




**September 2023**

3rd edition

# TYNINGHAME VILLAGE HALL & COMMUNITY HANDBOOK

Tynninghame Village Hall & Community Committee  
TVHCC



# Handbook for Tynninghame Village Hall and Community

1st edition, published April 2022

## Contents

Handbook for Tynninghame Village Hall and Community.....	1
1. Governance.....	5
1.1. Tynninghame Village Hall and Community Committee (TVHCC).....	5
1.2. Scottish Charitable Incorporated Organisation (SCIO).....	5
1.2.1. Benefits of Charitable status.....	5
1.2.2. Charity Trustee Duties.....	5
1.2.3. Remuneration.....	6
1.2.4. Disqualification from being a Charity Trustee.....	6
1.2.5. Changes to Charity status.....	6
1.2.6. References to Charity status.....	7
1.3. Role of Committee and Office Bearers.....	7
1.3.1. Chair of the Committee.....	7
1.3.2. Secretary.....	8
1.3.3. Treasurer.....	9
1.4. Committee Management Decisions.....	9
2. Management of staff.....	9
2.1. Employment of staff.....	9
2.2. Volunteers.....	9
2.3. General points.....	10
3. Managing Money and Resources.....	10
3.1. Annual Monitoring and accounts.....	10
3.2. Rates and Utilities.....	10
3.3. VAT and Charities.....	10
3.4. Income & Funding.....	11
3.4.1. Fund raising and grant initiatives.....	11
3.4.2. Hiring the hall.....	11
4. Managing the hall.....	11
4.1. Hall maintenance.....	11
4.2. Hall Contacts.....	11
4.3. Record Keeping.....	12
4.4. Insurance.....	12
5. Maintaining Hall Facilities.....	12
5.1. Food Safety/Kitchen.....	13

5.2. Disabled Access and Toilets .....	13
5.3. The Building Exterior .....	13
5.4. Wifi .....	13
5.5. Access and car parking .....	13
5.6. Community Defibrillator .....	13
6. Community Engagement and Communications .....	14
6.1. Community Engagement Group (CEG) .....	14
6.2. Website .....	14
6.3. Mailchimp .....	14
7. Booking the hall .....	14
7.1. Booking procedures .....	14
7.2. Terms and conditions .....	15
7.3. Hire Charges .....	15
7.3.1. Deposits .....	15
7.3.2. Cancellations .....	15
7.4. Administration of the booking process .....	15
7.4.1. Identification .....	15
7.4.2. Taking a booking .....	15
7.4.3. Invoicing .....	16
7.4.4. Payment /receipt process .....	16
8. Licensing .....	16
8.1. Alcohol/Liquor licence .....	16
8.2. Public Entertainment Licence .....	16
8.3. Music license .....	16
9. First Aid and accident reporting .....	17
9.1. First aid kit .....	17
9.2. Reporting accidents .....	17
10. Policies, Procedures and Guidance .....	17
10.1. General Hall Management .....	17
10.2. Complaints Handling .....	17
10.3. Equal Opportunities .....	18
10.4. The Equality Act .....	18
11. Environment .....	18
12. Safeguarding .....	18
13. Community Resilience .....	19

## **Acknowledgements**

This handbook has been prepared by the Tynninghame Village Hall and Community Committee and is available to download from their website: [tynninghamevillagehall.org](http://tynninghamevillagehall.org)  
This handbook has been informed by previously existing Village Hall handbooks and specifically the Scottish Borders Village Hall Handbook and the Scottish Council of Voluntary Organisations.



The Village Hall which was built in 1839 occupies a central position on the Village Main Street. It was originally the Village bake house and as such is a category B listed Building.

It is licensed for up to 100 people (50 seated) and is the only covered communal space in the village where local people can meet and hold events.

The Tynninghame Village Hall and Committee was established as a charity in 2017 and has been central to enabling community development. In 2021 the charity changed its name to Tynninghame Village Hall and Community Committee in order to reflect its wider role in the community.

The hall is a beautiful old property with a large Main Hall area and is ideal as a setting for social functions. To maintain the building and carry out on going refurbishment the hall is let out for private hire.

