

Laxfield Village Hall
Charity Number: 304781
The Link, Laxfield WOODBRIDGE, IP13 8DY

CONSTITUTION, GOVERNANCE AND OPERATING PROCEDURES

CONTENTS

PART 1: CONSTITUTION

- 1.1 INTRODUCTION
- 1.2 OBJECT OF THE CHARITY
- 1.3 TRUSTEES AND MANAGEMENT COMMITTEE
- 1.4 ANNUAL GENERAL MEETING (AGM)
- 1.5 MEETINGS OF THE COMMITTEE
- 1.6 INSURANCE
- 1.7 INCOME

PART 2: GOVERNANCE

- 2.1 INTRODUCTION
- 2.2 OBJECT OF THE CHARITY AND APPLICATION OF INCOME
- 2.3 TITLE TO THE HALL
- 2.4 MANAGEMENT COMMITTEE
- 2.5 MEETINGS

PART 3: OPERATING PROCEDURES

- 3.1 INTRODUCTION
- 3.2 MANAGEMENT COMMITTEE
- 3.3 FINANCE
- 3.4 HIRE OF THE HALL
- 3.5 STORAGE
- 3.6 MAINTENANCE
- 3.7 PREMISES LICENCE AND ALCOHOL
- 3.8 MUSIC LICENSING
- 3.9 PROTECTION OF YOUNG AND VULNERABLE PEOPLE
- 3.10 FIRE SAFETY
- 3.11 HEALTH AND SAFETY
- 3.12 KITCHEN

PART 4: ANNEXES

ANNEX A: Current Trustees

ANNEX B: Management Committee Terms of Reference

ANNEX C: Bookings and Hire Agreements, Booking Process, Sales of Alcohol

C1: Hire Terms and Conditions

C2: Booking Process

C3: Instructions to Hirers on consumption of alcohol on the premises

ANNEX D: Policies:

D1: Health and Safety Policy

D2: Fire Safety Policy and Fire Instructions

D3: Safeguarding Policy

D4: Volunteer Policy

D5: Complaints Policy

D6: Risk Management Policy {including Risk Assessment for hirers and events}

D7: Financial Management Policy

D8: Equality, Diversity and Inclusion Policy

PART 1: CONSTITUTION

1.1 INTRODUCTION

Laxfield Village Hall is a Registered Charity Number 304781, run and maintained by Trustees for the benefit of the residents of the village of Laxfield, Suffolk and the surrounding neighbourhood. Its status arises from its registration as a charity on 1st March 1965.

1.2 OBJECT OF THE CHARITY

The purpose of Laxfield Village Hall is the provision and maintenance of a Village Hall for use by the inhabitants of the parish of Laxfield and the surrounding neighbourhood without distinction of political, religious or other opinions, including use for: (a) meetings, lectures and classes, and (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

1.3 TRUSTEES AND MANAGEMENT COMMITTEE

The Charity is governed by Trustees that include Laxfield Parish Council. They operate within the meaning of Section 46 of the Charities Act 1960. The names of the current Trustees are at **Annex A**.

Trustees are required to sign a declaration of acceptance of the Code & Practices and Responsibilities of being a Trustee of the Charity before they are entitled to act as Trustees. Those re-elected or re-appointed must make a new declaration. Trustees wishing to resign must do so in writing.

Laxfield Parish Clerk is responsible for all communication with the Charity Commission regarding appointment and resignation of Trustees.

Day to day management of the Village Hall is carried out by a Management Committee appointed by the Trustees. The Management Committee operates within defined Terms of Reference approved by the Trustees (see **Annex B**). The Terms of Reference include the delegated limits within which the Management Committee may operate.

The Management Committee comprises:

- Elected Members
- Trustees
- A representative from Laxfield Parish Council
- Co-opted Members if appropriate and necessary

All Elected Members retire from office at the next Annual General Meeting (AGM) after they come into office but may be re-elected or re-appointed at the same meeting. Casual vacancies in Committee membership do not invalidate the proceedings of the Management Committee.

Management Committee members are not to have any interest in property belonging to the Charity, other than as a Trustee, or receive any remuneration, or be interested in the supply of work or goods at the cost of the Charity.

