

EST. 1954

PLUMLEY VILLAGE HALL



IN THE HEART OF OUR VILLAGE

POLICIES

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MISSION STATEMENT

The Village Hall and adjoining Tennis Courts are held in Trust for the use of the inhabitants of Plumley, and the neighbourhood in the county of Cheshire. Its use is for meetings, education, recreation and leisure occupations with the object of improving the conditions of life in the above area.

The Charity: The Hall is a registered charity and is vested in the Charity Commission. The Management Committee (Trustees) are responsible for the running of the organisation.

The Trustees: These consist of elected, representative and co-opted members.

Meetings: Meetings are held monthly (with the exception of August). The AGM is held in October each year.

The Property and Tennis Courts: The building and tennis courts are the responsibility of the Trustees.

Further information is available from the Trustees.

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FINANCIAL POLICY

The Committee shall present to each annual general meeting the report and accounts of the charity for the preceding year.

It is the fundamental obligation of the all charity trustees to protect the property of the 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 use.

Plumley Village Hall accepts and implements the guidance provided by the Charity Commission 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. The Trustees 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 this is required by legislation or by the charity's governing document.
- Trustees need to formally approve the charity's Annual Report and accounts.
- All Trustees are provided with copies of the charity's report and accounts each year. New trustees are given a copy of the latest accounts on appointment, together with other essential documents.

Controls over expenditure – Trustees should bear in mind that they are responsible for all expenditure of charitable funds and have to account for how the funds have been applied.

Controls over purchases – Trustees have a responsibility to ensure that adequate checks are made to both confirm purchases have been properly authorised and that goods or services ordered have been received.

Trustees' liabilities – No system, however elaborate, can guarantee that the charity will be protected against abuse. Trustees often express concern about the extent of their personal liability in the event of any loss. Having robust controls in place means trustees are unlikely to find themselves in the position of having to make good any losses.

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HIRING POLICY

Any part of the building 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 rules set by the Management Committee in the hiring agreement and the conditions pertaining to the public entertainments licence. Usually payment must be made in advance and for some events an additional deposit against damage is required.

Regular hires are billed on a monthly or quarterly basis.

Residents of Plumley are entitled to a reduced rate for hiring the hall or tennis courts.

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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.

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HEALTH AND SAFETY POLICY

Our Policy is to:

- Provide healthy and safe working conditions, equipment and systems for work for our employees, volunteers, committee members and hirers.
- Keep the village hall and equipment in a safe condition for all users.
- Provide such training and information as is necessary for staff, volunteers and users.

It is the intention of the 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.

The Management Committee considers the promotion of the health and safety of all those who work in or use the premises, including contractors who may work there, to be of great important. They recognise that the effective prevention of accidents depends a committed attitude to safety in the operation and maintenance of equipment and safe systems of work. Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, 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.

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POLICY FOR ACTIVITIES INVOLVING CHILDREN

Providing children and young people with appropriate safety and protection whilst in Plumley Village Hall. To endeavour to make sure that the hirers are aware that they are responsible to ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.

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POLICY FOR RECRUITING STAFF AND COMMITTEE MEMBERS

To comply with the committee's Equal Opportunities Policy any staff vacancy is open to all to apply.

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 committee members must be resident in the Parish of Plumley. All new members are advised of the duties and responsibilities of Trustees