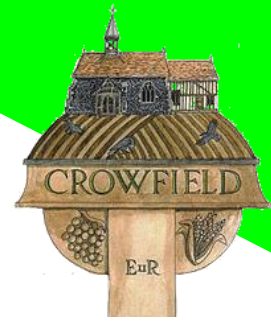


CROWFIELD VILLAGE HALL
Stone Street, Crowfield, IP6 9SZ



Crowfield Village Hall

Charity Number: 304737

Crowfield Village Hall

Stone Street

Crowfield

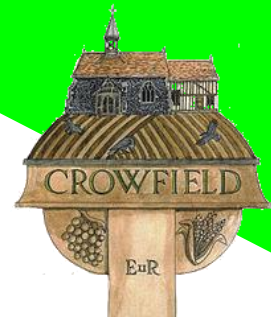
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CONSTITUTION, GOVERNANCE AND OPERATING PROCEDURES

CROWFIELD VILLAGE HALL

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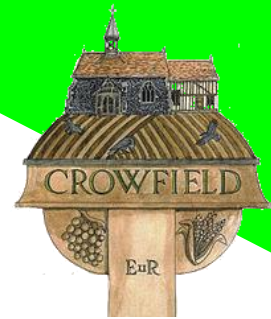
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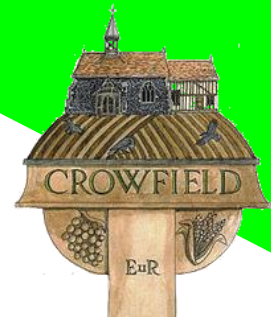
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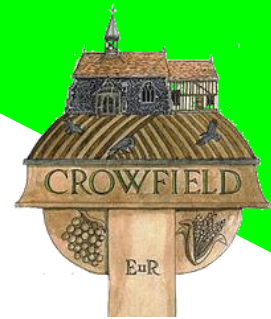
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CONSTITUTION

The essence of the Charity Commission Scheme establishing the Charity

INTRODUCTION

Crowfield Village Hall is a Registered Charity (Number 304737), run and maintained by Trustees, for the benefit of the residents of Crowfield Village/parish and its environs. Its status arises from, and is defined in, a Trust Deed 150.077.1 dated 4th May 1970

The Charity is considered both the activities of, within, and on behalf Crowfield Village Hall and the physical property as defined in the Trust Deed.

The Trust Deed sets down the administration and management provisions for the Charity, which are summarised below in the remaining paragraphs of this Constitution section.

OBJECT OF THE CHARITY

The Charity is to provide and maintain the Hall for the use of the inhabitants of the Parish and its environs without distinction of political, religious or other opinions etc, to advance education and provide facilities in the interest of social welfare for recreational and leisure time activities with the object of improving the conditions of life for said inhabitants.

COMMITTEE OF MANAGEMENT

The Charity is to be managed and administered by a Committee of Management, to act as the Charity Trustees within the meaning of Section 46 of the Charities Act 1960.

The Committee of Management (committee) is to comprise:

4 Elected Members (Chair, Vice Chair, Treasurer, Secretary)

5 Representative Members

Co-opted Members (Unlimited)

Any Member who:

- Is adjudged bankrupt or
- Makes a composition or arrangement with his creditors or
- Is incapacitated from acting or
- Communicates in writing to the Committee a wish to resign

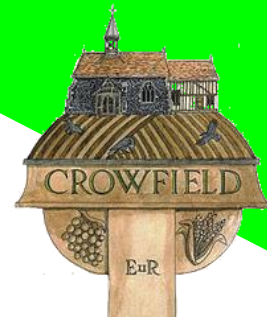
shall thereupon cease to be a Member.

All Members are to 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 Membership do not invalidate the proceedings of the Committee.

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Members are to sign a declaration of acceptance of the Code & Practices and Responsibilities of being a Trustee/member to the Charity before they are entitled to act as Members.

Those re-elected or re-appointed must make a new declaration.

Members are not to have any interest in property belonging to the Charity, other than as a Trustee, or receive any remuneration (apart from Bookings Secretary), or be interested in the supply of work or goods at the cost of the Charity.

ANNUAL GENERAL MEETING (AGM)

There is to be an AGM in the month of February 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 standing Chair will preside over the AGM until the election of the new Committee.

The accounts of the Charity for the preceding year are to be presented at the AGM.

MEETINGS OF THE COMMITTEE

In addition to the AGM, the Committee is to hold at least 2 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.

The committee, at their first meeting in each year after the Annual General Meeting, and before any other business is transacted (if not carried out at the AGM), 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.

A Minute Book and Books of Account are to be kept. Books can be electronic in the form of spreadsheets. Both Treasurer and Chair have copies of these which can be made available to interested parties. Paper records of invoices, bills and bank statements are to be kept for a minimum of 6 years.

RULES

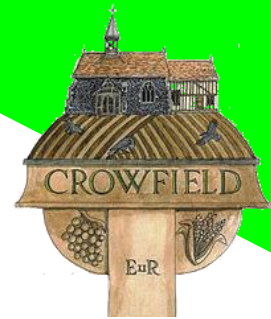
The Committee is empowered to:

Set the terms and conditions for use of the Hall and to set the charges (if any) for such use.

Appoint a Booking Clerk (the committee has decided the booking clerk is a paid position and will receive 5% of the annual hire fees collected), Treasurer, Secretary and other unpaid officers as considered necessary.

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Engage and dismiss paid officers and servants of the Charity (e.g. cleaners, groundsman etc) as considered necessary.

The Committee may accept donations or property for the direct or indirect support of the general purposes of the Charity.

INSURANCE

The Committee is required 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 and the employment of persons.

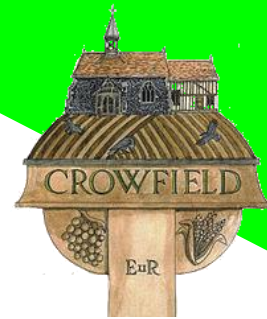
INCOME

The income of the Charity is to be paid into the Village Hall bank account and is to be applied as the Committee decide in insuring, maintaining and repairing the property, furniture and effects, and paying rates and taxes as required in furthering the object of the Charity.

Surplus cash may be invested.

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PART 2

GOVERNANCE

The basic mechanisms by which the Committee fulfils the requirements of the Charity Commission Scheme

INTRODUCTION

The Committee is committed to operate within the provisions of the Trust Deed and where this appears to be archaic or lacking in guidance for the contemporary situation, within the spirit of the original Charity Commission Scheme and in accordance with the Charities Act 2006. When there is sufficient variance to warrant it, the Committee will apply to the Charity Commission for amendment to the existing Trust Deed. It is the opinion of the Committee that this point has not been reached.

OBJECT OF THE CHARITY AND APPLICATION OF INCOME

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

TITLE TO THE HALL

The title to the property is held in the name of the Crowfield Parish Council. The property is managed by the Committee on behalf of the Crowfield Parish Council. Under the provisions of Section 22(2) of the Charities Act 1993 the Committee may carry out a transaction as if the property were held in the names of individual Committee Members.

MANAGEMENT COMMITTEE

The Committee shall consist of (5) Representative Trustees, and (4) Elected Trustees. Elected Members can also represent user organisations. Other (unlimited) Coopted Members can sit on the committee.

The Committee aspires to elect officers into the key positions of:

Chair

Vice Chair

Secretary

Treasurer

and also aspires to identify Elected Members or Representative Members who will lead on issues as the following titles imply:

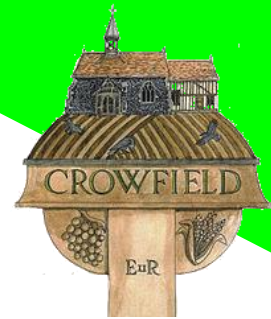
Bookings (paid position)

Fundraising / Advertising

Licensing

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Maintenance

Bar

While the Trust Deed may list(s) a number of defunct organisations and also organisations that no longer regularly use the Hall, the Committee considers that the following organisations are relevant and entitled to provided Representative Members:

Crowfield Parish Council

Fete Committee

Woman's Institute

All Saints Church

Crowfield Baptist Church

The Committee accepts that:

Any new group who uses the hall regularly, is able to apply to have a representative on the committee. Equally the committee may make a request to the hirer for representation.

Where those organisations are already represented by an Elected Member, the organisation need not provide a Representative Member.

The current Committee, their roles and their Representative interests are listed at Annex A (page 15).

Statuary powers provided to the Committee by the 1993 Act, as amended by the 2006 Act, 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.

MEETINGS

Committee Meetings are currently held quarterly, starting at 7.30pm.

In order to allow sufficient time for the closure of accounts, audit and analysis of audit, the AGM will take place annually in February or as soon as practical thereafter. The AGM will be followed, as soon as possible, by a Committee Meeting.

Having elicited any inputs from Members and cleared a draft with the Chair, the Chair will circulate the Agenda to Members one week before any Meeting.

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PART 3

OPERATING PROCEDURES

The detailed arrangements set in place by the Committee to underpin and guide its management of the Charity

INTRODUCTION

The Committee of Trustees is committed to operating and maintaining Crowfield Village Hall in accordance with the law and the requirements of the Charity Commission for the benefit of the residents of Crowfield and its environs.

MANAGEMENT COMMITTEE

The Duties of the Management Committee are set down at Annex B and its Appendices.

