

# **THE VILLAGE HALL IN MAPLBECK**

## **RULES AND REGULATIONS**

### **AIMS**

The function of the Committee (VHMC) as stated in the Trust Deed is to make sure the Hall is available “for use of the inhabitants of the Parish of Maplebeck\* without distinction of political, religious or other opinions including use for meetings, lectures and classes and for other forms of recreation and leisure-time occupations with the object of improving the conditions of life for the said inhabitants”.

\* It is noted that the Charity, when registered in 1972, was set up to serve the Civil Parishes of Maplebeck, Winkburn and Kersall. To this end the VHMC welcomes members from all three villages and encourages all residents to actively participate in village hall events.

### **EQUAL OPPORTUNITIES POLICY**

The use of the Hall and membership of the VHMC is open to all, regardless of sex, race, disability, political or religious belief or sexuality. The new Hall, opened in 2015, was designed with full accessibility in mind, such that it meets all the current regulations. See policy statement at Appendix 1.

### **MEMBERSHIP OF THE COMMITTEE (VHMC)**

1. The VHMC is made up of members elected at the annual Parish Meeting, representative members appointed by the Parochial Church Council (PCC) and representative members of any other organisation in the Parish. In addition, members can be co-opted onto the VHMC at a duly constituted meeting.
2. All members must retire from office at the next annual Parish Meeting but they can stand for re-election or re-appointment if they wish.
3. Elected, appointed and co-opted members should indicate their acceptance of appointment and willingness to act, which will be recorded in the VHMC minutes. All new members will be given a copy of these rules and regulations and access to the Trust Deed governing the Hall and publications of the Charities Commission.
4. No member may receive remuneration from the Hall funds without the prior approval of the Charity Commissioners. Any member who is declared bankrupt must resign.
5. If a member wishes to resign before the next annual Parish Meeting, they should advise the Secretary in writing.

## MANAGEMENT COMMITTEE (VHMC) PROCEDURE

1. At the VHMC AGM, which is the first meeting of the VHMC after the annual Parish Meeting, the members will elect a Chairman, Secretary and Treasurer.
2. If the Chairman is unable to attend any subsequent meetings, he/she will appoint a temporary Chair.
3. The VHMC must hold at least two ordinary meetings in addition to the Annual General meeting. Additional meetings may be called at any time by the Chairman or two members of the VHMC provided at least seven day's notice is given to all members of the VHMC of matters to be discussed.
4. All matters discussed by the VHMC will be determined by majority voting unless otherwise stated in these rules. The Chairman will have the casting vote in the event of equality of votes.
5. Any meeting of the VHMC will be invalid if it is not attended by a quorum of members which is not less than one-third of the total number of members for that year.

## USE OF THE HALL

1. The Hall must be made available to the PCC for two occasions a year.
2. Applications for the hire of the Hall should be made to the Booking Clerk.
3. Charges for the hire of the Hall will be set at the Annual General Meeting of the VHMC. With Agreement of the VHMC, reduced charges can be set for long-term bookings or in order to subsidise a specific activity.
4. The VHMC, or its Chairman, acting on their behalf, may refuse, without reason, any application for the hire of the Hall provided that the refusal does not contravene the Aims or breach the Equal Opportunities Policy. The Chairman must communicate his/her decision at the next meeting of the VHMC.

## HEALTH AND SAFETY

1. The VHMC aims to provide the highest possible standard of health and safety for the users of the Hall.
2. When an application for the hire of the Hall is made, a member of the VHMC will draw the hirer's attention to relevant Health & Safety issues.
3. The conditions attached to the granting of Public Entertainment and Theatre Licences must be observed.
4. Fire Safety:

- Fire exits must be kept clear at all times
- The fire extinguishers must be serviced once a year and checked before each public event
- A fire evacuation procedure will be planned by the VHMC before any public event

#### 5. Accident Reporting:

- A First Aid box must always be available
- All accidents, however minor, must be noted in the Accident Book

#### 6. Other Health and Safety Issues:

- No food or drink (with the exception of tea, coffee, sugar and condiments), is to be stored in the Hall and rubbish must be cleared after every function
- The toilets and kitchen are to be kept clean and tidy and stocked as necessary

#### 7. Risk Assessments

- A risk assessment will be conducted by a suitably trained member of the VHMC for each major public event.

### PROTECTION OF CHILDREN AND VULNERABLE PEOPLE

1. The VHMC recognises that it has a duty to safeguard vulnerable users of the Hall and those who may come into contact with vulnerable users.
2. A detailed policy statement is at Appendix 2.

