documentation that governs your village hall

1.1 Does your organisation have a governing instrument (Trust Deed) that sets out the objects of the Charity? Is it available for reference at committee meetings?					ACRE Model Documents A & B Village Hall Management Toolkit Model Rules Your Village Hall Management Committee
1.2 Are your objects exclusively charitable?					ACRE Village Hall Information Sheet 11
1.3 Is your organisation registered with the Charity Commission?					ACRE Village Hall Information Sheet 11
1.4 Do you have a note of the charity registration number?					ACRE Village Hall Information Sheet 11
1.5 Do you regularly update records relating to your holding/custodian trustees?					Your Village Hall Management Committee

Legal Requirement	Is it relevant to us?	Have we done this?	Evidence/What we need to do to achieve this	We have now done this	Where to access further help and information
1.6 Do you ensure that your trustees have not been disqualified, by law, from acting as trustees?					Your Village Hall Management Committee ACRE Village Hall Information Sheet 17
1.7 Do you know whether there are any restrictive covenants on your land and building?					Check your governing instrument and any subsequent deeds
1.8 Do you have a Lease or Licence and are you familiar with its clauses?					
1.9 If there is a Management Agreement, is it separate from the main lease or licence and has the correct agreement for the property been negotiated?					A Management Agreement exists where the hall is leased from a local authority and designed to clarify respective obligations of the authority and the hall.
1.10 Do you ensure that charity trading of goods and services falls within the statutory limits?					ACRE Village Hall Information Sheets 9 & 3
1.11 If there are non-charitable activities regularly using the hall are they the subject of an Occupational Licence?					Model Occupational Licence - available from ACRE
1.12 Have you checked to see whether they need to be separated from the main charity?					ACRE Village Hall Information Sheets 9 & 3

Section 2 Managing Meetings

Well-managed meetings can be a source of inspiration, creating the feeling that the organisation has a sense of purpose, knows where it is going and what is being achieved.

2.1 Does your management committee meet as often as it should according to your governing document/constitution?					Check your governing instrument and or constitution Model Rules
2.2 Is it always quorate?					Check your governing instrument and or constitution. Your Village Hall Management Committee

Legal Requirement	Is it relevant to us?	Have we done this?	Evidence/What we need to do to achieve this	We have now done this	Where to access further help and information
2.3 Do you send out agendas and nomination papers in accordance with your governing instrument?					Your Village Hall Management Committee
2.4 Does your committee produce an Annual Report?					Your Village Hall Management Committee Model Annual Accounts & Report (ask your adviser)
2.5 Do you take minutes of the AGM and send these with your Report, Account and details of new trustees to the Charity Commission					ACRE Village Hall Information Sheet 11
2.6 Do you advise the Charity Commission of any changes to your registered details?					ACRE Village Hall Information Sheet 11

MANAGING STAFF AND VOLUNTEERS

Most village halls employ staff, usually a caretaker or cleaner. Whether full or part-time the village hall management committee must be aware of their responsibilities as employers. Most halls also rely on volunteers. Volunteers should receive no payment other than genuine out of pocket expenses and it is good practice to set out what is required of the volunteer in terms of expectations and hopes, not obligations. Any such terms should avoid anything that implies that the volunteer is 'employed'

Legal requirement	Is it relevant to us?	Have we done this?	Evidence/What we need to do to achieve this	We have now done this	Where to access further help and information
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Section 3 Trustee Responsibilities for Employing Staff

3.1 Do you comply with:-					ACRE Village Hall Information Sheet 22
- The Employment Protection (Part-time Employees) Regulations 1995					
- National Minimum Wage Act 1998					
- The Working Time Regulations 1998					
- The Employment Relations Act 1999					
- The Employment Act 2002					
-The Fixed-Term Employees Regulations 2002					
3.2 Have you prepared the following policy documents which must be given to staff when they start with you:					ACRE Village Hall Information Sheet 22
- Contract of Employment					
- Health & Safety Policy					
- Disciplinary Procedure					
- Grievance Procedure					
3.3 Do you observe PAYE and NI rules and regulations?					ACRE Village Hall Information Sheet 22

All paid staff and volunteers are covered by the following legislation: Sex Discrimination Act 1986, Race Relations Act 1976, Sex Discrimination (Gender Reassignment) Regulations 1998, Disabled Persons (Employment) Acts 1944 and 1986, The Disability Discrimination Act 1995 and 2005, The Employment Equality Regulations 2003

MANAGING FINANCES

The Charities Act 1993 sets out the accounting requirements for charities. The aim of the requirements is to meet the need for public accountability for the resources held and managed by charities, to protect charity resources and, thereby, safeguard the charity. Charity Commission publications CC51 and CC58 provide full details.

Legal Requirement	Is it relevant to us?	Have we done this?	Evidence/What we need to do to achieve this	We now have done this	Where to access further help and information
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Section 4 Financial Planning

4.1 Are you aware of Charity Law Accounting requirements?					Accounting for the Village Hall Village Hall Management Toolkit ACRE Village Hall Information Sheet 11
4.2 At the Annual General meeting do you appoint for the following year an auditor, or independent examiner to examine your accounts?					Village Hall Management Toolkit
4.3 Are your accounts available to members of the public?					ACRE Village Hall Information Sheet 11
4.4 Do you keep track of restricted funding and ensure accurate reporting of legal conditions to any grant funding?					
4.5 Have you enough cheque signatories to cover holidays, sickness and other absences?					