FINANCE

Concept

The Committee established the following enduring principles:

- Letting income should be set at a level to cover all overheads plus a reserve fund.
- Banking of hiring deposits; Hire fees should be received prior to the hall being hired to ensure there is no loss to the hall in unpaid hall hires.
- The Trust will operate financial procedures which comply with the Charity Commission guidance given in CC8 – Internal Financial Controls for Charities.

Budget

Each New Year the Treasurer is to prepare a Financial Plan and Budget for the new financial year for consideration at Committee.

Charity Commission

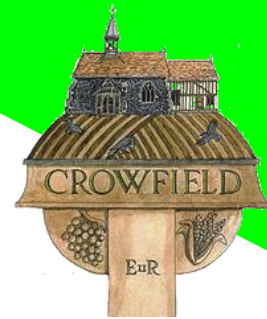
It is the duty of the Charity Commission to take a close interest in the financial affairs of the Charity. The Treasurer is the principal point of contact for finance and therefore has a duty to update the Charity Commission on all matters. The Treasurer possesses a login and password to complete certain updates on-line. The login and password are related to the Treasurer, and may not be used by other Officers of the Trust.

Bank Accounts

The Community Hall maintains a Barclays Current Account. The account is a '2 signatory' account, whether for issuing a cheque, for the Current Account or paying by BACS, or for issuing instructions for establishing regular payments. The current authorised signatories or internet authorisers are:

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Chair

Vice Chair – Les Arnold

Treasurer – Simon Palmer

Secretary

One other – Max Raffe

N.B. INTERNET BANKING IS PREFERRED.

Reserve Funds

The level of reserve funds will be reviewed by the Committee from time to time. At the present time it has been agreed that a reserve fund of £10,000 be established to cover unforeseen emergencies and requirements.

It is recognised that future major maintenance requirements may from time to time require a review of these arrangements.

In Year Accounting

The accounts will be kept in accordance with the Charity Commission requirements as expressed in **CC15a/CC15b – Charity Accounts, The Framework.**

The accounts will identify income and expenditure categories in sufficient detail for the Trust to assess the financial situation as and when required.

The end of year accounts will be subjected to an Independent Review as specified by the Charity Commission for our level of income and expenditure. This is no requirement for an independent audit.

Utilities

It is noteworthy that the VAT rate for energy supplies to not-for-profit buildings such as the Community Hall is set at a non-standard rate. Neither is the Community Hall liable for the Climate Change Levy. Our current suppliers conform. If energy suppliers are changed, they may need to be advised of this provision before invoicing for services; since it is not an automatic provision.

Electricity: Electricity is supplied by EDF. A Direct Debit (DD) from the Current Account is established. The Treasurer will reconcile the DD account at the end of each Financial Year and adjust payments as necessary.

Water: Water is supplied by Everflow. There is a single, metered supply. Direct Debit (DD) from the Current Account is established. The Treasurer will reconcile the DD account at the end of each Financial Year and adjust payments as necessary.

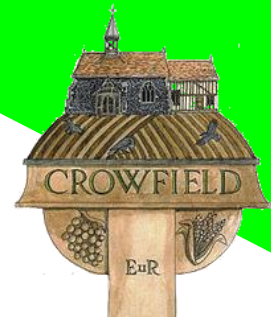
Rates: The Hall currently enjoys Discretionary Non-Domestic Rate Relief from Mid Suffolk Council.

Spending Authority

The following spending authorities and limits currently apply:

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Treasurer: The Treasurer may:

Settle conventional utility and other standard services bills (e.g. insurance premiums, licensing fees, PRS/PPL, etc.) regardless of amount.

Make minor purchases (e.g. accounting materials, stationery, etc) and procure minor services (e.g. postage, advertisements, cleaning materials etc) for necessary administration purposes up to the value of £100.

Agree and settle minor bills for maintenance and repair up to £500 provided such funds are available in the relevant sub account.

Agree and settle bills for administration, maintenance and repair up to £2,000 with the authorisation of a quorum of a relevant sub-committee provided such funds are available in the relevant account. Items over the value of £2,000 will be authorised by the full Committee.

Chair: The Chair may: Approve general, incidental, expenditures up to the value £500.

Management Committee: The Committee will discuss and agree expenditures in excess of those listed above.

Recognise that justifiable and expedient actions will sometimes be necessary.

May occasionally give purchasing authority (within an agreed limit), to a particular Committee Member (or Members) to act on its behalf for a specific purpose.

HIRE OF THE HALL

The Terms of Hire and the Application & Approval process are set down in the document at Annex E.

Applications to hire the Village Hall are made using the document. If the Application is approved, the document amounts to a contract between the Committee and the Hirer of the Hall for the duration of the activity or event described.

The mechanics of the Application and Hire process are set down at Appendix 1 to Annex E.

The Committee may use its discretion to waive or vary the standard charges set down in the Hire Agreement, as it deems appropriate. However, in all cases of any use of the Village Hall, the Application procedure is to be diligently followed.

STORAGE

Extra tables, chairs and regular hirers' equipment are stored in the Store Room. Storage plans for such areas are displayed on all storage doors and all users are required to comply with them; to ensure safe storage and for the general benefit of all users.

MAINTENANCE

All routine maintenance is closely monitored by Trustees and notifies the Chair of issues as required.

The Chair is to direct an annual maintenance audit and, through the Maintenance Sub-committee, establish a Maintenance Plan for the coming Financial Year.

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DEVELOPMENT

Similarly, the Chair is to direct an annual development review and, through Committee, establish a Development Plan covering a rolling 5-year cycle.

LICENSING

PREMISES LICENCE AND ALCOHOL

The Committee has applied for and intends to maintain a Premises Licence.

The existence of the Premises Licence is not intended by the Committee to give free rein to Hirers of the Village Hall regarding the supply or sale and consumption of alcohol during their activity or event. De facto licence to supply or sell and consume alcohol during an activity or event in the Hall is subject to specific application by the Hirer and specific approval by the Committee.

The default position is that alcohol is not to be supplied or sold and consumed on the premises without an approved application.

PERFORMING RIGHT SOCIETY & PHONOGRAPHIC PERFORMANCE

Crowfield Village Hall has an annual lotteries license from MSDC

Option 1

The Committee purchases an annual licence from the Performing Right Society (PRS for Music) together with the Phonographic Performance Licence (PPL) for incidental music and the like in the Hall.

Option 2

It is the Hirer's responsibility to obtain the appropriate further licensing where music, such as a disco, or other media-based entertainments are a significant element of their event or activity. Such Applicants are to refer to Phonographic Performance Ltd to see what kind of licence may be required and what the charge is. Applicant's representing regular use leisure groups are also required to satisfy themselves as to whether a PPL licence is required for their activity and, if so, are responsible for licensing their activity appropriately.

PROTECTION OF YOUNG AND VULNERABLE PEOPLE

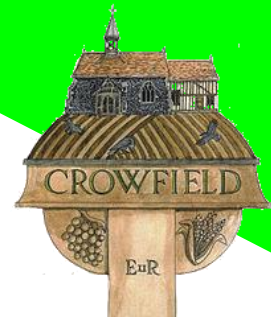
Events where children, young and vulnerable people are present must conform to the Law. Hirers must ensure appropriate supervision and that supervisors are properly accredited.

Hirers must ensure that young and vulnerable people are protected from alcohol abuse.

Drugs and substances that can be abused are not permitted on the Village Hall premises and Hirers are responsible for appropriate supervision of their event to prevent drugs and substance abuse.

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FIRE

The Committee is committed to operating and maintaining Crowfield Village Hall in accordance with The Regulatory Reform (Fire Safety) Order the Fire Safety Policy, together with the Assessment from which it arises and other supporting material, is at Annex F.

HEALTH AND SAFETY

The Committee of Trustees recognises its responsibility, in law, to maintain a safe environment for Users and Hirers of the Hall. It will review its Risk Assessment and the provisions arising annually in January.

The Committee of Trustees cannot be fully responsible for the Health and Safety aspects of activities that are not under its control. However, it will do all that it can to alert Hirers of the Hall to recognise their own responsibilities regarding the Health and Safety in regard to their own activities.

The Health and Safety Policy, together with the Assessment from which it arises, is at Annex F.

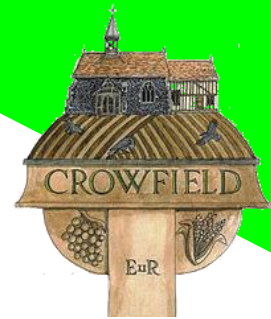
Theft of personal property from the hall whilst it is hired is the responsibility of the hirer and not the hall management.

KITCHEN

The kitchen is maintained principally to support the activities of the hall users. The Main Hall and Kitchen heaters, kettles, hot water heater (for both Kitchen and toilet) and the cooker, all require a separate fee which is payable into the meter on the electric board near the serving hatch in the kitchen.