# 1. Governance

## 1.1. Tynninghame Village Hall and Community Committee (TVHCC)

The purpose of TVHCC is: -

- To advance community development
- To provide and maintain spaces and recreational facilities for the advancement of the arts, heritage, culture, or science

Generally TVHCC is the governance body that controls the activities of the charity. The organisational structure consists of a committee made up of volunteers from the local area. The Committee has a constitution and named Office Bearers. TVHCC holds regular meetings and the minutes from these meetings are made available on the organisations website.

The village hall (Internal Hall facilities) is leased to TVHCC from The Right Honourable George Edmund Baldred Baillie Hamilton, the Earl of Haddington. Galbraith, a leading property consultancy, manage the lease on behalf of the Earl of Haddington. The lease on the village hall was agreed and signed in 2018 and is for the period up to March 2040.

## 1.2. Scottish Charitable Incorporated Organisation (SCIO)

TVHC became a registered charity in 2017. In 2021 changed its name to TVHCC to reflect its wider community role.

### 1.2.1. Benefits of Charitable status

Having charitable status provides advantages for TVHCC namely: -

- Tax relief on surpluses, bank interest, capital gains
- Exemption from water charges
- A greater range of potential sources of funding as most grant-making trusts will only fund registered charities
- Ability to receive donations under Gift Aid
- VAT concessions

The Office of the Scottish Charity Regulator (OSCR) is the body responsible for granting charitable status and regulating charities in Scotland. OSCR was set up under The Charities and Trustee Investment (Scotland) Act 2005 which introduced a wide range of regulations.

There are 16 charitable purposes identified by the Act. TVHCC specifically meets the ninth charitable purpose which is “the provision of recreational facilities which are available to the public at large” and in addition can be seen to provide public benefit. As a charity TVHCC must continually demonstrate that it is meeting its charitable aims.

### 1.2.2. Charity Trustee Duties

Committee members involved in the management of the TVHCC as a charity are classed as charity trustees. A charity trustee must: -

- *Act in the interest of the charity* - trustees should put the interests of the charity before their own interests or those of any other person or organisation.

- *Operate in a manner consistent with the charity's purposes* - trustees should carry out their duties in accordance with the charity constitution i.e. The governing document.
- *Act with due care and diligence* - trustees should take such care of the charity's affairs as is reasonable to expect of someone who is managing the affairs of another person.
- *Ensure that the charity complies with the provisions of the 2005 Act and other relevant legislation.*

Full information on the specific duties of a charity trustee is available on the OSCR website.

The names of the TVHC trustees, and the date they were appointed, are given in the Annual Report and Accounts submitted to OSCR.

### **1.2.3. Remuneration**

TVHCC trustees cannot be paid for doing the work of a trustee, but they are eligible to receive out of pocket expenses for reasonable expenditure incurred in the course of carrying out activities associated with the Charity. Trustees can be remunerated (in money or in kind) under certain conditions: -

- The maximum amount of the remuneration is set out in a written agreement.
- The maximum amount of the remuneration is reasonable in the circumstances.
- The trustees are satisfied, before entering the agreement, that it is in the interest of the charity for that person to provide those services for that amount.
- Immediately after entering into the agreement, less than half of the total number of Trustees are directly or indirectly remunerated.
- The governing document (TVHCC Constitution) does not prohibit the remuneration of charity trustees.

Remuneration should only be paid for work that is over and above what would normally be expected of a trustee or where a hall committee member or someone closely related to them provides a service such as cleaning, or electrical/plumbing services.

The committee should obtain at least two separate quotes for any services required. Charities are permitted to use charity funds to provide all their charity trustees with indemnity insurance.

### **1.2.4. Disqualification from being a Charity Trustee**

A person is not allowed to be a charity trustee if he/she:

- Has been convicted of an offence involving dishonesty
- Has been convicted of an offence under the Charities and Trustee Investment (Scotland) Act 2005
- Is an undischarged bankrupt
- Has been previously removed/disqualified from being in management of a charity under legislation.

### **1.2.5. Changes to Charity status**

If changes are required and the proposed changes are allowed by the TVHCC Constitution, they will either require the *prior consent* of OSCR or must be *notified* to OSCR within 3 months.

Changes that require prior consent:-

- Changes to the name of the charity
- Amending charitable purposes
- Amalgamating with another body
- Winding up or dissolving.