1.4 ANNUAL GENERAL MEETING (AGM)

There is to be an AGM in the month of May or as soon as practical thereafter. Public notice is to be given at least 14 days before the date of the AGM. All inhabitants of the area of benefit over 18 are entitled to attend and vote. The Chair will preside over the AGM until the election of the new Management Committee. The accounts of the Charity for the preceding year are to be presented to the AGM.

1.5 MEETINGS OF THE COMMITTEE

In addition to the AGM, the Management Committee is to hold at least six Ordinary Meetings per year. A Special Meeting may be summoned at any time by the Chair or by any two Members with seven days clear notice being given to all the other members of the matters to be discussed.

The Management Committee, at their first meeting in each year after the Annual General Meeting, and before any other business is transacted, shall elect a Chair and may also elect a Vice-Chair from amongst their Members. Chair and Vice-Chair are always eligible for re-election.

A quorum at Committee is not less than one-third of the total number of Members. In the absence of both Chair and Vice-Chair, the Members present may choose one of their numbers to be acting Chair for the meeting.

Decisions are determined by a majority of votes cast by Members present at a meeting. The Chair shall hold a second or casting vote if required.

See Terms of Reference of the Management Committee at **Annex B**.

The Management Committee is empowered to: set the terms and conditions for use of the Hall and to set the charges (if any) for such use; appoint a Bookings Manager, Treasurer and other unpaid officers as considered necessary. The Committee may accept donations or property for the direct or indirect support of the general purposes of the Charity.

1.6 INSURANCE

It is the responsibility of the Parish Council as Trustee to insure the building, furniture and effects to their full value against fire and the usual risks and suitably insure against risks arising from the ownership of property.

1.7 INCOME

The income of the Charity is to be paid into a Trust account. It is to be applied as the Management Committee decides to insure, maintain and repair the property, furniture and

effects; also to pay rates and taxes as required to further the object of the Charity. Surplus cash may be invested.

PART 2: GOVERNANCE

2.1 INTRODUCTION

The Management Committee is committed to operate within the provisions of this Constitution, the spirit of the Charity Commission Scheme and in accordance with the Charities Act 2022.

2.2 OBJECT OF THE CHARITY AND APPLICATION OF INCOME

The Management Committee considers that it has a duty not only to maintain Laxfield Village Hall but also to improve the facility to better meet contemporary needs and with due attention to environmental issues.

2.3 TITLE TO THE HALL

The property is held in the name of Laxfield Parish. The property is managed by the Management Committee on behalf of the Trustees. Under the provisions of the Charities Act 2022 the Committee may carry out a transaction as if the property were held in the names of individual Committee Members.

2.4 MANAGEMENT COMMITTEE

The current Management Committee, their roles and their representative interests are listed at **Annex B**. Statutory powers provided to the Committee by the Charities Act 2022 enable the Committee to amend the Constitution of the Committee by proposal to, and with the agreement of, an AGM. The record of such an AGM would need to be sent to the Charity Commission so that Register of Charities can be appropriately amended.

2.5 MEETINGS

In addition to the AGM, the Management Committee is to hold at least 6 Ordinary Meetings per year. A Special Meeting may be summoned at any time by the Chair or by any 2 Members with 7 days clear notice being given to all the other members of the matters to be discussed.

See **1.5** above.

PART 3: OPERATING PROCEDURES

3.1 INTRODUCTION

The Trustees are committed to operating and maintaining Laxfield Village Hall in accordance with the law and the requirements of the Charity Commission and the stated objective defined in **1.2** above.

3.2 MANAGEMENT COMMITTEE

The Duties of the Management Committee are set down at **Annex B**. Duties include completing a Risk Assessment for every hirer or event. See **Annex D6**.

3.3 FINANCE

The Management Committee stewards the finances of Laxfield Village Hall transparently and in conjunction with Laxfield Parish Clerk. The hall's bank accounts are operated by the Parish Council with day-to-day administration by the Parish Clerk.

Income is received in a combination of hire charges, profits from organised events, donations and grants. Income is received via cash, cheques, bank transfer, card reader and online ticketing. Cash receipts are banked within 7 working days of receipt.