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ANNEX A

THE CURRENT COMMITTEE OF TRUSTEES 2024/2025

The current Committee comprises the following Elected Members:

APPOINTMENT	INCUMBANT	REPRESENTATIVE MEMBERSHIP	LEAD FOR
Chair	Martin Taylor		
Vice Chair	Les Arnold		
Secretary	Lynne Rowe	Parish Council	
Treasurer	Simon Palmer		Finance
Bookings	Nina Webb		
	Max Raffe		
	Stephen Hart	Baptist Church	
	Jenny Hill		
	Carol Raffe	Fete	
	Val Arnold	WI	
	(vacant)	All Saints Church	
	Hannah Cotton		
	Ash Cotton		

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ANNEX B

DUTIES OF THE COMMITTEE

INTRODUCTION

The responsibilities of Committee members as Charity trustees, is set down in The Charities Act 2006 and is more readily accessible in both: The Charity Commission booklet 'The Essential Trustee' or ACRE's Village Hall Information Sheet 17 – Trustees: Roles and Responsibilities

Some Committee Members of Crowfield Village Hall are Charity Trustees, the remaining committee members assist in the operation of the village hall. They are all required to always act for the good of the Charity and in compliance with the Trust Deed and prevailing legislation.

GENERAL DUTIES

The General Duties of each of the Members of the Committee of Trustees are to:

- Acknowledge their responsibilities as set down in the guidance literature, the trust Deed and this Charter and certify the fact at the beginning of each year of office.
- Act reasonably and prudently and not speculate with the Charity's assets.
- Ensure that the Charity is fully insured against loss and claim.
- Comply with "all and every" legal requirement.
- Maintain financial stability of the Charity.
- Act together.
- Avoid a conflict of interest. Trustees must remain beyond reproach.
- Extend apologies to the Secretary prior to any Committee Meeting which they may be unable to attend.

DUTIES OF THE CHAIR

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex B, the Chair is to:

- Be the principal Trustee and 'face' of the Charity to external organisations.
- Guide and mentor other Committee Members as required.
- Collate and issue agenda, 1 week prior to a Chaired Meetings of the Committee.
- Guide and steer discussions at Meetings.
- Use a second or casting vote as required at Meetings.
- Keep Meetings focussed and completed within the 2 hours target duration whenever possible.

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DUTIES OF THE VICE CHAIR

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex B, the Vice Chair in the absence or non-availability of the Chairman is to

- Assume the duties of the Chair as set out in Appendix B.
- Including the second-signatory role and
- Approval of the Treasurer's bill paying actions

DUTIES OF THE SECRETARY

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex B, the Secretary is to:

- Maintain the formal records of Meetings.
- Maintain the principal files and records of the Charity, including the Trust Deed.
- Hold and maintain the Trustee's copy of the Charity Act 2006 and The Essential Trustee.
- Hold and maintain the Trust's Constitution, Governance and Operating Procedures for the Village Hall.
- Ensure that Trustees are issued with a copy of the pamphlet The Essential Trustee on appointment, or advise where to obtain it by email from the Charity Commission, and sign the Code of Practices & Responsibilities to acknowledge their acceptance of their responsibilities on an annual basis.
- Provide each Trustee with a copy of the Constitution, Governance and Operating Procedures for the Community Hall.
- Provide the Trustees with any amendments to the Constitution, Governance and Operating Procedures.
- Prepare and despatch correspondence as required by the Committee.
- Maintain copies of incoming correspondence, alert the Committee as required as to its content and respond as required by the Committee.
- Issue draft Minutes to Members within two weeks of any Meeting.

DUTIES OF THE TREASURER

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex B, the Treasurer is to:

- Maintain accounts on behalf of the Committee.
- Make a financial statement (Treasurer's Report) at each Committee meeting. If absent from any Meeting, the treasurer should endeavour to provide a written report.

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- Regularly review, research and advise the Committee regarding the most suitable banking arrangements for the purposes of the Charity.
- Review and maintain the Insurance policies in accordance with the law and the current needs of the Charity and its Committee.
- Arrange for the necessary review of the accounts at the year end.
- Notify all regular users in advance of any change of the hire rates.
- Responsible for the financial management of any employee/s.

The Treasurer is authorised to:

- Hold the cheque books and receive statements from the Bank.
- Issue cheques in settlement of all bills properly invoiced to the Charity for services provided. A second signatory is required; usually the Chair.
- Issue written instructions to the Bank to move assets between accounts. A second signatory is required; usually the Chair.
- Establish and amend Direct Debit / Standing Orders for routine bills regardless of the amount.
- Settle conventional utility and other standard services bills regardless of amount.
- Agree and settle minor bills for administration, maintenance and repair up to £1,000 provided such funds are available in the relevant sub account.
- Agree and settle bills for administration, maintenance and repair up to £2,000 with the authorisation of a quorum of a relevant sub-committee provided such funds are available in the relevant sub account.
- Make minor purchases (e.g. accounting materials, stationery, etc) and procure minor services (e.g. postage, advertisements, etc) for necessary administration purposes up to the value of £100.
- Act as the principal contact between the Committee and The Charity Commission regarding the yearly Financial Statement.

With the exception of conventional utility and other standard services bills, the Treasurer is not to settle bills in excess of £2,000 without the authorisation of the full committee.

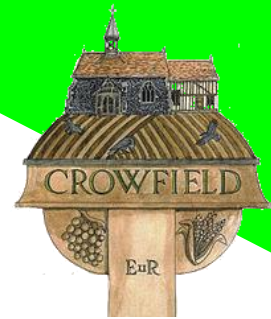
DUTIES OF THE REPRESENTATIVE MEMBERS

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex B, a Representative Member is to represent the particular interest of the User organisation or group represented.

Representative Members are full voting Members of the Committee and, accordingly, are expected to participate fully in the activities of the Committee. **In law**, they have a first duty to the Community

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Hall Charity and not to their organisation or group. (Reference Charity Commission - The Essential Trustee)

Representative Members may, and are encouraged to, take a lead role for a specific function, as set out under Committee in Part 2 – Governance.

Elected Members may also act as Representative Members in respect of a particular User organisation or group.

LIABILITY

Trustees may be liable for their actions if they have acted:

- In breach of the governing document.
- Unwisely with Charity assets resulting in a loss to the Charity.
- Illegally.

Where a loss occurs despite the best and reasonable efforts of the Trustees it is not probable that they will be held liable.

GOOD PRACTICE

ACRE's Information Sheet 17 offers the following guidance:

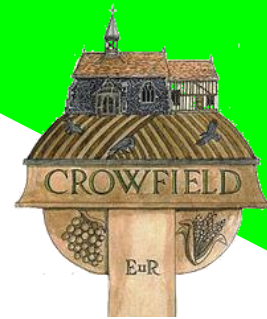
- Follow the governing document.
- Attend meetings.
- Act collectively.
- Keep written minutes of decisions.
- Ensure the treasurer presents regular financial reports and prepares a budget each year.
- Ensure that the property and committee are adequately insured.
- Obtain professional advice.
- Act with due care and prudence.
- Ensure the property is adequately maintained.
- Keep all licences up to date.

TRUSTEE LIABILITY INSURANCE

Committee Members should be alert to the availability of this sort of insurance and should review their posture in conjunction with the principal insurance policy, which may also provide such cover. The current view of the Committee is that liability risk to them as Trustees is included in the conventional Insurance Policy

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ANNEX C

SUB COMMITTEE RESPONSIBILITIES

FINANCE COMMITTEE (if appointed)

- Meet at least once per year.
- To review the hire charges for the use of the facilities, on an annual basis, with the new charges being brought into force on 1 April the following year.
- To inform, in writing, the Hirers of any increase as soon as possible.
- To investigate any item which requires expenditure above £2,000
- To investigate and recommend to the full trust, any changes to the cleaner's wages, hours and duties.
- To discuss the financial situation (at the appropriate time) and make any specific recommendations to the full Trust as felt appropriate.
- Normally three quotations should be obtained for items of expenditure up to say £2,000 up to £5,000, and over £5,000 for example.
- To advise the full Committee on any suggested fund raising that might be felt necessary.

MAINTENANCE COMMITTEE (if appointed)

- Will comprise of 5 members.
- Each member will have a specific responsibility plus a general overall responsibility for the hall and its fixtures and fittings.
- The Committee will meet as required.
- The Committee will submit a schedule of planned maintenance as part of the Annual Budget.
- Minor unplanned repairs/maintenance will be carried out by any Committee member having the appropriate skill. If it is beyond this level the Chairman will call out the appropriate approved repairer after discussion with Treasurer.
- The Treasurer can authorise maintenance and repair up to £1,000 provided such funds are available.
- The Treasurer can authorise maintenance and repair up to £2,000 with the authorisation of a quorum of the Maintenance subcommittee provided such funds are available.
- Major repairs/maintenance should, whenever possible, be subject to 3 estimates which will be submitted with a recommendation to the main Committee.

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- Review annually:
 - o Fire Safety Policy
 - o Fire Risk Assessment
 - o Health & Safety Policy
 - o Basic Risk Assessment
 - o Routine Community Hall Tests & Checks
- Organise any exceptional activity for maintenance inside and outside of the hall.
- Appoint and supervise cleaner/window cleaner/handyman or anyone in the employ of the Trust.

Specific Responsibilities

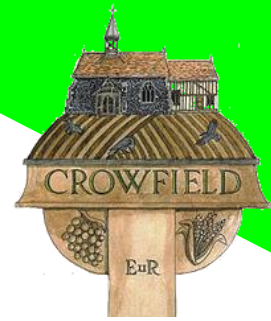
- Checking Fire alarm, emergency lighting and external doors on a monthly basis.
- Taking a regular overview of the kitchen and its equipment.
- Annual inventory checks.
- Ensuring that all contracted maintenance is carried out when due.
- Taking a regular overview of the bar and its equipment (frequency can be more often in periods of heavy bar utilisation).
- Regularly checking the contents of the First Aid Box.
- Replenish cleaning products as necessary.