### ENVIRONMENT

1. The VHMC is committed to protecting and actively promoting the improvement of the local environment.
2. A detailed policy statement is at Appendix 3.

### COMPLAINTS

1. The VHMC recognises that from time to time there might be complaints made about it or the Hall facilities and operation.
2. A simple policy to handle such complaints is at Appendix 4.

## MINUTES AND ACCOUNTS

1. The VHMC must keep minutes of each meeting and these will be circulated by the Secretary to all members.
2. The VHMC must keep appropriate books of account to record all transactions and comply with the requirements of the Charity Commission.
3. The Accounting Year will run from 1<sup>st</sup> January to 31<sup>st</sup> December.
4. The Statements of Account must be presented at the annual Parish Meeting normally held in March.
5. All payments will be approved at VHMC meetings.
6. The Bank Accounts for the Hall are held in Trust Accounts currently at a High Street Bank. Cheques drawn on the current account must be signed by two of the four signatories given on the Bank Mandate. A new Mandate is required when any of the signatories ceases to be an officer of the VHMC.

## DISSOLUTION

1. If the VHMC decides that is necessary to dissolve the Charity, a residents' meeting will be called with at least 21 days notice. The proposal to dissolve must be confirmed by a two-thirds majority of those present and voting. After settling any debts or liabilities of the Charity, any money, equipment or assets held by the Charity will be passed to a not-for-profit organisation or group to use for charitable purposes for the benefit of the communities of Maplebeck, Kersall and Winkburn, as may be approved by the Charity Commission for England and Wales.

Signed D V Sayer

Date 28th January 2020

D V Sayer Chair, VHMC

## ALTERATION OF THE RULES

1. The VHMC may at any time alter the above rules or add new ones with the consent of a two-thirds majority of the VHMC provided that the terms of the Trust Deed and any statutory provisions are observed.

Signed D V Sayer

Date 28<sup>th</sup> January 2020

D V Sayer Chair, VHMC

*These Rules and Regulations are readily available on the website [www.maplebeckvillagehall.org](http://www.maplebeckvillagehall.org)*

## **Appendix 1**

### **The Village Hall in Maplebeck**

#### **Equal Opportunities Policy**

The Committee (VHMC) acknowledges that the United Kingdom is diverse in culture race beliefs and religion and believes that no individual or group of people should receive less favourable treatment on the grounds of gender, age, colour, race, nationality, racial or national origins, cultural heritage, disability, marital status, social background, sexual orientation or geographical location. The VHMC acknowledges that members of these groups are often under-represented, exposed to prejudice and stereotyping, and suffer various disadvantages with our society.

The purpose of this Policy Statement is to set out clearly and fully the positive action that the VHMC intends to take to combat direct and indirect discrimination in employment policy, management of the organisation, relationships with other bodies, and the services it provides to the community, community organisations and individuals.

The VHMC is committed to providing equality of opportunity in all areas of its work. It aims to overcome discrimination on the grounds mentioned above. The VHMC recognises that positive steps need to be taken to ensure equality of provision in areas of representation, service provision, membership and access and will take action to make this policy effective.

#### **The Aims of the Policy**

Our aim is to ensure that we become aware of discrimination and the problem it causes.

The VHMC:-

- will challenge practices, legislation and institutions, which seek to discriminate against or deny the rights of individuals or groups in any form.
- will seek to take positive action to address the inequalities in our society.
- is committed to the equal opportunities policy set out in this document and will work to develop, improve and monitor it.

# **The Equal Opportunities Policy and Code of Practice**

## **Legislation**

The VHMC acknowledges the definitions of various groups of people who are vulnerable to discrimination as set out in the relevant legislation. The HMC will support and implement the legislation and will work to ensure that no person protected by the legislation is discriminated against unlawfully, and that any positive obligations and duties are performed.

The VHMC gives the following specific commitments.

### **Disabled**

It recognises that the legislation applies to persons who are not apparently disabled or ill.

### **Age**

It believes that people of all ages have skills experiences and ideas, which are equally valid, and have valid needs, expectations and aspirations.

### **Ethnic Minorities**

It will be alert to any implications of its services and actions for potential unlawful discrimination. The HMC will challenge racism in any form and will encourage its users to do the same.

### **Gender and Sexual Orientation**

Sexist policies, practices and attitudes (including policies, practices and attitudes which may relate to sexual orientation and gender re-assignment) will be challenged, and users will be encouraged to do the same.