Payments out from the bank account are made by the Parish Clerk only. Any cash payments made, e.g. to visiting performers, are receipted, and signed for. Balances of the current account, deposit account and cash float are stated in the minutes of each meeting of the Management Committee. Expenses incurred on behalf of the Village Hall are reclaimed from the Parish Clerk with all expenditure receipted and recorded in the accounts by the Treasurer.

See **Hire Charges and Terms in Annex C** for details of hirer deposits which are set to cover any potential damages or loss. Hire Charges are reviewed annually in the autumn to reflect changes in operating costs.

The Parish Clerk is the principal point of contact for finance and will update the Charity Commission as required.

A minimum of £5000.00 is retained in the interest-bearing savings account for contingency. If used, it is topped up at the earliest opportunity.

The accounts will identify income and expenditure categories in sufficient detail for the Trustees to assess the financial situation as and when required. The end of year accounts will be produced by the Parish Clerk in conjunction with the Treasurer. The Parish Clerk ensures that VAT is reclaimed where appropriate.

There is currently no requirement for an independent annual audit.

Utilities: the hall's electricity and broadband providers are reviewed when the current contract is due for renewal in order to ensure best value for money.

Licences: The Parish Clerk is responsible for the renewal of all statutory licences, e.g. Music Licence, TV Licence, etc.

3.4 HIRE OF THE HALL

The **Terms of Hire** and the Application and Approval process are set down in the document at **Annex C**. The Committee may use its discretion to waive or vary the standard charges set down in the Hire Agreement as it deems appropriate.

3.5 STORAGE

Tables, chairs, staging and sports equipment are stored in designated areas. Items such as alcohol, sharp knives, electrical equipment and hazardous materials are locked away so they are not accessible to hirers without permission and instruction for use.

3.6 MAINTENANCE

All routine maintenance is overseen by the Management Committee in partnership with the Caretaker employed by the Parish Council. The Chairman maintains a schedule of ongoing works required and in progress.

3.7 PREMISES LICENCE AND ALCOHOL

The Committee is applying for a Premises Licence. The Committee ensures that every event where alcohol is consumed complies with the licensing laws. See **Annex C Instructions to Hirers** on consumption of alcohol on the premises. The default position is that alcohol is not to be supplied or sold and consumed on the premises without an approved application.

3.8 MUSIC LICENSING

The Parish Clerk purchases an annual Music Licence from PPL PRS Ltd to enable music to be played and performed in the Village Hall.

3.9 PROTECTION OF YOUNG AND VULNERABLE PEOPLE

Hirers shall ensure that activities for children under eight years of age comply with the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006. Only fit and proper persons who have passed the Criminal Records Bureau (CRB) checks may have access to the children. Additional checks may apply for activities that include children over eight and vulnerable adults. The Hirer agrees to provide the Village Hall Management Committee with a copy of their CRB check and Child Protection Policy on request.

Children under 16 may not enter the kitchen, go behind the bar or into any of the storage areas unless accompanied by an adult.

Hirers confirm they have read and understood the village hall's **Safeguarding Policy** (see **Annex D3**).

3.10 FIRE SAFETY

The **Fire Safety Policy** applies to all Hirers, regular users, Volunteers and Contractors using the Village Hall. See **Annex D2**.

3.11 HEALTH AND SAFETY

The Management Committee and Trustees recognise their responsibility, in law, to maintain a safe environment for all users of the hall. All Hirers are required to sign their understanding of their health and safety responsibilities in the Booking Form. See the **Risk Management Policy** (including **Risk Assessment** for hirers and events) at **Annex D6**.

3.12 KITCHEN

The kitchen is maintained to a high standard of safety and cleanliness to support the activities of hirers. Children under the age of 16 are not allowed in the kitchen unaccompanied.