Routine Community Hall Tests/Checks

	Item	Date Due	Responsibility
1	Checking of Fire Alarm Systems	Monthly	Committee
2	Fire Extinguisher Check	Annually	
3	Fire Alarm & Emergency Lighting Maintenance	As required	
4	PAT test of loose electrical equipment	Annually	Committee
5	Heating System Check	6 monthly	Mac Marney
6	Inventory Check	Annually	Committee
7	Grass Cutting - field	As required	Mid Suffolk Council
8	Grass Cutting – play area around trees etc	As required	Groundsman
9	Windows Out side	Annually	Committee

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FUNDRAISING / ENTERTAINMENT COMMITTEE (if appointed)

- Will comprise of at least 3 members.
- Meet at last 3 times per year.
- If possible, organise 2 entertainments/fundraising events per year.
- Organise a special event if requested by the Trust Committee.

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ANNEX D

STANDARD CONDITIONS OF HIRE

Definitions COMMITTEE = Crowfield Village Hall Management Committee

HIRER = the person hiring the hall.

If the Hirer is in doubt as to the meaning of the following terms and conditions of hire, they should contact the Hall Hiring Secretary.

1. THE HIRER shall, during the period of hiring, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage, however slight, and the behaviour of all persons using the premises, including proper supervision of the car-parking arrangements so as to avoid obstruction of the highway and access by emergency service vehicles.
2. THE HIRER shall not use the premises for any other purpose other than that as described in the HIRING AGREEMENT and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission from the Licensing Authority.
3. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment and stage plays which require a licence.
4. THE HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of alcohol and/or the provision of regulated entertainment (see special Conditions 1 and 2).
5. THE HIRER shall indemnify the COMMITTEE for the cost of repair of any damage done to any part of the property including the curtilage thereof of the contents of the building which may occur during the period of hiring as a result of the hiring.
6. If THE HIRER wishes to cancel the booking before the date of the event and the COMMITTEE is unable to conclude a replacement booking the question of the payment or repayment of the hiring fee shall be at the discretion of the COMMITTEE.
7. At the end of the hiring, the HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise the COMMITTEE shall be at liberty to make an additional charge.
8. The COMMITTEE reserves the right to cancel a hiring in the event of the Hall being required for use as a Polling Station for Parliamentary, European, Local or Parish election or by-election or Referendum, in which case the HIRER shall be entitled to a refund of any deposit already paid.
9. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired the COMMITTEE shall not be liable to the HIRER for any resulting loss or damage whatsoever.

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SPECIAL CONDITIONS OF HIRE

1. THE HIRER hereby undertakes to comply with the conditions of the Premises Licences, issued under the Licensing Act 2003, a copy of which is displayed on the notice board in the hall or can be found on the Web Site "Crowfield Village Hall and Recreation Ground".
2. The Premises Licence restricts the times that the premises may be used for public entertainment. If the HIRER wishes to provide entertainment outside of the licenced hours, they must obtain written permission from the COMMITTEE. It is then the HIRER'S responsibility to apply to the Licencing Authority for a TEN (Temporary Events Notice) for the provision of Regulated Entertainment outside of the hours covered by the Premises Licence. See <http://www.midsuffolk.gov.uk/business/licensing/licensing-act-2003/temporary-event-notice/>
3. THE HIRER, not being a person under the age of 18, hereby accepts responsibility for being in charge of and to be on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment Licence relating to management and supervision of the premises are met.
4. There shall, in addition to the HIRER, be a minimum of TWO other competent attendants, who shall be not less than 18 years of age, on duty on the premises to assist people entering and leaving.
5. The HIRER shall not allow children (persons under 18) to be present when showing a film that has a classification that prohibits them from viewing it.

CAPACITY

6. The maximum number of people allowed on the premises must be kept free from obstruction and immediately available for instant public egress.

Seated at tables	120
Mixed Occupancy (tables and dancing)	175
Dancing	200
Closely Seated Audience	200

MEANS OF ESCAPE

7. All means of exit from the premises must be kept free from obstruction and immediately available for instant public egress.

OUTBREAKS OF FIRE

8. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Hiring Secretary.

HEATING

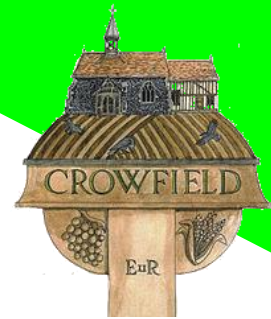
9. The hall has Air Source Heating installed in the Main Hall and Kitchen, and wall heaters in the Morris Room and Entrance Hall and Toilets. No unauthorised heating appliances shall be used without COMMITTEE approval.

DANGEROUS PERFORMANCES

10. Performances involving a danger to the public shall not be given.

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EXPLOSIVES AND FLAMMABLE SUBSTANCES

11. Highly flammable substances shall not be brought into, or used in any part of the premises.
12. No internal decorations of a combustive nature, e.g., polystyrene, cotton wool and alike, shall be utilised without the written consent of the COMMITTEE.

EQUIPMENT INSURANCE

13. The HIRER is required to have in place insurance of any electrical and electronic equipment of all kinds which is brought into the premises.

PLEASE DO NOT DRAG TABLES OR CHAIRS ACROSS FLOOR.

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HIRE AGREEMENT

Details of hire areas: Recreation Ground / Main Hall / Morris room. (Delete as appropriate).

Period of Hire: Start Date Finish Date
(Leave blank if unknown)

Time of Hire: Start Time Finish Time

Description of Event:

Will music be played (live or recorded): YES / NO Will alcohol be provided: YES / NO

Will the bar be required (£25 fee for bar use): YES / NO

(If any entrance fee covers the provision of Alcohol not supplied by the hall bar, the Hirer MUST apply for a Temporary Event Notice from mid-Suffolk District Council).

Agreed Hire fee per event: Method of Payment: Cash / Cheque / BACS transfer
Cheques payable to:
£ _____ **Crowfield Village Hall Management Committee**

Account details for BACS transfer Crowfield Village Hall Management Committee
Account no. 50299715 Sort Code 20-82-75

If paying by BACs please email the treasurer confirming transfer to simon.palmer@talk21.com

Details of Hirer.

Name: Address:

Telephone number: Email:

The Hirer confirms that the above details are correct and that they have received a copy of, or read on line, the terms and conditions of hire and that they will comply with them.

Signature of Hirer: Signed on behalf CVHMC:

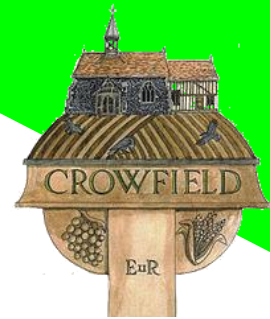
Date: Date:

After the event:

- Please remove any rubbish and dispose of in the appropriate bin. Sweep the hall if necessary (cleaning equipment in the store room).
- Please recycle any bottles or jars away from the hall.
- Please follow the hirers "Exit check list" displayed in the Hall. (Please DO NOT turn off toilet heaters which should not be altered).

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Use of the bar:

Crowfield Village Hall can offer a bar facility at an additional cost of £25.00. No one is permitted to operate or use the service of an outside bar function without the committee's approval, and without the appropriate licences being sort from the local authorities.

The Management Committee must be notified if you intend to sell alcohol on these premises and an additional form signed.

Total cost excluding damage/cleaning deposit: £

It is hereby agreed that the Standard Conditions of Hire attached, together with any Special Conditions of Hire, shall form part of the terms of the Hiring Agreement unless specifically excluded. I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement. I have read the conditions of hire.

Signature of hirer: _____ Date: _____

Name/Organisation: _____ Date of hiring: _____

Total cost of booking: _____ Amount enclosed: _____

Damage deposit: £100 Yes / No

Under Insurance rules, if this hiring is for Commercial Purposes, then the Hirer must ensure at least £5M (Million) of Public Liability

If a refundable deposit has been charged, please give the following information for its return.

Name on Bank Account.....

Account no.

Sort Code

To be reviewed Annually at the AGM.

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Letter authorising sale of alcohol in accordance with Licensing Act 2003

Dear

The Licensing Act 2003. This letter gives you the authorisation to sell alcohol at the following function (s) at Crowfield Village Hall.

Date: complete as appropriate

Description: complete as appropriate

Times: complete as appropriate

The following responsibilities apply to all those selling alcohol:

- No alcohol is to be sold or delivered to anyone less than 18 years of age (a PASS proof of age card, photo driving licence or passport can be accepted as proof of age. A soft or non-alcoholic drink may be provided, not a low alcohol drink. An adult may purchase wine, beer or cider for someone aged 16 or over only for drinking with a table meal taken with an adult.)
- No alcohol is to be sold to anyone who appears to be drunk or who is buying for someone who appears drunk. (Slurred speech, clumsy movement and loud or aggressive behaviour are signs of drunkenness).
- No alcohol is to be sold after the following time: _____
- Drunk and disorderly behaviour must not be permitted. (If someone refuses to leave when asked politely do so they will be warned that they are committing a criminal offence. If they still refuse to leave call the police for assistance, do not attempt to remove them, for safety reasons).
- Smuggled goods must not be sold or kept on the premises.
- Every sale of alcohol by a person aged under 18 must be specifically authorised by myself or the following adult(s) who have authority to give such approval.
- If you suspect that anyone is taking or supplying drugs inform the police.