Changes requiring to be notified: -

- Changes to the constitution other than the name or charitable purposes.
- Contact details for the charity
- Any other changes to details recorded in the Charity Register

### **1.2.6. References to Charity status**

TVHCC must state the following information on documents issued or signed on their behalf: -

- The charity's name, as entered in the Register
- Any other name by which the charity is commonly known
- The words "Scottish charity" or "registered Scottish charity" and
- the Scottish Charity Number allocated to it at the time of registration.

The Regulations apply to all external documents and communications, as follows:-

- Business letters or emails.
- Printed advertisements, public notices, or official published documents.
- Documents which request the donation of money or property.
- Orders for goods; invoices and receipts.
- Annual accounts.
- Promotional material aimed at raising the charity's profile.
- Legal documents.

### **1.3. Role of Committee and Office Bearers**

Under the Charities and Trustees Investment (Scotland) Act 2005, Committee members and office bearers who are responsible for the general management of the charity must: -

- Act in the interests of the charity to ensure that the charity does what it was set up to do
- Act with care and diligence that it is reasonable to expect of someone who is managing the affairs of another person.
- Where there could be a conflict of interest, put the interests of the charity before those of the conflicting party e.g., the organisation which they represent or, if this is not possible, take no part in the discussion or decision making

In general, the Committee has responsibility to ensure that: -

- The organisation works within the terms of its constitution.
- The financial affairs of the hall are in order.
- The fabric of the hall is maintained.
- The hall and users (where appropriate) are properly insured.
- All appropriate licences (where required) are in place.
- All necessary policies and procedures are in place.
- The organisation acts as a responsible employer (where appropriate);
- New activities and projects are developed in keeping with the wishes of the local community.

#### **1.3.1. Chair of the Committee**

Prior to meetings, the Chair should:



- Liaise with the secretary and others to draw up the agenda.
- Be well prepared on the topics to be discussed.
- Be aware of the impact of the constitution on any agenda items.
- Ensure that any actions delegated at the previous meeting have been carried out.

At the meeting the Chair should:

- Ensure that the meeting starts on time.
- Introduce any new members and make sure that they feel welcome.
- Encourage all members to participate.
- Ensure that all discussion is relevant.
- Ensure that any voting is according to the rules or standing orders.
- End all agenda items by drawing discussion to a conclusion,
- Ensure where possible that any decisions made are recorded
- Ensure that all know what action will be taken and by whom.

Between meetings, the Chair will often be seen as the public face of the Committee and therefore needs to be clear about the remit of the organisation and the important issues of the moment.

The Chair may be required to make emergency decisions between meetings, but this wherever possible should be done in consultation with other committee members. Any such decisions should be ratified and recorded at the next appropriate meeting.

A TVHC Committee “What’s App “group has been created to enable this.

### **1.3.2. Secretary**

The secretary is responsible for the administration of the organisation such as: -

- Keeping an up-to-date register of members including dates of resignation and the dates new members joined the committee.
- Recording and keeping /maintaining the minutes
- Ensuring that all other relevant documents, papers are archived/updated as required using Dropbox
- Organisation of all Committee meetings and the AGM
- Dealing with correspondence, TVHC emails and other TVHC communications (What’s App group)
- Induction of new Committee members providing them with key documentation and access to Dropbox and TVHC communications
- Where appropriate some tasks may be delegated to others

Prior to meetings, the secretary should:

- Ensure that the venue is booked.
- Notify all those eligible to attend of the date, time, and place of the meeting
- Draw up the agenda in consultation with the chair and others and distribute papers and reports

As stated at the meeting, the secretary should take the minutes of the meeting, which should include:

- The date of the next meeting.
- A record of those in attendance and a note of any apologies.
- The approval of the minutes of the previous meeting.
- A record of the financial information reported.

- An accurate record of any decisions taken and who is responsible for any actions resulting from those decisions.

After the meeting the secretary should: -

- Draft the minutes for approval by the Chair prior to circulation to the members for final approval
- Ensure that a summary of any committee meetings are posted on the TVHCC web site and noticeboard
- Write letters, obtain information, and take any other action as decided by the committee.