Laxfield Village Hall
Charity Number: 304781
The Link, Laxfield WOODBRIDGE, IP13 8DY

CONSTITUTION, GOVERNANCE AND OPERATING PROCEDURES

ANNEXES

Annex A: Current Trustees of Laxfield Village Hall Charity 304781

Trustees as of 12 May 2023:

- Laxfield Parish Council (appointed 01/01/2016)
- Sally Larke (01/01/2016)
- William Anthony Shuttle (appointed 17/06/2022)
- Monica Mary Wilkins (appointed 17/06/2022)

Annex B : Management Committee Terms of Reference – Approved March 2022**Laxfield Village Hall****Charity 304781****Terms of Reference for the Management Committee****The charitable objective of Laxfield Village Hall:**

The purpose of Laxfield Village Hall is the provision and maintenance of a Village Hall for use by the inhabitants of the parish of Laxfield and the surrounding neighbourhood without distinction of political, religious or other opinions, including use for: (a) meetings, lectures and classes, and (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

Management Committee Terms of Reference: March 2022

Review date: March 2024

Management Committee Members as of 12 May 2023:

Bill Shuttle (Trustee, Chair)

Monica Wilkins (Trustee, Member)

Rebecca Winn (Secretary)

Caroline Emeny (Treasurer and Bookings Manager)

Colin Emeny (Member)

Annex B : Management Committee Terms of Reference – Approved March 2022

1. Name

Laxfield Village Hall Management Committee (LVHMC).

2. Aims of Laxfield Village Hall

2.1 Laxfield Village Hall is a charity registered with the Charity Commission (charity number 304781).

2.2 The purpose of Laxfield Village Hall is the provision and maintenance of a Village Hall for use by the inhabitants of the parish of Laxfield and the surrounding neighbourhood without distinction of political, religious or other opinions, including use for (a) meetings, lectures and classes, and (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

3. The role of the Management Committee

3.1 The role of the Management Committee is to provide day-to-day management of the hall on behalf of the Trustees of Laxfield Village Hall Charity.

3.2 The Management Committee reports to Laxfield Parish Council which is one of the Trustees of the Charity.

3.3 The Management Committee has delegated powers to cover the management and day-to-day running of the Village Hall and to ensure that the Hall meets its charitable objectives. The Management Committee cannot make decisions on behalf of the Parish Council except where stated in these Terms of Reference.

3.4 Ultimate financial control of the Village Hall rests with Laxfield Parish Council which will employ a Caretaker to provide routine cleaning of the hall and also to perform tasks identified by the Management Committee. These tasks might include setting up the Hall for specific events and clearing away afterwards, and may also include hall maintenance tasks which the Caretaker is qualified, willing and able to perform.

4. Membership of the Management Committee (see Annex B for current membership)

4.1 The Management Committee will be made up of the following appointed at the Annual General Meeting of Laxfield Parish Council:

- At least one member of the Parish Council
- Up to eight non-councillor co-opted Members with voting rights
- Up to four non-councillor co-opted Members with non-voting rights (these may be co-opted for a certain time to deliver a specific project)

4.2 A non-councillor Member may include representatives from current Village Hall users, Laxfield residents or someone with specific skills that are needed to help the Committee. Non-voting Committee Members may be co-opted at a Village Hall Committee Meeting.

4.3 Co-opted Members with voting rights will need to complete the Register of Interests. Once co-opted, non-councillor Committee Members will serve until they resign or the special project for which they are co-opted is completed.

4.4 **Chair:** The Chair will be elected at the Annual Meeting of Laxfield Parish Council and will serve for one year.

4.5 **Secretary:** The Secretary will be appointed by the Management Committee from within its membership.

4.6 **Treasurer:** The Treasurer will be appointed by the Management Committee from within its membership in order to manage day-to-day expenditure and revenue from booking fees, purchase of bar stock, takings from the bar and revenue and expenditure associated with events organised by the Committee. The Treasurer will liaise with Laxfield Parish Clerk on financial matters.

4.7 **Marketing, Publicity and Website Content Management:** Responsibility for communications with the Laxfield community and other potential users of the hall will be decided by the Management Committee.

4.8 **Quorum:** Meetings of the Management Committee shall be quorate with at least three members present.

4.9 **Resignations:** Should a member of the Management Committee cease to reside in the parish of Laxfield they will no longer be eligible to serve on the Committee and must resign.

4.10 **Replacement of resigned Committee Members:** Should any elected Member resign, a new Committee Member can be elected at the next Committee Meeting and the change communicated to Laxfield Parish Clerk to be noted in the minutes of the next Parish Council Meeting.

4.11 **Conflicts of Interest:** No elected or co-opted member of the Management Committee or connected person may profit from or derive gifts or hospitality arising from their involvement in management of the Hall. All conflicts of interest must be declared as and when they become apparent. A Committee Member may be asked to leave a meeting where decisions need to be taken with relevance to their declared area of interest.