These responsibilities apply where a sale is carried out under the authority of a Temporary Event Notice, as well as sales under a Premises Licence.

Note the maximum penalty for breaking the law in these respects is a fine of £20,000 or 6 months in jail. Those attempting to purchase alcohol who are under 18, buying for someone under 18 or who are drunk buying or buying for a drunk are also guilty of an offence.

Signed: Authorised Trustee

I Hereby agree to comply with these requirements for the sale of alcohol.

Signed: Dated:

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Crowfield Village Hall Charges

Hire Charges – Kitchen use is included in the hall charges.

Main Hall and Kitchen Heaters/Air Con, water heaters for Kitchen & Toilets and Kitchen sockets are powered by a pay as you use meter, located in the kitchen.

(reviewed annually at AGM)	Village Residents £/hour		Non-Residents £/hour	
	Mon - Thurs	Fri – Sun	Mon – Thurs	Fri - Sun
Main Hall	£7.00	£9.00	£9.00	£12.00
Morris Room	£4.00	£4.00	£5.00	£5.00
Field Hire	£8.00	£8.00	12.00	£12.00

Caravan Clubs

£/event	Hall	Unit per night
Fri – Sun (2 nights)	£120.00	£10.00
Thurs – Sun (3 nights)	£150.00	£10.00

Weddings – The hall can be hired from Fri p.m. till Sunday a.m. for decorating and clearance.

Fri – Sun	£150.00
Bar Hire	£40.00

Requirements of hire

All Hirers must leave the hall in a clean and tidy state as stated in the Hire Conditions. Cleaning equipment is housed in the store room to assist in this requirement.

Anyone who wants to make a booking needs to ring the Bookings Secretary to leave a message, who will return the call, please call (Nina) 07765866371 for first contact. Alternatively contact the Hall via the email address crowfieldvillagehall@gmail.com

Please read the Conditions of Hire which can be found on the Web page Crowfield Village Hall and Recreation Ground.

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BOOKING PROCESS

SEQ	Event	Response	Remarks
1	Potential hirer calls or emails Booking Clerk	Booking Clerk outlines the hire arrangements and discusses as required	
		Booking Clerk advises on availability	Reserves booking in the diary
		Booking Clerk despatches application form to potential hirer.	Preferably by email.
		If necessary, Booking Clerk arranges for viewing to visit the hall.	Booking Clerk or another hoists a visit.
2	Potential Hirer returns signed paperwork, and pays a deposit/full fee to secure the booking (preferably by BACS).		This becomes a firm booking in the diary.
3	If necessary, a damage deposit payment is made to the treasurer	Treasurer advises Booking Clerk on receipt of damage deposit. Treasurer retains deposit until after event.	
4	Event takes place.	Booking Clerk/Treasurer ensures fee is paid.	
5	At suitable intervals	Bookings Clerk & Treasurer liaise to ensure all bookings are paid.	
6	At suitable intervals	Treasurer reconciles receipts with bookings.	

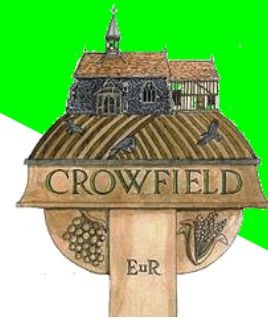
Note.

Regular users may pre book at the beginning of each year/term.

Cancellation and refunds are carried out at the discretion of the committee.

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ANNEX E

FIRE SAFETY POLICY

Date: 2024 (To be reviewed annually)

Within the Policy the term 'Users' is intended to imply: the Committee; workmen, tradespeople and officials who have legitimate business to discharge at the premises Crowfield Village Hall.

Within the Policy the term 'Hirers' is intended to imply those Applicants who hire Crowfield Village Hall in order to conduct their own activity and the members of the public who attend that activity.

Crowfield Village Hall is a registered charity, run and maintained by a Committee of Trustees, for the benefit of the residents of Crowfield parish and its environs.

The Committee is committed to operating and maintaining Name Community Hall in accordance with The Regulatory Reform (Fire Safety) Order 2005.

The Committee will do all that it can to:

- Minimize Fire Risk.
- Identify and assess risks.
- Provide suitable fire safety equipment.
- Provide Fire Instructions.

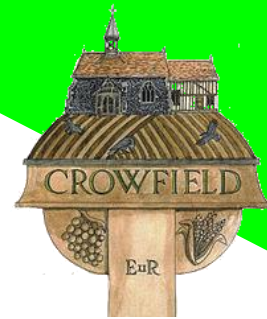
The Committee cannot be fully responsible for all the Fire Safety aspects of activities that are not under its control. While the Committee recognises its overall responsibility under the law it makes a distinction between Users and Hirers of the Hall. It must therefore alert Hirers of the Hall to recognise their own responsibilities regarding the Fire Safety aspects of their own activities while using the Hall.

The Committee will:

- Do all that it can to engender Fire Safety within both the letter and spirit of the law.
- Do all that it can to maintain a safe environment at the Premises that is Crowfield Village Hall.
- Establish, maintain and keep under review a Fire Risk Assessment for the Premises.
- Maintain fire appliances and instructions in accordance with the Fire Risk Assessment.
- Prominently display a copy of this Policy.
- Keep this Policy under regular review.
- Alert all Users to the Fire Risk Assessment and Fire Instructions encourage Users to read them and encourage Users to adhere to both the letter and spirit of them.
- Make it a requirement of the Hire Agreement that Hirers do read and conform to the Fire Risk Assessment and Instructions.

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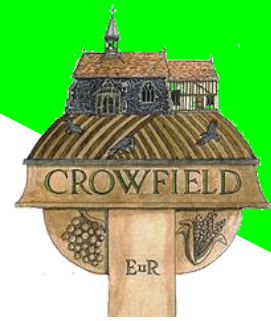
- Make it a requirement that appropriate fire instructions, and especially the exit routes, are briefed to members of the public using the Hall at the beginning of any activity by the Hirer.
- Maintain Public Liability Insurance for the premises and its own Committee sponsored activities.
- Maintain a First Aid Kit.
- Maintain an Accident Book. The Committee considers that it is still the duty of all Users and Hirers of Name Community Hall to:
 - Remain vigilant and 'risk aware'.
 - To be familiar with this Policy, its supporting Risk Assessment and Fire Instructions and to conform to their requirements
 - Make others aware of risks and the means to mitigate such risks as appropriate for the activity being undertaken.
 - Report and record accidents in the accident book provided with the First Aid Kit.
 - Alert a Committee Member to any newly apparent risks.
 - Assist the Committee with constructive suggestions as to how the Fire Safety management of Crowfield Village Hall might be improved. It is the specific responsibility of the Committee to:
 - Keep Fire exits clear.
 - Conduct a weekly check that the internal and external normal lighting is fully functioning, replacing bulbs as required and reporting any required maintenance needs to the Chairman or designated Committee Member responsible for maintenance.
 - Arrange for a yearly contracted check of the smoke alarms combined with a full Fire alarm check.
 - Arrange for a yearly contracted check of all Fire extinguishers.
 - Keep all areas clean and clear from the build-up of dirt, dust and fluff etc.
 - Keep the Store Room free from stored material (except inert material).
 - Ensure that flammable materials such as paint are not stored on the premises.
 - Ensure that quantities of flammable cleaning materials and the like are kept to minimum and stored appropriately.
 - Conform to the intent of the Fire Safety Risk Assessment in all respects

After each Hire period, check that:

- Internal bins have been emptied after hires.
- Lights are turned off and appliances unplugged as appropriate.
- Stored material is stored in accordance with plan.
- All areas are tidy.

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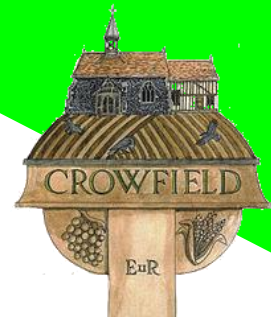


The Maintenance Committee will nominate a person to check the emergency lighting at regular intervals.

The Fire Alarm System and all allied equipment are subject to a Maintenance Contract with Fire Power Ltd, and are checked annually, as well as an internal check of equipment carried out by committee members at least bi-monthly of equipment.

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Fire Safety Risk Assessment

PEOPLE AT RISK

Group	Risk	Remarks
Committee	LOW	Familiar with premises, hazards, equipment and escape routes
Hirers		The Hire Agreement requires Hirers to become familiar with the Halls Policies.
Healthy Adults		Providing they have been briefed at the start of the activity.
Healthy Children		Providing they remain under the necessary supervision.
Infants		Providing they remain under the necessary supervision.
Neighbours		Although unaware of fire policies are likely to be unaffected.
Passers By		Although unaware of fire policies are likely to be unaffected.
Disabled	MEDIUM	Not all escape routes are suitable and carers should be made aware by hirer of possible escape routes.
Elderly & Infirm		Not all escape routes are suitable and carers should be made aware by hirer of possible escape routes.
Alcohol Impaired	HIGH	Where the hire agreement permits alcohol, the hirer nominates designated persons to remain sober to assist the impaired in an emergency.