MANAGING PREMISES AND ACTIVITIES & SERVICES

The village hall management committee needs to ensure that the hall meets the needs of the community by providing a facility for social, recreational and cultural activity. This improves the quality of life for rural communities particularly vulnerable and disadvantaged groups and those affected by the lack of appropriate transport. Some village halls provide a venue for essential services such as the village shop, Post Office or the Doctor's surgery.

Section 5 Insurance

Good insurance cover is vital and policies should be checked annually to ensure the amounts covered reflect the true value of the property and its contents. The village hall management committee should check with their insurance provider that they are adequately insured.

Legal Requirement	Is it relevant to us?	Have we done this?	Evidence available/What we need to do to achieve this	We have now done this	Where to access further help and information
5.1 Have you checked that you have adequate insurance?					ACRE Village Hall Information Sheet 7 & 35 Model Hiring Agreement Village Hall Management Toolkit
5.2 Are relevant insurance certificates on display?					

Section 6 Licences and Other Legal Permissions

Nearly every activity or service offered in a village hall will be subject to legal requirements governing its provision. This means that a Licence Authority or Permission will be required from the appropriate body.

6.1 Do you have a Premises Licence for Regulated Entertainment? - Make sure you check which activities taking place in your hall are licensable					ACRE Village Hall Information Sheets 9 and 10
6.2 Does your Premises Licence cover the sale of alcohol i.e. do you have a Designated Premises Supervisor and Personal Licence Holder?					ACRE Village Hall Information Sheet 9
6.3 Does your Hall need the following Licences?					

Legal Requirement	Is it relevant to us?	Have we done this?	Evidence available/What we need to do to achieve this	We have now done this	Where to access further help and information
- Copyright Licences e.g. PRS and PPL					ACRE Village Hall Information Sheets 12 & 13
- gaming & lottery licences					ACRE Village Hall Information Sheets 29 and 33
- gaming & amusement machines					ACRE Village Hall Information Sheets 29 and 33
- raffles & lotteries					ACRE Village Hall Information Sheets 29 and 33
6.4 Do you carry out a Fire Risk Assessment which covers the following?					Village Hall Management Toolkit Village Hall Information Sheet 37
- equipment & premises					
- escape and checking procedures					
- notices					
- conduct regular fire drills					
6.5 Have you complied with any necessary Asbestos Regulations?					ACRE Village Hall Information Sheet 14
6.6 Do you regularly check the building, especially the kitchen and toilets, against all the required health & safety and food hygiene requirements?					ACRE Village Hall Information Sheet 20
6.7 Do you regularly check the food handling practices?					ACRE Village Hall Information Sheet 20
6.8 Are there any food businesses operating from your hall that should be registered under Food Premises regulations?					ACRE Village Hall Information Sheet 20 (see Appendix 3 - 3.8) in relation to the requirements to register)
6.9 Are you familiar with the Vetting and Barring Scheme (a combination of CRB and ISA) and how it impacts on your committee?					ACRE Village Hall Information Sheet 5
6.10 Does the committee employ any staff who should be checked under the CRB?					
6.11 Are the organisers of children's activities registered with OFSTED either on the EYR or GCR as appropriate?					ACRE Village Hall Information Sheet 5

Legal Requirement	Is it relevant to us?	Have we done this?	Evidence available/What we need to do to achieve this	We have now done this	Where to access further help and information
6.12 Do you regularly examine the conduct of trading activities to ensure:					ACRE Village Hall Information Sheet 34 Village Hall Management Toolkit
- the necessary permissions are in place					
- compliance with trading standards					
- if trading regularly, set up a trading subsidiary and taken out the necessary covenants					
6.13 Do you have a first aid kit and accident report book?					ACRE Village Hall Information Sheet 20
6.14 If you need to comply with the Data Protection Act do you have a procedure for keeping any sensitive data confidential if necessary?					

Section 7 The Building

The village hall is a valuable property owned by the community and every effort should be made to preserve it for future generations. All the activities and services provided need a healthy and safe environment which can be maintained by regular inspections of the property and ensuring that necessary policies and procedures are in place.

7.1 Do you have a Health & Safety Policy?					ACRE Village Hall Information Sheet 15
7.2 Do you carry out regular risk assessments?					ACRE Village Hall Information Sheet 15

Legal Requirement	Is it relevant to us?	Have we done this?	Evidence available/What we need to do to achieve this	We have now done this	Where to access further help and information
7.3 Do you undertake a regular review of the arrangements for ensuring that all electrical wiring and appliances are safe and conform to the Electricity at Work Regulations, 1989?					Maintaining Your Hall (revised version due April 2010)
7.4 Do you always check the small print on any equipment that is leased and fully understand the agreement and the implications before signing?					Maintaining your Hall (Revised version due April 2010)
7.5 Have you ensured that the kitchen equipment and arrangements comply with the Food Hygiene Regulations (England) 2006 and Regulation (EC) No.852/2004 Hygiene Of Foodstuffs and Regulation (EC) No. 178/2002?					ACRE Village Hall Information Sheet 20
7.6 Have you carried out a Fire Risk Assessment?					ACRE Village Hall Information Sheet 37
7.7 Have you ensured that the equipment and furniture and other arrangements for child-care facilities all comply with the Children Act 1989 and the Childcare Act 2006					ACRE Village Hall Information Sheet 5
7.8 Have you documented anything that is not considered reasonable and practicable to achieve and why in relation to your building and the requirements of the Disability Discrimination Acts?					