### **1.3.3. Treasurer**

The Treasurer does not have sole responsibility for the financial affairs of the organisation. The TVHCC has *collective* responsibility, but it is the treasurer's role to monitor financial income and expenditure and to provide information to other committee members in such a way that they can understand the financial position and make reasoned decisions when necessary. Most of the treasurer's work will be done outwith committee meetings and will involve: -

- Keeping accurate records of all financial transactions.
- Signing cheques & online payments
- Ensuring that bills are paid on time inclusive of payments to self-employed staff and trades people
- Monitoring cash flow and reconciling bank statements.
- Preparing and submitting reports to the committee in an agreed format and advising on rental charges, utility bills and the efficient use of resources.
- Preparing accounts in the format required by charity law, arranging to have them examined or audited as appropriate.
- Sending accounts and annual returns to regulatory bodies (OSCR/Companies House)
- Assisting where required with funding applications.

## **1.4. Committee Management Decisions**

All those involved in the management of the hall should have a copy of the constitution, the latest annual accounts, and minutes of committee meetings. Originals of the constitution should be kept in a safe place, known to everyone.

## **2. Management of staff**

### **2.1. Employment of staff**

TVHCC does not directly employ staff. The tasks of managing hall bookings, maintenance and cleaning are carried out by individuals who are self-employed and work within the organisation on a regular basis. Whilst these individuals are self-employed, they are afforded the same courtesy as directly employed staff.

### **2.2. Volunteers**

TVHCC are fortunate to have volunteers who provide ad hoc and regular support to community activities and maintenance of the Hall. To support these individuals we have put in place: -

- Guidance on a volunteer's role and remit
- A Hall Volunteers WhatsApp group

## **2.3. General points**

- Employers Liability Insurance is in place and includes volunteers
- TVHCC members are personally liable for ensuring that any applicable policies /procedures are adhered to
- TVHCC is responsible for confirming that staff who are self-employed, are making their own arrangements for income tax and national insurance
- Written Job descriptions and detailed task requirements are available to avoid misunderstandings.

## **3. Managing Money and Resources**

As a charity the constitution requires that the accounts are independently examined on an annual basis. This is a general requirement of any funding applications made on behalf of the TVHCC.

### **3.1. Annual Monitoring and accounts**

As a Charity TVHCC are required to complete an Annual Report which is submitted to OSCR along with their annual accounts.

If any grant income for hall improvements takes the organisation's annual income above the £250,000 limit, the annual accounts for that year must be prepared on a Fully Accrued basis.

Accounts must be examined by an independent examiner or audited by an auditor, depending on the level of turnover (there are restrictions on eligibility of examiners for accrued accounts).

The accounts must then be sent to OSCR within 9 months of the end of the financial year, along with a report of the year's activities and the annual monitoring return. The independent examination of receipts & payments accounts must be carried out by someone independent of the management and administration of the TVHCC and whom the charity trustees believe has the required skills and experience to carry out a competent examination of the accounts.

### **3.2. Rates and Utilities**

TVHCC is responsible for electricity charges but not water rates. As a Scottish charity, TVHCC is exempt from water rates. TVHCC must apply each year before March 31<sup>st</sup> for exemption to ensure that they avoid any water and waste charges

For all utilities it is the responsibility of the Treasurer to ensure that the best /most competitive rates have been secured.

Hall users should be reminded of the need to take care when using the overhead heaters, kitchen and other electrical appliances.

### **3.3. VAT and Charities**

There are several concessions that can apply to village halls as registered charities. TVHCC should explore where appropriate opportunities such as: -

- Zero rated: The construction of new community buildings subject to certain conditions being met. The renovation of existing buildings to provide facilities for people with disabilities (this cost element only)
- Reduced rate: Installation of energy saving material e.g. central heating or insulation
- Provision of fuel and power, which also excludes organisations from paying the climate change levy.

### **3.4. Income & Funding**

TVHCC requires to have reserve funds to support community events and ongoing hall maintenance and refurbishment. Funds are raised through hall rentals, grant applications, fund-raising events and initiatives, donations and crowd-funding for specific projects.