5. Meetings

5.1 Meetings will be called by the Chair of the Management Committee.

5.2 The Management Committee will meet a minimum of six times a year.

- 5.3 Five clear working days' notice will be given before a meeting.
- 5.4 An agenda will be posted on the Village Hall noticeboard and emailed to Management Committee members.
- 5.5 Minutes of the meeting will be taken by the Secretary and copied to Laxfield Parish Clerk.
- 5.6 Decisions will be taken by a show of hands and passed by a simple majority. In the event of a tie the Chair will have the casting vote.
- 5.7 An Annual General Meeting will be held and will be open to the public and press.

6. Responsibilities and Powers of the Management Committee

- 6.1 Ensure the Hall is maintained to an appropriate standard, is secure, is clean and tidy and is in good decorative repair.
- 6.2 Obtain and renew when necessary any licenses appropriate to the activities of the Hall.
- 6.3 Meet all relevant health and safety requirements for Visitors, Hirers, Caretaking staff and Contractors.
- 6.4 Liaise with the Trustees to ensure problems are addressed and to discuss improvements that could be made.
- 6.5 Deal with any complaints from Hirers, including liaising with the Trustees as appropriate.
- 6.6 Review hire charges annually.
- 6.7 Review Hirer Agreement annually.
- 6.8 Decide whether or not a request to hire is appropriate and to reject any request that does not meet the Objectives of Laxfield Village Hall and/or has the potential to cause a nuisance to residents of the village.
- 6.9 Monitor running costs and liaise with Laxfield Parish Clerk as necessary.
- 6.10 Monitor finances to ensure that actual income covers planned expenditure.
- 6.11 Develop an annual action plan that highlights medium and long-term projects.
- 6.12 Consider quotations for work needed.
- 6.13 Review risk assessment annually and to liaise with Parish Clerk to ensure that there is adequate insurance cover for the building.
- 6.14 Fundraise to support the Charitable Objectives of the Hall.

6.15 Perform an annual stock check of all electrical equipment, furniture, kitchen goods and consumables owned by the Charity.

6.16 Ensure all portable electrical equipment is tested in compliance with relevant legislation.

6.17 Ensure all fire safety equipment and fire alarm systems are tested and maintained on an annual basis.

6.18 Promote the Hall to encourage usage.

7. Finance

7.1 The Management Committee is authorised to spend up to its approved limit of authority without further reference to the Parish Council; however any spending greater than £2,000 in a single month must be authorised by the Parish Council in its role as a Trustee of Laxfield Village Hall Charity.

7.2 Banking will be through a separate Laxfield Parish Council Village Hall account managed by Laxfield Parish Clerk.

7.3 A Treasurer will be appointed by the Management Committee from within its membership to manage day-to-day expenditure and revenue from; booking fees from Hirers, bar sales and entrance fees from events organised by the Committee.

7.4 All monies raised by the Management Committee will be used solely for the ongoing maintenance of the Village Hall and to support the Charitable Objectives.

7.5 The Management Committee Treasurer will liaise with Laxfield Parish Clerk on financial matters.

7.6 The accounting year will run from 1st January to 31st December each year.

7.7 Expenses incurred by Committee Members up to £50 may be reimbursed by the Treasurer if sufficient funds are available in the cash float and all receipts are valid with VAT numbers where appropriate.

7.8 Reimbursement of Committee Member expenses over £50 must be requested by submission to Laxfield Parish Clerk of valid receipts and explanation of purpose of the expenditure.

7.9 An End of Year Statement of Accounts and bank reconciliation will be prepared by Laxfield Parish Clerk and submitted to the Trustees.

7.10 Laxfield Parish Clerk will ensure an annual return is made to the Charities Commission in line with requirements

8. Review

This document will be reviewed annually as part of the Annual Meeting of the Laxfield Parish Council.

Next review date: 2024 Annual General Meeting

Annex C: Bookings and Hire Agreements, Booking Process, Sales of Alcohol

C1: Laxfield Village Hall: Hire Terms and Conditions

1. Responsibilities of the Hirer

Hirers must be aged 21 or over and agree to meet all the booking terms and conditions.

