



Keele Village Hall

Key Policies

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Financial Policy

1. The Management Committee are responsible for all activities relating to the running of the Village Hall. Members of the Management Committee are also Trustees of the Charity 522680.
2. There is a Reserves Policy in place which is reviewed annually.

Flowing from these duties is the fundamental obligation of all charity trustees to protect the property of their charity and to secure its application for the objects of the charity. In order to discharge this duty it is essential that there are adequate internal financial controls over the charity's assets and their use.

Controls are a necessary feature of any well-run organisation. Because of the special characteristics of the charitable sector, they play an essential part in helping to show potential donors and beneficiaries that the charity's property is safeguarded, and that its management is efficient.

That is why Keele Village Hall accepts and implements the guidance provided by the Charity Commissioners in the management of its operations, as follows:

- The trustees of the Hall are under a duty to ensure that the charity keeps proper books and records, and that annual accounts are prepared.
- Trustees must ensure that the accounts are subjected to external Scrutiny, if that is required by legislation or by the charity's governing document.
- Trustees need to formally approve the charity's Annual Report and accounts.
- It is recommended that all trustees be provided with copies of the charity's report and accounts each year. New trustees ought to be given a copy of the latest accounts on appointment, together with other essential documents such as the governing document, and information about the charity's history.

Controls over expenditure

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

Controls over purchases

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

The Chair and Treasurer are authorised as individuals to spend up to £200 without a second authority. Purchases/expenses from £200 to £500 must have a second authorisation from either the Chair, Treasurer or Secretary. For purchases/expenses over £500, the wider Trustee group must be consulted.



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Banking is completed online and all transactions have a dual authorisation in place. Two signatories to the account must approve all transactions.

Trustees' liabilities

No system of controls, however elaborate, can guarantee that a charity will be totally protected against abuse. Trustees often express concern about the extent of their personal liability in the event of any loss to the charity through misappropriation or misapplication of its funds. Having sufficiently rigorous controls provides not only protection for the charity property but also forms the best defence against a charge of failing to protect the charity's funds.

Keele Village Hall is a CIO and as such, benefits from limited liability in the same way that charitable companies do. In comparison to an unincorporated association or trust, if things go wrong, the members and trustees of a CIO are generally not personally liable for the any debts or other liabilities that the CIO incurs that are greater than the charity's assets.

As a CIO, Keele Village Hall is not required to register with Companies House and is not subject to company law. We are solely registered with the Charity Commission and only regulated by charity law.



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Reserves Policy

The trustees & management committee annually review the village halls reserves policy and continue to plan to hold adequate reserves to protect the operation of the hall and delivery of its charitable obligations by providing time to adjust to changing financial circumstances.

The reserve policy is therefore as follows:

The work of the management committee & trustees involves issues concerning financial control, particularly in the budgeting of maintenance activities, equipment replacement and relevant fixed costs obligations as well as regularly monitoring the financial risks to which the hall may be exposed.

The halls income is generated from rental, donations and grants. The reserves policy of the hall is such that our reserves continue to be held in low-risk managed portfolios; the trustees review these investments annually to ensure we are able to achieve a fair rate of return on the capital reserves held.

The reserves policy was declared by the village hall trustees to be the 'maintenance of available funds, excluding known commitments and contingent liabilities, equal to a minimum of 24 months budgeted revenue expenditure' and can be used should they be a fall in the halls annual income. A further amount will be set aside to for maintenance of the fabric of the building.

The policy on reserves is to hold sufficient resources to continue the charitable activities of the hall should income and fundraising activities fall short. The trustees consider that the committee should hold a sum equivalent to 24 months of reduced running costs, circa £10,000.00.

These reserves are also accessible for the purchase of high-value items which would present an increase in the quality of the operation of the village hall for its users. Withdrawals for this purpose require a super majority (of 75%) of management committee to agree.

The hall held reserves of approximately £10,000 against this at year-end. This is at the required level for operating expenses going forward. As hall income continues to increase due to the increased number of regular and occasional users, as well as increasing costs, this policy will continue to be reviewed.

There are no foreseen circumstances that will facilitate the reduction of available reserve funds over the next 12 months.



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Hiring Policy

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

All hire is subject to the rules set by the Management Committee in the hiring agreement and the conditions pertaining to the public entertainments licence. It is the responsibility of the hirer ensure compliance with child protection legislation during the hiring period.

As part of the booking process, hirers are required to read and accept the conditions of hire. These are also displayed on the Hall noticeboard.

Hire fees must be made in advance using the online booking system which is provided by Hallmaster. The management reserves the right to waive payment for an event and to apply the stated cancellation fees.



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Equal Opportunities Policy

It is the policy of the Management Committee not to discriminate directly or indirectly against anybody (whether staff, volunteers, committee members, users or the community in general) on the grounds of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.



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Health & Safety Policy

We will:

- a) Provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members and hirers.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such training and information as is necessary for staff, volunteers and users.
- d) The fire risk assessment is completed annually, and a copy is available to be viewed by contacting one of the management committee.

It is the intention of Keele 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.

Keele Village Hall Management Committee considers the promotion of the health and safety of its volunteers and those who use its premises, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage committee members and users to engage in the establishment and observance of safe practices.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others. Accidents must be reported in the Accident Book located in the first aid drawer in the kitchen and this is reviewed regularly by the Trustees.