(to be reviewed annually)

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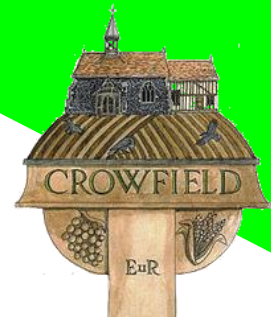


Fire Risk Assessment

Identified Hazard	Observation	Detection	Equipment	Actions
Car Parks				
Cigarette Butts	Ignition Source.	Human	None. Use internal extinguishers if required	Raise alarm. Tackle fire if safe to do so. Retreat to safe location.
Hot Car Engines	Ignition Source and fuel source			
Entrance	Hall			
Book Case, Notice Boards, Furniture	Fuel Source	Human	Fire Extinguisher. Emergency Call Point.	Area to be kept tidy.
Main Hall				
Notice Board, Furniture, Toy Cupboard. Curtains. Stage.	Fuel Source	Human	Fire Extinguisher. Emergency Call Point. 2 x Alarm Sounders Curtains are fire treated.	Chairs and tables to be stored around the hall edge or on stage.
Gents Toilets				
None				
Ladies Toilet				
None				
Disabled Toilet				
None				
Morris Room				
Bar Cupboard, Tables, Chairs, Curtains. Wall Pictures	Fuel Source	Human	Fire Extinguisher. Emergency Call Point. Curtains are fire treated.	Chairs and tables to be stored around the rooms edge. Route to Fire Exit to be kept clear at all times.
Kitchen				

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Cookers, Kettles, Ern,	Ignition Source. Fuel Source.	Human	Fire Blanket, Fire Extinguisher. Emergency Call Point.	All Equipment to be turned off and if possible unplugged when not in use.
Store Room				
Cupboards, Tables, Chairs, Chemicals, Electrical Equipment. Cleaning Equipment.	Fuel Source.	Human	Fire Extinguisher.	Area to be kept tidy as per instruction sheets in the area.
Play Area	Fuel Source	Human	Fire Extinguishers in hall if open.	Most of the exterior play equipment is wooden. There is no firefighting equipment outside the hall. If an incident occurs there are instruction boards fixed to the Morris Room Door and the main gate giving instruction, location and contact details in case of an emergency.

(to be reviewed annually)

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ESCAPE ROUTES

	ROUTE	COMMENTS	SUITABILITY
1	FROM Entrance Hall – Exit via main doors gather in Car Park furthest side from Hall.	Doors open outwards from Entrance Hall. Light by Emergency lighting over door.	Steps at front door. Many note be suitable for wheel chaired or disabled visitors. Use route 3(a).
2	FROM Toilets – Exit via main doors gather in Carpark furthest side from hall.	Ladies and Gents doors open into toilets, Disabled toilet door opens into Entrance Hall.	Ladies and Gents exit via front door. Disabled visitors may need to exit via side door of hall.
3	FROM Kitchen – (a) If exiting from cooker end - exit door to Entrance Hall, through front doors gather in Carpark furthest side from hall. (b) If exiting from hatch end – exit into main Hall and exit via the side access door, gather in Carpark furthest side from hall.	Door opens outwards from the kitchen Door opens into the kitchen	Suitable for all able-bodied visitors. Suitable for less abled visitors or wheel chair users.
4	FROM Main Hall (a) Exit into Entrance Hall through front doors gather in Carpark furthest side from hall. Or (b) Exit via side door left of stage gather in Carpark furthest side from hall. Or (c) Exit right side of stage into Morris Room through fire door at the rear of the building gather in Carpark furthest side from hall.	Doors from Main Hall to Entrance Hall open outwards. Emergency Door operates as a push bar emergency exit – opens outwards. Door from Main Hall to Morris Room opens outwards. Emergency Door operates as a push bar emergency exit – opens outwards.	Steps at front door. May note be suitable for wheel chaired visitors. Suitable for all visitors. Suitable for less abled visitors or wheel chair users.

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	ROUTE	COMMENTS	SUITABILITY
5	<p>From Morris Room</p> <p>(a) Exit from the Fire door in the Morris Room gather in Carpark furthest side from hall.</p> <p>Or</p> <p>(b) Enter the Main Hall exit via side door left of stage gather in Carpark furthest side from hall.</p> <p>Or</p> <p>(c) Exit into Entrance Hall through front doors gather in Carpark furthest side from hall.</p>	<p>Emergency Door operates as a push bar emergency exit – opens outwards.</p> <p>Door opens inwards from the Main Hall.</p>	<p>Suitable for all visitors.</p> <p>Suitable for all visitors.</p> <p>Steps at front door. May not be suitable for wheel chaired visitors. Use route (a) or (b).</p>
6	<p>FROM Store Room</p> <p>(a) Enter the Main Hall exit via side door left of stage gather in Carpark furthest side from hall.</p> <p>Or</p> <p>(a) Enter Morris Room via the link door, exit from the Fire door in the Morris Room gather in Carpark furthest side from hall.</p>	<p>Doors into main Hall open inwards.</p> <p>Door opens outwards.</p>	<p>Suitable for all visitors.</p> <p>Suitable for all visitors.</p>

- The assembly point for all routes is on the far side of the car park near the benches/storage container.
- There is an alarm system for identified fire outbreaks by push alarm points.
- Emergency lighting activates in the event of power failure in all rooms of the hall and outside along the adjacent pathway for escape purposes.

(to be reviewed annually)

CROWFIELD VILLAGE HALL

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Distribution of Fire Equipment

Area	Current	Proposed	Remarks
Entrance Hall	1 x 6lt Foam Call Point 1 Emergency light over main door	Install appropriate smoke detection system.	
Kitchen	1 x 2kg Powder 1 x Fire Blanket Call Point 3 Fire System control unit	Install appropriate smoke detection system.	
Gents Toilet	None	Install appropriate smoke detection system.	
Disabled Toilet	None	Install appropriate smoke detection system.	
Ladies Toilet	None	Install appropriate smoke detection system.	
Main Hall	Call Point 2 Alarm Sounder over Main Door Emergency Light over Main Door Fire Escape sign Rt of stage directing to Morris Room. Alarm sounder outside Morris Room Emergency Light over Morris Room Door. Fire Escape sign Lt of stage directing to side door escape route. Emergency Light over Side Door. Call Point 4 by side door. 2kg Carbon Dioxide by Store Room Door 6lt Foam by Store Room Door.	Install appropriate smoke detection system.	
Morris Room	Emergency Light over escape door Call point 5	Install appropriate smoke detection system.	
Store Room	Emergency Light in Room for exit purposes.	Install appropriate smoke detection system.	
Outside	Emergency Lights along side and rear of main building to assist escape in darkness.		
Assembly Point	Far side of car park away from building.	Install Assembly Point Notice	

(to be reviewed annually)

CROWFIELD VILLAGE HALL

Stone Street, Crowfield, IP6 9SZ

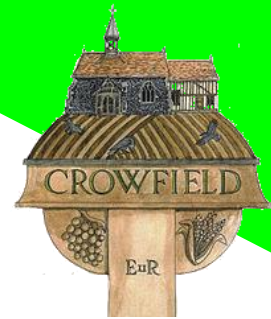


Basic Risk Assessment (2024 to be revised at AGM)

Area	Risk	Mitigation	Responsibility
Car Park	Moving Vehicles	Have maximum speed in place	Committee
	Pedestrians	Not to loiter in car park talking/smoking.	Hirer
	Inclement Weather	Keep area moss free to avoid slip hazards	Committee
	Mixture of the above		
	Darkness	Have outside lighting on when hall is in use	Committee
	Steps	Keep clear of debris to avoid trip or slip hazards.	Committee
	Children Playing	Children to be supervised by responsible adult.	Responsible Adult
Entrance Hall	Carpet/Door mat	Maintain in good condition	Committee
	Bookshelf	Keep tidy to avoid fall	Committee
	Coat hooks	Maintain in good order	Committee
Gents Toilet	Slippery floor when wet.	Clean spills immediately	Committee/Cleaner/Hirer
Ladies Toilet	Slippery floor when wet.	Clean spills immediately	Committee/Cleaner/Hirer
Disabled Toilet	Slippery floor when wet.	Clean spills immediately	Committee/Cleaner/Hirer
Main Hall	Wet floor after cleaning/Polishing	Warning signs	Cleaner/Committee
	Impromptu spills	Clear spills as they occur	Hirer
Kitchen	Hot Surfaces	Ensure cookers, ovens are turned off when not in use. Warning signs of cooking activity	Hirer
	Hot Liquids	Clear any spills when occurred. Only allow responsible people to use the kitchen	Hirer
	Broken Crockery/Glassware	Clear any breakages as they occur.	Hirer

CROWFIELD VILLAGE HALL

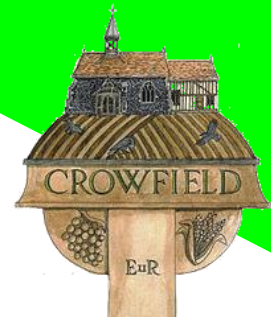
Stone Street, Crowfield, IP6 9SZ



Area	Risk	Mitigation	Responsibility
Morris Room	Wet floor after cleaning/Polishing	Warning signs	Cleaner/Committee
	Impromptu spills	Clear spills as they occur	Hirer
Store Room	Falling Equipment	The store room to be kept tidy and all things allocated a position for storage. Signage posted to show proper storage of equipment	Committee/Hirer
	Trip Hazards	Walk ways to be kept free of stored items	Committee/Hirer
	Chemical Spills	Chemicals to be stored in an appropriate condition according to the nature of the chemical.	Committee/Cleaner
Play Area & Field	Slips, Trips and Falls	Maintain play equipment in a safe condition. Ensure Parish Council has annual inspection carried out	Committee/Parish Council.