### **Religion and Belief**

It endorses the right of each individual to his or her own religious beliefs or the absence of a belief.

### **The Code of Conduct**

1. People will be treated with dignity and respect regardless of the group to which they belong.
2. People's feelings and views will be valued and respected. Language or humour that people find offensive will not be used or tolerated, e.g. racist jokes or derogatory terminology.

3. No one will be harassed abused or intimidated on the ground that they belong to a vulnerable group. Incidents of harassment will be taken seriously, and the HMC will undertake investigations of any complaints quickly, impartially and thoroughly.

## **Appendix 2**

### **The Village Hall in Maplebeck**

#### **Policy statement for Children and Vulnerable Adults**

For the purpose of this policy:

A child is defined as:

A person under the age of 18

A vulnerable adult is defined as:

Any person aged 18 yrs or over who is or maybe in need of community care by reason of mental, physical disability or by age or illness and who is or may be unable to take care of themselves or unable to protect themselves against significant harm or serious exploitation.

1. It is understood by the Committee (VHMC) that it owes a duty of care to all those using their premises and this includes children and vulnerable adults. Further, it recognises that a higher standard of care is required by those who cannot read or who have physical disability.
2. It is the intention of the (VHMC) to ensure that all children and vulnerable adults using the facilities are provided with a safe, secure environment and are protected from harm.
3. All members of the (VHMC) will be made aware of current legislation regarding Children and vulnerable adults and a committee member will be nominated to contact with any concerns. All such concerns/ suspicions should be reported to the nominated person.
4. The (VHMC) will not hire the hall to organisations for use by children and vulnerable adults unless the organisation

can demonstrate to the committee that they meet all current legislation this includes proof of CRB (enhanced criminal records bureau check). Where the hall is hired for private functions (wedding receptions, birthday parties etc) the hirer will not be expected to have CRB checks in place.

5. All suspicions or allegations of abuse will be taken seriously and will be dealt with in an appropriate manner. (Refer to guidance notes in appendix). The (VHMC) only authorises the nominated person to contact the relevant bodies in the event of an allegation or suspicion.
6. The (VHMC) will ensure that hirers are made aware of their obligations under the licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. The (VHMC) will also ensure that no child will be admitted to films when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
7. The (VHMC) will require the hirer to sign an agreement and will request hirers to report any damage/breakages or safety issues.
8. This policy statement will be reviewed on an annual basis and will be updated in line with changes to legislation when needed. A copy of this statement will be made available to hirers and will be displayed in the village hall.

## **Appendix (A)**

### **Guidelines for responding to abuse or suspicion of abuse**

#### **DO:**

- Treat any allegation extremely seriously and act at all times towards the child/vulnerable adult as if you believe what they are saying

- Tell the child/vulnerable adult they are right to tell you.
- Reassure them that they are not to blame.
- Be honest about your own position, who you have to tell and why.
- Tell the child/vulnerable adult what you are doing and when, keep them informed.
- Take further action- you may be the only person in a position to prevent further abuse-inform your nominated person immediately.
- Document everything that is said and what was done.
- Seek medical attention if necessary.
- Inform parents/carers unless there is suspicion of their involvement.

#### **DON'T:**

- Make promises you can't keep.
- Interrogate a child/vulnerable adult.
- Cast doubt on what the child/vulnerable adult has told you, don't interrupt or change the subject.
- Say anything that makes the child/vulnerable adult feel responsible for their abuse.
- Do nothing-make sure you tell your nominated person immediately- they will know how to follow this up and where to go to for help.

#### **Nominated person:**

Julie Grundy Tel 01636 636963

#### **Appendix (B)**

#### **Useful numbers and contacts:**

Local Authority Designated Officer Child Protection (LADOCP)

Sarah Dawes- Head of Leisure and Culture

Tel 01636655933

Email: [sarah.dawes@nsdc.info](mailto:sarah.dawes@nsdc.info)

Child Protection Notification Officer (CPNO)

Ian Harrison-strategic Manager Risk and Resilience

Tel 01636655933

Email: [ian.harrison@nsdc.info](mailto:ian.harrison@nsdc.info)

NSDC counsellor

Lynn Tierney

Tel 01522789556

Newark Police 01636605999

Nottinghamshire police 0115 9670999

NSPCC child Protection Helpline (freefone) 0800 800 500

Childline (freefone) 0800 1111

Nottinghamshire Safeguarding Children's Board 0115 9934332

Age Concern- helpline 0800 009966

Vulnerable Adults Protection: Action on Elder Abuse- helpline 0808 808 8141

Criminal Records Bureau- [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

## **Appendix 3**

### **The Village Hall in Maplebeck Environmental Policy.**

The Committee (VHMC) is committed to protecting and actively promoting the improvement of the local environment. It is aware of the current climate emergency and will take all necessary steps to ensure that the hall continues to be run in a manner which protects the environment for future generations.