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Activities involving Young People Policy

The Management Committee are committed to providing children and young people with appropriate safety and protection whilst in Keele Village Hall.

The management will endeavour to make sure that the hirers are aware that they are responsible to ensure that any activities for children comply with the provisions of all current legislation and that only fit and proper persons have access to the children in their care.

The Management Committee will make clear to hirers that groups working with young people and vulnerable adults must have a current Child Protection Policy and ensure they are aware of the need to have adequate disclosure and Barring (DBS) checks in place.



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Volunteers / Committee Members Policy

It is the Management Committee's policy to comply with its own Equal Opportunities Policy and make sure that any vacancy is open to all.

It is further the committee's policy to recruit members who represent the groups or organisations that use the hall or can offer specific skills or experience that can fill gaps in knowledge or capability.

All new members are provided with a welcome document that outlines the duties and responsibilities of Trustees.



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Complaints Policy

We are committed to providing a high-quality service to all our users.

- We aim to handle complaints quickly, effectively and in a fair and honest way.
- We take all complaints seriously and use information from investigating to help us improve the service we provide.
- We treat all complaints in confidence.
- We will acknowledge receipt of your complaint within 3 working days, appoint a trustee responsible for dealing with it who will investigate and report to the management committee.
- We aim to issue a full response within 14 days. If for whatever reason this is not possible, we will inform you.

If you have found a defect in the building or its equipment this should be

recorded in the Buildings Defect Log Book kept in the documents drawer in the kitchen. You may also email any defects found to

owen.dyde@keeevillagehall.org.uk.



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GDPR Policy

Keele Village Hall Management Committee is committed to a policy of protecting the rights and privacy of individuals. There is a need to collect and use certain types of data in order to carry out the work of managing the Village Hall. The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) govern the use of information about people (personal data). Personal data can be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs. This personal information must be collected and handled securely. The KVHMC will remain the data controller for the information held, Hallmaster (hallmaster.co.uk) is also a data processor. Keele Village Hall Trustees, Hallmaster and other volunteers are responsible for processing and using personal information in accordance with the Data Protection Act and GDPR. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Chairman of the KVHMC.

AIMS

The purpose of this policy is to set out the KVHMC commitment to and procedures for protecting personal data. The KVHMC regards lawful and correct treatment of personal information as very important to successful working, and to maintain the confidence of Village Hall users, contractors and the community at large.

OPERATION

The Data Protection Act contains 8 principles for processing personal data with which we will comply.

Personal Data:

1. Shall be processed fairly and lawfully and shall not be processed unless specific conditions are met,
2. Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
3. Shall be adequate, relevant and not excessive in relation to those purposes,
4. Shall be accurate and, where necessary, kept up to date,
5. Shall not be kept for longer than is necessary,
6. Shall be processed in accordance with the rights of data subjects under the Act,
7. Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,



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8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

The KVHMC will let people know why we are collecting their data, which is for the purpose of managing the Village Hall, its bookings, finances (including fundraising), promotions and personnel. It is our responsibility to ensure the data is only used for this purpose. Consent to use personal data will be included on the hall booking forms. Access to personal information will be limited to trustees. Data may be retained for up to 7 years for accounts purposes and for longer where required by the Hall's insurers. We may occasionally need to share data with other agencies such as the local authority, funding bodies and other voluntary agencies in circumstances which are not in furtherance of the management of the charity. The circumstances where the law allows the charity to disclose data (including sensitive data) without the data subject's consent are:

1. Carrying out a legal duty or as authorised by the Secretary of State protecting vital interests of a Data Subject or other person e.g. child protection.
2. The Data Subject has already made the information public.
3. Conducting any legal proceedings, obtaining legal advice or defending any legal rights.
4. Monitoring for equal opportunities purposes – i.e. race, disability or religion.
5. We regard the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal. We intend to ensure that personal information is treated lawfully and correctly.

SPECIFIC ACTIONS

The KVHMC has a duty to ensure that appropriate technical and procedural measures are taken to prevent breaches of data security. These measures will include:

1. Physical files containing personal data will be kept in a locked cabinet, or secure area.
2. Personal data stored electronically will be password protected, with a strong password.
3. Computers and devices used to access to personal and process the data will have up to date internet security software installed and operational.
4. Only KVHMC Trustees will have access to personal information held by the charity and then only on a need to know basis and having given written assurance that appropriate data security measures are in place and procedures observed.



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5. No personal data will be given over the phone unless there is no doubt as to the caller's identity and right to access the information.
6. Information to meet a SAR (subject access request) request will only be released if evidence of identity is provided.
7. Consent to retain personal information will be recorded and updated as necessary.
8. Email correspondence on behalf of Keele Village Hall will use a dedicated email account, not personal emails. Emails containing personal information will be saved into appropriate secure folders and deleted from email in-boxes and deleted files folders.
9. Personal data will be stored for only as long as it is needed or required by statute and will be disposed of appropriately.
10. The general risk assessment for the management and operation of Keele Village Hall will make specific reference to data security.
11. Hall accident book records will be removed from the book and stored securely.
12. Data security will be included as a regular agenda item at KVHMC meetings.