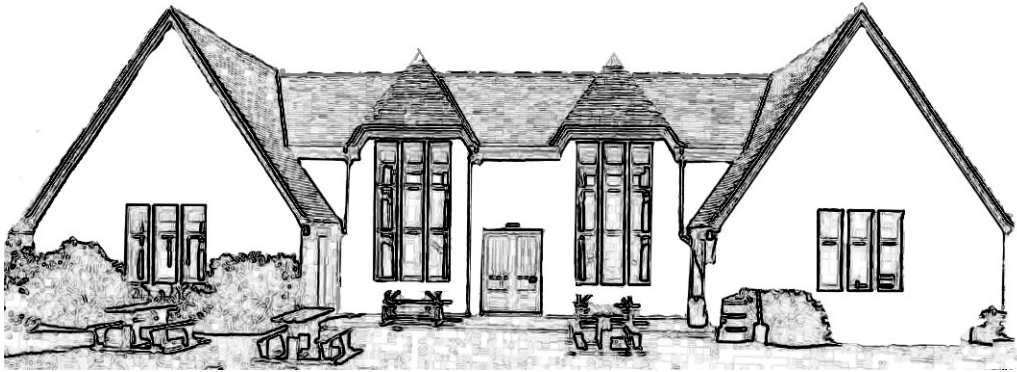


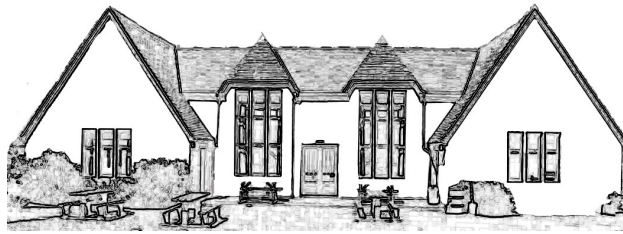
# Filleigh Village Hall



## Policies

### Contents

- Mission Statement
- Financial Policy
- Hiring Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Policy for Activities Involving Children
- Recruiting Staff / Committee Members



## Filleigh Village Hall

### Mission Statement

This Village Hall is held in Trust for the use of the inhabitants of the Parish of Filleigh, and the neighbourhood in the County of Devon. 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.

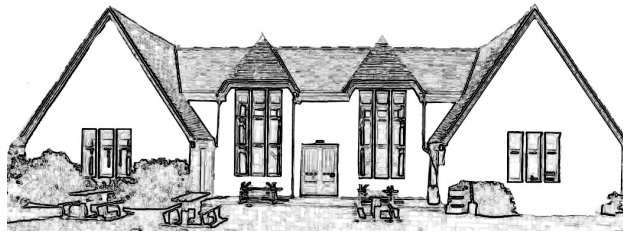
**The Charity:** The Hall is a registered charity, and is vested with the Official Custodian of Charities. The Management Committee (Trustees) are responsible for the running of the organisation.

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

Meetings are held 6-8 weekly, with an AGM in March or April each year. Interested members of the public, from the Parish and Neighbourhood, are welcome at all the meetings.

**The Property:** The building is owned by the Trustees, the ground on which it stands is let to them by the Fortescue Estate for an annual rent of one peppercorn!

Further information is available from the Trustees- current details on the list in the foyer.



## Filleigh Village Hall

### Financial Policy

The Village Hall's foundation document, of January 1997, includes two financial responsibilities:

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

Flowing 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 Filleigh 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**

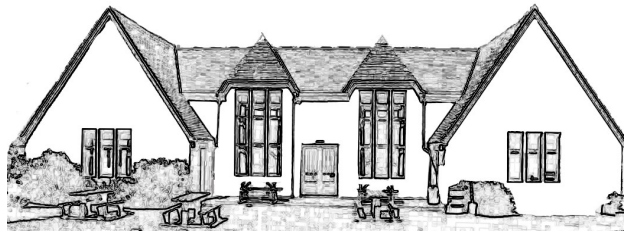
It is important for trustees to bear in mind that they are responsible for all expenditure of charitable funds and have to account for how the charity's funds have been applied.

### **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**

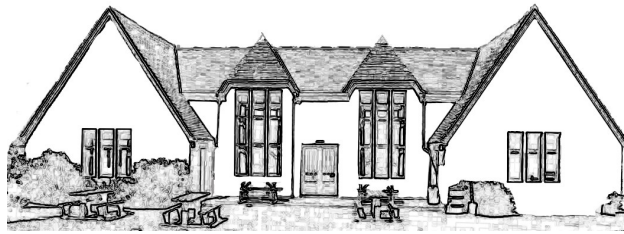
No system of controls, however elaborate, can guarantee that a charity will be totally protected against abuse. Trustees often express concern about the extent of their personal liability in the event of any loss to the charity through misappropriation or misapplication of its funds. Having sufficiently 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.



## Filleigh Village Hall

### Hiring Policy

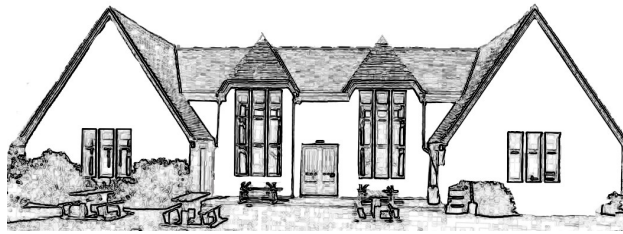
Any part of the building is available for hire for any lawful purpose, but the Management Committee reserves the right to refuse a hiring without giving any reason. No one under the age of 18 can hire the hall or any part thereof. All hire is subject to the rules set by the Management Committee in the 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.



Filleigh Village Hall

## 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.



## Filleigh Village Hall

# Health and Safety Policy

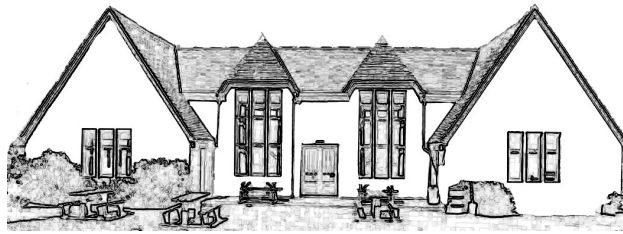
Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), 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 for staff, volunteers and users.

It is the intention of Filleigh 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.

Filleigh Village Hall Management Committee considers the promotion of the health and safety of its employees at work and those who use its premises, 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

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, 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.



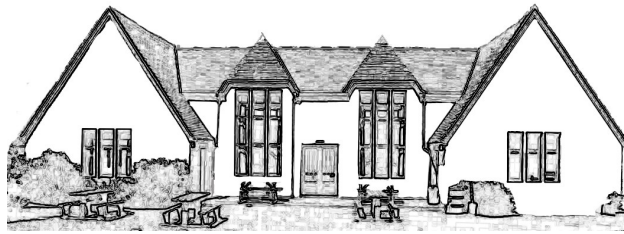
## Filleigh Village Hall

### Policy for Activities Involving Children

Providing children and young people with appropriate safety and protection whilst in Filleigh 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.





## Filleigh Village Hall

# Policy For Recruiting Staff / Committee Members

To comply with the committee's Equal Opportunities Policy and make sure that 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 new members are provided with a welcome document that outlines the duties and responsibilities of Trustees.