The VHMC will ensure that environmental priorities are integrated into the decisions it takes on all its services and will seek to:

- 1) Make the most efficient use of energy. It will endeavour to use the minimum quantities of energy possible in accordance with the safe and efficient operation of its heating, lighting, plant and machinery. It will, from time to time, review its energy sources, energy using appliances and energy efficiency with a view to causing the least environmental impact. It will monitor consumption and eliminate excessive or unnecessary use. It will communicate to hirers and staff the means by which energy may be conserved, e.g. closing doors.
- 2) Encourage those using the hall to walk, cycle and use public or communal transport as alternatives to the private car. It will seek to provide safe cycle storage and information about public transport on publicity materials.
- 3) Minimise and where possible eliminate all forms of pollution, using biodegradable chemicals where possible, and minimising use of solvents and lead-based paints. Users will be encouraged to avoid creating noise pollution, especially at night.
- 4) Use the minimum quantities of water possible in accordance with its activities and ensure that the water it uses is both supplied and disposed of, in the purest condition possible, meeting statutory requirements. It will reduce leakage and eliminate excessive or unnecessary use, e.g. through avoiding unnecessary flushing of urinals when the hall is not in use. It will communicate to users and staff the need to conserve water e.g. turning taps off after use.

- 5) Avoid waste and encourage the appropriate conservation, re-use and recycling of resources. It will re-use and recycle materials as far as possible and, if this is impractical, disposal by a means which will have the least impact on the environment and conforms to statutory requirements. It will encourage users and staff to minimise waste, including the provision of separate disposal facilities for recycling glass, tins and paper.
- 6) It will ensure that the potential environmental impact of any building projects will be assessed and minimised. This will include, where possible, methods of construction which make best use of resources; designs which result in low maintenance and high energy efficiency and the use of building materials from sustainable sources such as timber. It will encourage volunteers, hirers and staff to use and operate the building correctly to conserve energy and minimise waste.
- 7) Promote a sense of responsibility and understanding for the environment and participation in environmental issues, by raising user and staff awareness, by information provision and open consultation with the local community.
- 8) It will seek, where possible, to purchase from local or regional suppliers, in order to maximise input to the local community and minimise carbon emissions from transport.
- 9) Protect the health and well-being of all staff and visitors and improve and safeguard the quality of Maplebeck village hall.
- 10) Monitor, review and where possible improve performance each year with positive action on any areas of non-compliance.

## **Appendix 4**

### **The Village Hall in Maplebeck**

### **Complaints Procedure**

#### **Introduction**

The Village Hall in Maplebeck Management Committee (VHMC) aims to maintain a strong partnership with members of the local community and users of the hall. This document seeks to help you understand our complaints procedure. We welcome both positive and negative feedback and comments about our work, which may provide us with helpful information about our effectiveness in meeting our aims.

#### **What you can complain about?**

If any user of the hall, or member of the community, believes that we have failed to provide a satisfactory standard of service, or quality of the facilities within the hall, or for the safety of users, or the handling of a particular issue or situation, or any other related matter, the VHMC welcomes constructive complaints and comments and, where appropriate, will work to rectify this.

#### **Who will deal with your complaint?**

Complaints or comments regarding matters needing attention should be discussed with any member of the VHMC. We will take all complaints seriously and will treat every complainant with respect and courtesy.

#### **When will you hear from us?**

We believe that complaints can be resolved satisfactorily by a telephone discussion or a meeting, with the key people involved. We will aim to arrange this within 5 working days of receiving the complaint. However, if this does not resolve the matter, the Chair will get involved in order to attempt to reach a resolution within two weeks.

If your complaint directly concerns the Chair, you should contact the Secretary who will consult with other VHMC members before inviting you to address your complaint to them.

Safety complaints or concerns that could endanger a user of the hall will be dealt with on an urgent basis.

#### **Contact Information**

Chair	Derek Sayer	01636 636421
Secretary	Jenny Bladon	01636 636692
Website	<a href="http://www.maplebeckvillagehall.org">www.maplebeckvillagehall.org</a>	