(to be reviewed annually)

CROWFIELD VILLAGE HALL
Stone Street, Crowfield, IP6 9SZ



To be positioned at all Fire points

FIRE INSTRUCTIONS

If you discover a fire: -

1. **Raise the alarm – evacuate the building - call 999,**
(post code) IP6 9SZ,
(what3words @ front door) **legroom.sprouting.hails**
2. Attack the fire if possible, using the equipment provided, but without personal risk

On hearing the alarm being raised: -

Evacuate the premises

All occupants assemble at
RECREATION GROUND ASSEMBLY POINT

DO NOT STOP TO COLLECT BELONGINGS

DO NOT RE-ENTER THE BUILDING

FP *(fire point number)

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Stone Street, Crowfield, IP6 9SZ



ANNEX F

Health and Safety POLICY STATEMENT

Introduction

Crowfield Village Hall Management Committee (the Committee) has drawn up this policy to set out procedures and areas of responsibility to ensure, in so far as it can, the health and safety of users of the Village Hall. In this document Crowfield Village Hall is referred to as the premises.

The Committee is responsible for running the premises and recognises its duty to ensure the safety of people using it. This policy is issued at all volunteers and Users of the premises. The Committee is responsible for all day-to-day health and safety matters relating to the premises.

Monitoring of Health and Safety

The hirer/user should abide by with the Terms & Conditions of hire and ensure that their organisation/party also comply with these conditions and all safety requirements.

It is the duty of all users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises, including the grounds, safe and fit for purpose.

Should anyone using the premises come across a fault, damage or other situation, which might cause injury and which cannot be rectified, they should inform the Booking Secretary or the Chair as soon as possible, so the problem can be dealt with. Where equipment belonging to the premises is damaged, that damage should be reported to the Booking Secretary. The Booking Secretary should inform the Committee Chairman.

Mitigation of Risk

To mitigate risk, the Committee takes the following steps:

- To discuss and report on any Health and Safety issues at every meeting of the Committee.
- To carry out a full Risk Assessment every year or sooner if deemed necessary by the Committee.
- Ensure that there is a copy of the current Health and Safety Policy published in the premises and on the premises website.

Hazardous substances/materials that must not be used in the premises are:

- Flammable liquids
- Naked flames including candles and fireworks

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking and the use of E-cigarettes is forbidden inside the premises.
- Storage of combustible material near a source of ignition is not permitted.
- Emergency exits and routes to them must always be kept clear and unlocked.
- Appropriate Fire Fighting Equipment to be provided.
- Fire Equipment to be maintained and checked annually.

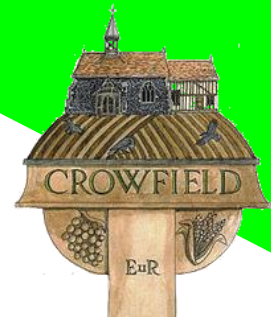
Children

Minors under the age of 18 must always be accompanied and supervised by a responsible adult.

Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.

CROWFIELD VILLAGE HALL

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Electrical safety

The installation is checked every five years in accordance with the Electricity at Work Regulations 1989.

All portable electrical appliances are checked annually by a qualified electrical contractor.

The following must be adhered to:

- Electrical appliances must not be left unsupervised when in operation.
- Plug sockets must not be overloaded.
- Should users/hirers want to bring electrical appliances onto the premises they must make the Bookings Secretary aware of this in advance. The users/ hirers are responsible for ensuring that the appliances meet safety standards.
- Electrical equipment showing signs of damage, exposure of components, water damage etc must not be touched or operated.
- Users have a responsibility to ensure that all electrical appliances are switched off and where possible unplugged when leaving the Hall.
- Electrical leads should not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- Ensure kettles are not over-filled nor should the leads be left to trail over the edge of the work top.

Furniture

Care should be taken when using the tables and replacing them and stacks of chairs should not be more than five high.

Any damage found to tables or chairs should be reported to the Booking Secretary.

Heating

The Hall has AIR SOURCE heating, which is powered through a “pay as you use” meter in the kitchen. User Instructions are at the controller, hirers may alter the temperature as needed. PLEASE turn off the controller once the hire period is completed.

Housekeeping

The premises are cleaned, and safety checked on a regular basis. However, every user has a responsibility to ensure that the premises is left clean and tidy.

All users must use the rubbish and recycling bins. Any major spillage, damage or accident should be reported to the Booking Secretary. Rubbish must be taken away at the end of each hire and not left on the premises or placed in the bins outside.

If the Playing Field and frontage of the premises has been used by the hirer, all litter and cigarette ends must be collected and placed in the appropriate bins outside.

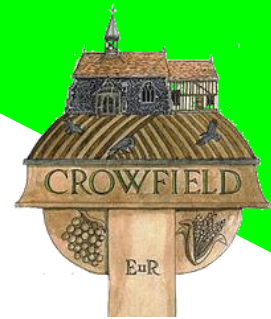
Noise

Users should be considerate and keep noise levels to a minimum. Playing any form of music, whether live or recorded, must be kept to an acceptable level, and must cease at 11.00pm unless otherwise authorised by the Committee.

Users should also be considerate when leaving the Hall.

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Stone Street, Crowfield, IP6 9SZ



Parking.

Parking in the car park is limited and at the users' risk. Do not obstruct driveways or block the road. The inner car park can be accessed if requested at the time of booking. Please ensure the gate is secured after the hire is completed.

Fire Prevention.

All fire extinguishers and alarms are checked annually by Fire Power and the certificate displayed on the premises. A record of monthly tests of the alarm system will be kept in the Fire Logbook. A yearly assessment of all furnishings in the premises will be made and discussed at meetings of the Committee.

Fire Evacuation Procedures

IN CASE OF FIRE

The hirer is deemed the "Responsible Person" and is designated the person in charge of the premises during the period of hire. Whilst the premises are in use the Responsible Person must ensure that all present are informed of the escape exits.

The Responsible Person is strongly advised to record the name of each person attending the event.

1. In the event of a Fire, the Responsible Person shall instruct all persons to leave the building using the nearest available Emergency Exit and to muster together as soon as possible in the car park or on the Playing Field. A Roll Call shall be taken.
2. No matter how small the fire, THE FIRE BRIGADE MUST BE CALLED ON 999 giving the address: Crowfield Village Hall, Stone Steet, Crowfield, IP6 9SZ,

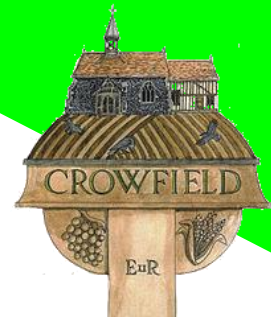
(what3words @ front door) [legroom.sprouting.hails](#)
3. The Responsible Person shall ensure that once the Hall is vacated, members of the public do not re-enter the building under any circumstances.
4. On the arrival of the Fire Brigade, the Responsible Person shall inform the Officer in Charge that a Roll Call has been taken and all persons are safe or there are missing persons.
5. Attempts to extinguish the outbreak of the fire with the firefighting equipment within the premises should only be attempted if it is considered safe to do so.
6. As soon as the foregoing steps have been carried out, the Responsible Person should inform the Bookings Secretary or Chair of the situation.

Recreation Ground Equipment

Weekly visual checks of the equipment and surrounding ground in accordance with the instructions provided by the equipment manufacturer, Wicksteed. If any faults or vandalism is found the piece of equipment in question will be repaired or closed off with warning tape.

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A yearly check (arranged by the Parish Council) will be made in accordance with the ROSPA.
All reports are available on request to the Chair.

Accident Reporting Procedure

The following must be reported to the Booking Secretary and an Accident Report Form (kept in the black folder in the kitchen) must be duly completed:

- A death or injury
- A dangerous occurrence
- Any injury that results in a member of the public having to be taken to hospital.

In the event of an emergency, the nearest hospital is:

Ipswich Hospital

Heath Road

IPSWICH

IP4 5PD

Insurance

A copy of the Certificate of Public Liability Insurance is displayed on the Notice Board inside the Hall.

Contact information:

Booking Secretary: (Nina) 07765866371

Chair: (Martin) 01473 219968 or 07484212255

To be reviewed Annually at AGM

CROWFIELD VILLAGE HALL

Stone Street, Crowfield, IP6 9SZ



SAFEGUARDING POLICY

Policy Statement

Crowfield Village Hall Management Committee recognises that it has a statutory and moral duty to ensure that it safeguards and promotes the welfare of young people during their time spent at the village hall. The term 'children' means those under the age of 18. The Committee recognises that some adults are also vulnerable to abuse. Accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

Definitions:

Child: a young person under the age of 18.

Vulnerable adult: a person aged 18 years or over who is or may be in need of community care services by reason of mental or another disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Disclosure: a person states that they have been or are being abused by another.

Allegation: a member of staff or volunteer working with children or vulnerable adults is accused of committing an abuse.

Abuse: a violation of an individual's human and civil rights by any other person. May consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into financial or sexual transactions to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of the person subject to it.

The Village Hall works to:

Safeguard the welfare of the young people and vulnerable adults we work with by protecting them from physical, sexual and emotional harm.