Hirers may only use the Hall at the time of the booking and for the purpose stated in the booking form. They may not access the Hall at other times without permission of the Management Committee.

Hirers agree to protect the building and its contents, leaving it clean, tidy and secure. They are responsible for the safety of all in attendance during their booking. They ensure consideration is given to our neighbours in terms of noise, parking, and the behaviour of Hall users.

Any damage or loss of property resulting from the booking is the responsibility of the Hirer. Such costs will be billed to the Hirer, less the paid deposit. Any extra cleaning costs will be deducted from the damage deposit.

2. Responsibilities of the Village Hall Management Committee

The Management Committee undertakes to provide a clean, safe building and grounds for the use of the local community. The fabric of the building, internal fixtures, fittings and furniture are regularly checked and maintained to ensure ongoing safety and comfort. The Hall will be provided to Hirers in a clean, safe condition. All statutory requirements concerning First Aid, safe storage of dangerous items and substances, hygiene, etc. will be met.

The car park and external grounds will be maintained to a safe standard. The needs of Hall users with limited mobility to have safe, easy access will be met.

The Hall is fully insured and licensed as required for its role in the community. The Hall is operated in a way that is compliant with its Health & Safety, Safeguarding and other policies. The safety and comfort of residents living close to the Hall are an ongoing priority.

The Village Hall Management Committee, in conjunction with the Hirer, will complete a Risk Assessment Form for every Club, Class or Event at the time of booking.

The Management Committee will provide a point of contact for Hirers during the period of their Hire. Any questions or concerns will be responded to promptly, proactively and considerately.

3. Insurance and indemnity

Hirers are liable for the cost of repair or replacement of property (including accidental and malicious damage) arising out of their booking. Also for any claims for injury, damages,

nuisance, or loss. This includes claims made against the Village Hall Management Committee, Trustees, Contracted Staff, Volunteers or other Hall users relating to the booking. Hirers should consider whether to take out any additional insurance beforehand.

Hirers organising clubs, classes and events on a commercial basis must hold adequate professional indemnity cover and any other relevant insurances.

The Village Hall is insured against any claims arising out of its own negligence.

4. Deposit, payment and cancellation terms

A deposit of 25% of the hire cost is required to secure the booking within seven days of the booking being accepted. Payment in full is due 21 days before the booking date. In the event of cancellation, the deposit will not be refunded.

The Village Hall reserves the right to cancel any booking by written notification to the Hirer in the following (rare) circumstances:

- a) the Hall is required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- b) the Management Committee reasonably considers the booking will (i) lead to a breach of licensing conditions or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises because of this hiring.
- c) the Hall becomes unfit for the use intended by the Hirer.
- d) an emergency requiring the Hall as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk.
- e) government action, e.g. declaration of lockdown.

In the unlikely event of the above, the Hirer will receive a full refund of any deposit already paid, but the Village Hall shall not be liable for any resulting direct or indirect loss or damages.

5. Accessing the hall

Hirers are loaned a Hall key for their booking. Regular Hirers gain access through a shared key safe. Hirers must ensure the key safe code is scrambled after the key is removed so that the code is never readable. The key safe code may not be shared with others; the Management Committee reserves the right to withdraw access to the key safe at any time. The key safe combination is changed regularly.

6. Setting out the hall

6.1. Decorations

Hirers may decorate the hall for their booking and will remove decorations when they leave. Hirers will respect the building and not cause marks or damage. No placards or signage may be attached to the outside without the permission of the Management Committee. Flammable decorations, props etc. should not be used. If in doubt, speak to a member of the Management Committee. Only climb ladders when someone else is nearby.

6.2 Electrical and portable gas appliances

All electrical equipment taken into the hall, including extension leads, must have a valid PAT certificate. Equipment must be used in a safe manner. Beware of trip hazards and ensure all electrical wires for PA equipment, etc. are secured with gaffer tape. Use of smoke machines must be discussed with the Management Committee in advance. No flammable items or gas appliances, e.g. portable heaters, are permitted.

6.3 Food catering

If food is to be prepared and/or served/sold, the Hirer must ensure all applicable food hygiene regulations are met. Commercial caterers should hold relevant food hygiene certificates. Hirers will advise at the time of booking if outside caterers are being used. Any additional time needed for setting up and clearing away food may incur an extra charge. The Hall's crockery, cutlery and glasses may be used by outside caterers by prior arrangement only.

