

# **Topcliffe & Asenby Village Hall**

## **Trustee's Factfile**

### **Governance**

Topcliffe & Asenby Village Hall was established as a charity by a Trust Deed of Conveyance dated 28<sup>th</sup> April 1960. The Registered Charity Number is 1003803. The original copy of this conveyance is held with "Arther W. Walker & Hiley Solicitors", 17 Finkle Street, Thirsk.

### **Objects of the Charity**

The Property and the trust fund and its income shall be "for the purpose of a Village Hall for the use of the inhabitants of Topcliffe and Asenby and the neighbourhood without distinction of sex or political, religious or other opinions, and in particular for use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants".

### **Appointment of Trustees**

The Trust Deed governs the appointment of trustees and the management of the charity. The Committee of Management (hereinafter called "The Committee") shall consist of Elected and Representative Members and may include Co-opted Members.

Six (6) Elected Members of the Committee shall be elected at the Annual General Meeting (AGM) to be held as the Deed provided for a term of office commencing at the end of the AGM at which they are elected and expiring at the end of the AGM in the following year.

Ten (10) Representative Members of the Committee shall be appointed by such appointing organisations as are set out in Annex A (in variation to the original Conveyance to keep the organisations up-to-date with the present). Names shall be notified by each appointing organisation to the secretary of the committee. They shall, except in the case of such members appointed to fill casual vacancies, be appointed before the AGM in any year for the term of office commencing at the end of the AGM next after their appointment and expiring at the end of the AGM in the following year.

The Committee shall have the power to co-opt not more than Five (5) Members to hold office until the end of the AGM following their co-option.

Any competent Member of the Committee may be re-appointed or re-elected.

The Committee, after any application for representation on the committee from any organisation not listed at Annex A may, at any committee meeting and supported by a majority vote of not less than two-thirds of all the committee members, allow such organisations to appoint a Representative Member to the Committee.

Upon the occurrence of a casual vacancy the Committee shall cause a note thereof to be entered in the minute book at the next meeting with due notification to affected parties/organisations.

A casual vacancy in the office of Elected Member may be filled by the Committee and in the office of Representative Member by the proper appointing organisation. A member appointed to fill a casual vacancy shall hold office only for the unexpired term of office of the member in whose place they are appointed.

### **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted:

- Meetings Policy
- Finance Policy
- Hiring Policy
- Health & Safety Policy
- Child and Vulnerable Adults Policy
- Equality Policy
- Environmental Policy
- Age verification Policy

Copies of these policies are included as appendices.

## **Meetings**

The Annual General Meeting is held in May. The Management Committee meets in the Hall at a time and date agreed at the close of the last meeting. Meetings are conducted according to the approved Meetings Policy statement.

## **Financial Matters**

The Treasurer is responsible for the day to day management of the finances of the Village Hall in accordance with the Finance Policy. The Treasurer reports to each meeting of the Management Committee and an Annual Summary of income and expenditure is included in the Annual Report. The accounts are independently examined each year.

The Trust holds a bank account with CAF (Charities Aid Foundation) Bank; Sort Code: 40-52-40, Account No:00018305.

Nominated Committee Members are listed as signators with the bank, a list of current signators is at Annex B.

## **Insurance**

The Management Committee recognises that it is under a legal obligation to protect the building, its users through adequate and appropriate insurance.

The Village Hall has Buildings, Contents and Public Liability insurance. The sums insured are reviewed annually. A copy of the Certificate of Insurance is displayed in the Hall.

## **Licences**

The hall has a Premises Licence (not including alcohol) and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society and Phonographic Performance Limited for playing live and recorded music.

## **Hiring the Hall**

The village hall is available for hire by local groups, businesses and private individuals in accordance with the Hiring Policy. Hire charges are reviewed annually. Use of the village hall is subject to a Hiring Agreement which must be signed by the

hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement. The Hall Booking Secretary is responsible for the day to day matters relating to hiring out the hall in accordance with the Hiring Policy.

### **Keyholders**

Keys to the hall should normally be obtained from the Booking Secretary. Keys are also held by the Chairman, Secretary and Treasurer of the Management Committee. A list of keyholders and contact details is posted on the Village Hall Notice Board at the main entrance to the hall.

### **Employees**

Topcliffe & Asenby Village Hall has no employees. Cleaning is conducted by volunteers and a token of appreciation is awarded from the village hall finances.

### **Health & Safety**

It is the intention of Topcliffe & Asenby 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. The Management Committee has a Health & Safety Policy to guide its work in this area.

### **Building Management**

Management costs are kept to a minimum through the use of volunteers for regular maintenance and cleaning of the hall. Users of the hall are expected to report any malfunctions, faults or damage to the Bookings Secretary. There is a 'Complaints' book in the hall for individuals to record any complaints about the hall. The management committee have a schedule of regular building maintenance checks that they carry out – their observations are recorded in the Village Hall Log Book. These include:

#### **Monthly checks**

- Security check on external doors and windows
- Emergency lighting check
- Water fittings (taps and toilets) check
- Rainwater fittings and drains check
- 'Walkround' check of exterior of building including paths and car park
- 'Walkround' check of interior of building

#### **Other periodic checks**

- Gas appliances and portable electrical appliances are tested by qualified personnel annually.

- A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law. A copy is displayed on the Notice Board.
- Fire fighting appliances are inspected annually under contract with the supplier.
- A building condition survey undertaken by a qualified surveyor at 5-year intervals.
- The mains electrical installation is checked by a qualified engineer every 5 years.

## **Annual Report**

The Village Hall Committee publishes an Annual Report on its activities together with an annual summary of income and expenditure in accordance with the requirements of the Charity Commission. Copies of these reports are available to the Annual General Meeting of the charity which takes place in May.

### **APPENDIX A**

#### **TO Topcliffe & Asenby Village Hall**

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###### Organisations:

Topcliffe Parish Council  
Asenby Parish Council

Topcliffe & Asenby Village Playing Field Committee

### **APPENDIX B**

#### **TO Topcliffe & Asenby Village Hall**

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###### Signarure list for Bank Purposes:

Jane Graham (Treasurer)

Andrew Eckersley (Chairman)

Judith Lowe (Secretary)