Support the creation of an environment where young people and vulnerable adults are listened to and are encouraged to talk about themselves, their lives, and any concerns they may have.

Crowfield Village Hall is a registered charitable trust, registration number 304737

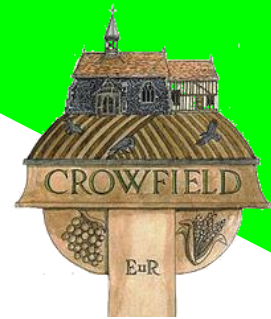
THE VILLAGE HALL will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made and training received.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- Providing effective management for staff and volunteers through supervision, support and open communication.

THE VILLAGE HALL recognises that children, young people and vulnerable adults may suffer abuse in different ways:

CROWFIELD VILLAGE HALL

Stone Street, Crowfield, IP6 9SZ



Physically - any purposeful acts of violence causing injury.

Sexually – the exploitation of authority or power to involve a child in sexual gratification.

Emotionally – emotional ill-treatment or rejection affecting emotional or behavioural development.

Neglect – failure to provide a child with basic needs including access to adequate food, health care or education.

Staff and volunteers will be on guard to spot the signs and symptoms of abuse that can include physical signs such as changes in appearance, injuries and marks, and changes to a child's behaviour.

THE VILLAGE HALL will respond to suspicions or allegations of abuse by

- Following any low-risk disclosure or initial concern of abuse, staff/volunteers will offer support to the young person and ensure their current safety. Staff/volunteers will record incidents and make the necessary agencies aware of any potential for concern. For children and vulnerable adults this is Babergh and Mid-Suffolk council on 0800 800 4005.
- Staff and volunteers will inform the relevant external agencies of any issues for concern and pass them a written record of any incidents or disclosures, to be kept securely by them.

The Village Hall acknowledges that the welfare of the individual is paramount. Privacy and confidentiality will be respected where possible but if doing this leaves a child at risk of harm, then the child's safety will always come first.

RESPONDING TO A DISCLOSURE OR ALLEGATION OR IF YOU WITNESS ABUSE

Safeguarding procedure:

- Assist to ensure the victim is safe from immediate harm
- Preserve evidence
- Record the incident
- Report and follow the instructions of Babergh and Mid Suffolk council or the Police
- Do not make promises and let the person know that you will need to pass the information on.
- Limit your questions to 'what, who, when and where'
- Do not ask leading questions
- If necessary, seek medical attention
- Ensure that there is no contact with the alleged abuser
- Do not allow access to a place that the abuse may have occurred.
- Do not confront the alleged perpetrator
- Record what is said to you using the victim's own words and what you see
- If unsure about the level of risk or appropriate support, staff/volunteers can seek advice by calling Babergh and Mid Suffolk Council on 0800 800 405

To be reviewed Annually at the AGM.

CROWFIELD VILLAGE HALL

Stone Street, Crowfield, IP6 9SZ



Environmental Policy

General

The Management Committee of the Crowfield Village Hall consider the protection of the environment to be of major importance. Environmental protection is perceived to be an integral part of efficient management in every sphere of the committee's activities. High standards are to be applied by all those who work in or use the Hall, or are in any other way operating under the auspices of the committee, complying with legislation, codes of practice and official guidance relevant to environmental protection – in particular with the Environmental Protection Act 1990 and The Environment Act 1995 Environmental policy measures.

The Village Hall Management Committee will:

Awareness and Commitment

- promote awareness of the principles and objectives of environment protection
- ensure that the Crowfield Village Hall staff, volunteers and users are familiar with and implement this environmental commitment and its objectives
- ensure that the Village Hall and activities associated with it comply with all relevant environmental regulations.

Energy Waste and Water

- ensure energy is used efficiently and, wherever possible, reduce its use
- use water efficiently and with care
- avoid pollutants entering the drainage system
- reduce the production of material waste including unnecessary packaging
- encourage re-use, repair and recycling of materials including organic waste
- dispose of waste in a safe and responsible way.

Materials and Resources

- buy products (including cleaning materials) which are made in accordance with the principle of using material in a sustainable way and use locally-made goods where practicable
- take into account the lifetime costs of materials when repairing, altering or rebuilding premises
- maximise the proportion of paper used from sustainable sources and recycled materials
- provide bins for recycling and encourage users to recycle glass or provide separate glass bins.

Natural Environment

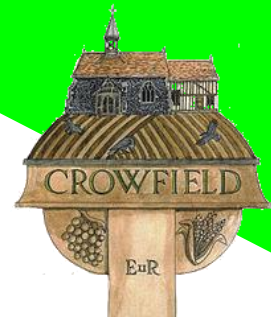
- take appropriate opportunities to conserve and enhance the natural environment surrounding the Village Hall
- be sensitive to the impact of activities on the local environment
- make every effort to reduce air pollution and energy consumption.

The policy and its implementation will be monitored and reviewed annually at the AGM. A copy of the policy will be displayed in the Village Hall and made available on the Village Hall website. All those hiring the Village Hall will be expected to confirm that they are aware of this policy and that they know the targets.

To be reviewed Annually at the AGM.

CROWFIELD VILLAGE HALL

Stone Street, Crowfield, IP6 9SZ



Equal Opportunities Policy

Policy Statement

Crowfield Village Hall Management Committee recognises that everyone has a contribution to make to our society and a right to equal treatment so that no one should experience discrimination. The Committee aims to ensure that no job applicant, committee member, volunteer, organisation or individual to whom we provide services, will be discriminated against by any of its members by reason of gender, sexuality, religion, age, disability or ethnicity or on any unfair grounds whatsoever. The Committee aims to foster awareness of prejudices in all who work for and with the Village Hall Management Committee, and we aim to encourage the removal of such prejudices. We also aim to ensure that committee members, volunteers and staff working with individuals and with organisations for which the Crowfield Village Hall Management Committee provides services do not suffer discrimination, and where this occurs, the Crowfield Village Hall Management Committee commits itself to taking positive action against such discrimination. Crowfield Village Hall Management Committee is committed to:

- addressing positively opportunities for full participation within the organisations, clubs and events it oversees;
- adopting an effective system to monitor its practice with regard to ensuring equality of opportunity
- promoting good practice with regard to equality of opportunity for organisations and individuals involved in the work of the Crowfield Village Hall Management Committee.

In particular the Crowfield Village Hall Management Committee will:

- work to ensure that all its services are provided in a way which promotes awareness of the rights and needs of people from minority groups and enables all people to have access to those services
- work to ensure that all Crowfield Village Hall Management Committee terms and conditions of employment and volunteering reflect a range of needs and interests which will be inclusive of everyone, so that no member of the public may experience a disadvantage through contact with the Committee, its activities or services.

It is the policy of the Crowfield Village Hall Management Committee to ensure that no person receives less favourable consideration than others in the selection and appointment of staff or in the recruitment of volunteers.

Recruitment and promotion practices

The Crowfield Village Hall Management Committee will ensure equality of opportunity for all job applicants and Volunteers; it will ensure that:

- application forms are continually reviewed to ensure structure and content are not open to discrimination and are inclusive to all;

CROWFIELD VILLAGE HALL

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- when recruiting, the Management Committee will develop personnel specifications which recognises the importance only of relevant experience or qualifications
- acceptance of the Management Committee's Equal Opportunities Policy is a condition of employment.

Service provision

The Crowfield Village Hall Management Committee will take positive action to ensure its services to, and contacts with, other groups and individuals reflect this Equal Opportunities Policy. This will be effective by:

- consulting with groups and individuals with special requirements to identify how the Management Committee's services may be improved to meet their needs
- ensuring that all individuals who represent the Management Committee are aware of, understand and operate this Equal Opportunities Policy.

Employer's responsibilities

The Crowfield Village Hall Management Committee:

- is responsible for the implementation and monitoring of this Equal Opportunities Policy
- will ensure that all individuals within the Village Hall Charity, whether paid or unpaid, clearly understand and practise the principles contained in this Policy

It shall be the responsibility of the Management Committee's Secretary to keep the Committee fully up to date with developments or difficulties relating to the implementation of this Policy. Any individual, employee or committee member having concerns relating to the implementation of this policy must contact the Secretary or, if the Secretary is unavailable, the Chair.

Employee's / Users responsibilities

All employees of the Crowfield Village Hall Management Committee and users of its services:

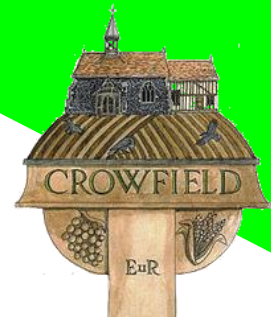
- will be required to co-operate in the implementation of measures introduced by the Committee to ensure and promote equal opportunities
- will neither practice any form of discrimination nor use discriminatory language
- will draw to the attention of the Committee any suspected acts of discrimination

The Committee is open at any time for input into the improvement of its services in the context of ensuring it provides an equal and diverse environment for all users of the hall.

To be reviewed Annually at the AGM.

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Committee Member Declaration of Acceptance

I have read and understood the Code & Practices and Responsibilities associated with accepting the role of being a member of the management committee for Crowfield Village Hall, and will accordingly fulfil the duties required in a manner befitting the role.

signed by

appointed position on committee

Date

CROWFIELD VILLAGE HALL
Stone Street, Crowfield, IP6 9SZ



END

**REVIEWED
FEB 2025**