6.4 Smoking

Smoking and vaping are not permitted anywhere inside the hall. There are ashtrays outside the building where smokers can dispose of their cigarette ends, matches, etc. safely and tidily.

6.5 Animals

No animals are permitted inside the hall except Assistance Dogs.

7. Safety and compliance

7.1 Fire safety

Fire doors must be unbolted when the hall is occupied. All routes and fire doors must be kept clear of furniture and trip hazards. Hirers confirm they have read and understood the Village Hall's Fire Safety Policy and Health and Safety Policy. Information about turning off fire alarms if accidentally triggered will be provided.

7.2. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to a member of the Village Hall Management Committee as soon as possible and note the incident in the Accident Book which is held in the kitchen. Any equipment failure must also be reported to a member of the Management Committee as soon as possible.

7.3 Safeguarding of children and vulnerable adults

Hirers shall ensure that activities for children under eight years of age comply with the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006. Only fit and proper persons who have passed the Criminal Records Bureau checks may have access to the children. Additional checks may apply for activities that include children over eight and vulnerable adults. The Hirer agrees to provide the Village Hall Management Committee with a copy of their CRB check and Child Protection Policy on request.

Children under 16 may not enter the kitchen, go behind the bar or into any of the storage areas unless accompanied by an adult.

Hirers confirm they have read and understood the Village Hall's Safeguarding Policy.

The Management Committee and Hirer will complete a **Risk Assessment Form** for every Club, Class or Event at the time of booking. See **Annex D**.

7.4 Gaming, betting and lotteries

The Hirer must ensure they comply with the current law.

7.5 Film and TV

Hirers should check the current legal requirements for screening films and television. If in doubt, speak to a member of the Management Committee. Children may not view films that are deemed inappropriate under the British Board of Film Classification guidance.

7.6 Music Licence

The Village Hall is fully licensed for musical performances and the playing of recorded music.

7.7 Selling or providing alcohol

If Hirers intend to sell or provide alcohol as part of their event, they must read, agree and comply with the information given in the **Advice to Hirers on Consumption of Alcohol on the Premises** information document. It is the Hirer's responsibility to ensure all legal requirements are complied with. Where an event includes a dancefloor, only cans or non-shatter paper / plastic cups may be handed across the bar. No bottles or glasses may be taken onto a dancefloor.

7.8 Sale of goods

If goods are on sale as part of the booking, Hirers must comply with the current trading laws.

7.9 Noise

The Hall is in a residential area and Hirers are responsible for ensuring noise is kept to a minimum, particularly late at night and early in the morning. This includes during setting up and when vacating the Hall. All public and private functions must end at 23.30 and the Hall evacuated by midnight unless previously agreed.

7.10 Drunk and disorderly behaviour and supply of illegal drugs

No illegal drugs may be brought into the Hall or the surrounding area. It is the responsibility of Hirers to prevent excess consumption of alcohol. Drunk and disorderly behaviour is not to be tolerated either on the premises or in the immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

8. Closing the hall

Hirers are responsible for leaving the Hall and its grounds in a clean, tidy and uncluttered condition with the floor swept. All crockery, cutlery and glassware are to be cleaned and put away. Tea towels to be placed in the laundry bin provided. All rubbish including food waste and bottles must be removed from the premises. Tin cans from the bar may be left in the recycling bin behind the bar. All lights, electrical equipment, heaters, and air conditioning must be turned off. Ensure all fire doors are bolted, windows locked, and any lockable storage areas secured. The front door must be locked and the key safe combination scrambled (or a loaned key to be returned as arranged).

9. Stored equipment and left property

The Village Hall accepts no responsibility for any equipment or other property brought into the Hall or left behind. All liability for loss or damage is hereby excluded. All equipment and other property (other than stored by agreement) must be removed at the end of each booking or additional fees may apply. Property left unclaimed at the Village Hall for more than six months may be disposed of by the Management Committee without notice.

10. Advertising of events, clubs and classes

Hirers can use the Hall's noticeboards to advertise public events at the Hall by arrangement with the Management Committee. Wider advertising for events, clubs and classes should be done responsibly, using appropriate publications, forums and social media outlets. Fly posting may result in action by the local authority.