#### **3.4.1. Fund raising and grant initiatives**

When considering fund raising initiatives and grant applications, the Committee must be clear about what it is they are supporting and should take the following into consideration: -

- What exactly is to be done
- Why is it needed
- Who will benefit (remembering to consult the community)?
- How will TVHCC ensure that the project has met its objectives and demonstrate success to funders
- How much it will cost in total
- What will happen in the longer term - ongoing maintenance etc

#### **3.4.2. Hiring the hall**

Hiring the hall out and holding community events will generate funds as well as bring the community together. TVHCC will need to consider the following when planning such events: -

- The duration of the event
- The impact on residents
- Any licence requirements -Raffle, alcohol, public entertainment

## **4. Managing the hall**

Tynninghame Village Hall is a valuable community asset and should be maintained in a good condition to safeguard it for future generations. Regular checks and dealing with problems as they arise will help to keep the Hall in good condition and help to keep costs down in the longer term.

### **4.1. Hall maintenance**

In order to ensure that the hall is kept in a state of good repair, and readiness for local and income generating events whilst meeting any Scottish Government requirements/legislation e.g. Covid Guidance there are Checklists available and these include: -

- routine cleaning schedule-all areas
- routine maintenance schedule
- Insurance liability checks
- Risk assessments (fire, Health and Safety, Covid)
- regular PAT testing etc
- an inventory of equipment

### **4.2. Hall Contacts**

To ensure continuity and a prompt response to any issue a village hall volunteer Whats App group is in place to answer queries or respond to an incident.

The Hall Keeper has a comprehensive list of key contacts e.g., plumber, electrician etc.

### **4.3. Record Keeping**

Documents have been created for or by the TVHCC. Documents where applicable are maintained and updated by members of the Committee. Document storage is the responsibility of the Committee Secretary but are available to Committee members via Dropbox or Google drive.

Working documents relating to the administration and operational management of the Village Hall will be maintained, updated and reviewed annually with assistance from relevant Committee members. The hall keeper is responsible for day to day record keeping and storage of documents on Google Drive.

Committee meeting and AGM minutes will be posted on the Village Hall website with a summary posted on the village hall noticeboard and community What's App group.

The following documents will be held in an archive for at least six years and potentially longer depending on the terms and conditions of any grant funds received: -

- Annual report and accounts (examined).
- AGM Minutes
- Any material relating to incident /accident happening at the hall where an individual or their property has suffered injury or impact (see also 9.2)
- Successful grant funding applications

It is worth bearing in mind that the village hall is part of the heritage of the community and keeping extracts of minutes relating to important events could be of historical importance and should be kept for posterity.

### **4.4. Insurance**

It is the responsibility of TVHCC to ensure that there is appropriate insurance cover in place for the organisation /hall. This should include: -

- Contents insurance – this should be regularly updated and an inventory kept.
- Public liability insurance – this covers injury, loss or damage caused to any person because of the organisation's negligence.
- Hirer's public liability insurance – this allows the hall committee to hold public liability cover, which extends to cover the public liability of all those who hire the hall. It is intended for occasional use by not-for-profit groups. If a group is hiring the hall regularly, they would be expected to have their own public liability insurance.
- Employer's liability insurance – this covers staff and volunteers

The landlord is responsible for buildings insurance.

## **5. Maintaining Hall Facilities**

Tynninghame Village Hall forms part of a conservation village and is a grade B listed building and as such the ability to fulfil specific building requirements is a challenge. Routine maintenance and cleaning schedules exist for the regular upkeep of the hall.

## **5.1. Food Safety/Kitchen**

All hirers of the hall who intend to supply food are required to ensure that compliance with the Food Safety Act 1990, the Food Hygiene (Scotland Regulations 2008) and any subsequent related regulations are complied with. This is the responsibility of the client in conjunction with any catering company involved in the event or a committee member in the case of a community function. Clients are expected to familiarise themselves with the hall and the facilities available and to ensure that they are adequate for the purpose intended. Clients are required to remove all waste from the hall and where necessary make special arrangements with any catering contractor for removal before final vacation of the hall unless prior arrangement with hall keeper has given 24 hours grace.

A statement about food safety is contained within the hall booking client check list. (see Appendix 1). Instructions for the use of kitchen equipment are available in addition to the Client Checklist.