11. No rights

The booking form constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

Next scheduled review date: September 2024

C2: Booking process

Initial enquiries about Hall hire will be made through the advertised email address, phone number, or via online enquiry. Enquirers will discuss their requirements and preferred dates with the Bookings Manager (or, in their absence another member of the Management Committee). Enquirers will receive a quote based on the advertised Hire Rates. Once the booking is provisionally accepted, it must be confirmed as soon as possible through the return of a completed and signed Booking Application Form. In signing the Form, Hirers confirm that they will comply with the Hall's Terms and Conditions of Hire. Any deposit is to be paid within seven days of the booking being accepted. Payment in full is due 21 days before the Hire date.

Next scheduled review date: September 2024

C3: Instructions to Hirers on consumption of alcohol on the premises

Licensing regulations:

The licensing law requires that there is a licence for the sale of alcohol at all events. You are selling alcohol if:

- You are charging for alcoholic drinks at any event
- If the event is ticketed and you are providing a free drink. (This is seen as selling as the cost is included in the ticket price and or the organisation providing the alcohol is providing the free drink).
- If the event has an entrance charge and you are providing a free drink.

A licence is not required when:

- The event is free, and drink is provided for free (for example, a family wedding or party where alcohol is not charged for).
- If people bring their own drink with them to consume on the premises.
- If alcohol is donated by an individual (not an organisation charging for entrance).

Sale or supply of alcohol:

If you intend to sell or supply alcohol and will have a Personal Licence holder on site then you must provide a copy of the holder's licence when making the booking.

For Hirers of the Hall who would like to sell alcohol and require a licence, you may do so under the Laxfield Village Hall Premises Licence on the following conditions:

- Payment of an administration fee of £20.
- Designate a Responsible Person.
- The Responsible Person and appointed bar staff read the following guidance.

Guidance on selling or providing alcohol in Laxfield Village Hall

To stay within the law and avoid prosecution, you must adhere to the following rules:

- Do not allow anyone under the age of 18 to sell alcohol.
- Do not sell alcohol to anyone who is drunk.
- Do not sell alcohol outside of the hours stipulated in your hire agreement.
- Do not sell alcohol to people under the age of 18.

Operate the Challenge 25 policy and apply the following principles:

- **Be Cautious** – it is very hard to tell a young person's age, so ensure that you check even with those that look older than 18. This is the 'Challenge 25' policy. If they look 25 or under then check for proof.

- **Be consistent** – always check, even if you think you’ve served the young person before or you are fairly certain they are of the right age.
- **Be clear** – use signage to inform people that they will be checked.
- **Be courteous** – if you have to refuse a sale explain that you are complying with the Law and advise the young person that they can obtain a **proof of age card** (see below).
- **Be careful** – there is evidence that bar staff can often fail to challenge underage purchasers if they feel afraid of the consequences.
- **Ensure** that alcohol is only sold from the bar
- **Remember** - it is an offence for someone to purchase or attempt to purchase alcohol if they are under the age of 18 (section 147 Licensing Act 2003)

Proof of Age Cards

Today there are a number of legitimate sources of ID that young people can get to prove their age. Only accept credible photo proof of age – this includes:

- A Proof of age card schemes carrying a PASS logo. The PASS scheme, which is a voluntary industry initiative supported by the retail and hospitality industries, is endorsed by the UK Government since the Home Office only recognises schemes accredited to PASS. The Trading Standards Institute advises retailers only to accept cards from the issuers who are signed up to PASS
- A Passport
- A Photo driving licence

Remember - if you are in any doubt, you are perfectly within your rights to refuse to sell alcohol, even if someone has shown what appears to be valid ID.

Next scheduled review date: September 2024

Laxfield Village Hall
Charity Number: 304781
The Link, Laxfield WOODBRIDGE, IP13 8DY

CONSTITUTION, GOVERNANCE AND OPERATING PROCEDURES

ANNEX D: POLICIES

See current policies
(reviewed every two years)

Available to view at
<https://www.laxfield-pc.gov.uk/village-hall/constitution-policies-and-procedures/>

Or by request from the Trustees