## **5.2. Disabled Access and Toilets**

Since 2004, managers of village halls have been required to take reasonable steps to adapt premises so that people with disabilities do not find it impossible or unreasonably difficult to use the service. The hall facilities are all at ground level and the existing wide front entrance allows access for a wheelchair.

Due to the age of the Tynninghame hall and conservation requirements it has not been possible to fully meet current disability legislative requirements. However in 2021 as part of the refurbishment programme, the TVHCC installed new toilet facilities and a single toilet with easy access for those in a wheelchair or with mobility restriction. Further improvements will be considered such as: -

- Wall mounted baby changing facilities in the easy access toilet
- Hearing loops for those with sensory impairment

## **5.3. The Building Exterior**

As part of the hall lease arrangements, TVHCC are not responsible for the external fabric of the building. However as part of the hall regular maintenance checks the exterior of the hall is monitored and regular reports and notes of concern are provided to the landlord. These communications are referenced within related TVHCC minutes.

## **5.4. Wifi**

This is available to users of the village hall. Access credentials are available on the kitchen noticeboard.

## **5.5. Access and car parking**

There is limited parking at the hall and as such hall users are encouraged to “drop off” only and where necessary to give due consideration to local residents when parking on the village main street. “No parking” signs are available.

## **5.6. Community Defibrillator**

The Community defibrillator – or more correctly an AED (Automated External Defibrillator) - is sited on the outside rear wall of the of the hall and is protected from the elements with a cabinet. The electrical point for the AED is sited inside the hall on the rear wall.

The current AEDs performs regular self-checks and if a problem is detected it will be indicated by a warning sign /high pitched noise emission The AED is checked regularly for such a warning, and for appropriate action to be taken when necessary. This task is

delegated to a member of the community and a Community Councillor with provision to ensure that the checks are not neglected during absence or holidays.

## **6. Community Engagement and Communications**

An important role of TVHCC is engaging with local residents about issues of relevance and interest, and looking for opportunities to bring people together to improve community connectedness, cohesion and well-being. Communications are therefore an essential part of its role including information about community events, local consultations and being a point of contact for other local groups eg community council, local authority, local health and social care partnerships. TVHCC currently operate a number of media for communications purposes.

### **6.1. Community Engagement Group (CEG)**

The CEG is a sub group of the TVHCC and is open to any resident to get involved. The group exists to promote village activities including community events, fundraising and the progression of specific interest groups such as road safety, music and singing.

### **6.2. Website**

Information about the hall and any scheduled community activities/events is available on the village noticeboard outside the hall, a noticeboard in the bus shelter and the TVHCC website [tyninghamevillagehall.org](http://tyninghamevillagehall.org) The website is maintained by a member of the Committee.

### **6.3. Mailchimp**

A Mailchimp template has been set up and is used for a regular newsletter to residents about forthcoming events. A contacts database of subscribers has been created compliant with GDPR. Mailchimp is maintained by a member of the Community Engagement group.

There are a number of other social media channels that could be developed if and when local expertise is available.

## **7. Booking the hall**

### **7.1. Booking procedures**

The TVHCC has a clear policy on bookings. As the hall has charitable status, it is important to ensure that the “public benefit test” can be met (see section 1.2.1 Charity Status). Occasional use for commercial activity or private parties should not infringe the hall’s charitable status and priority should be given to local community groups/activities.

It is therefore important that when a booking enquiry is received from an unknown organisation, the hall keeper must find out who they are and their intended use of the hall.

As part of the booking process TVHCC has: -

- An efficient online booking procedure with a paper backup to avoid the possibility of double booking.
- One person responsible for bookings - the Hall Keeper or a committee member if required
- A practical system in place for opening and closing the hall.

## **7.2. Terms and conditions**

The client accepts responsibility for the hire of the hall as defined in the Terms & Conditions of Hire. A copy of the current terms and conditions is available on the hall website. All prospective clients are asked to confirm that they have read these prior to completing a booking.

To confirm the booking, the prospective client will be asked to complete the client details form for record keeping purposes.

## **7.3. Hire Charges**

A number of charges relate to the hire of the hall, and these are broken down and available on the hall website. However where a request for a booking does not fall within the parameters of the published rates, any prospective client can discuss their specific requirements with the Hall Keeper and a hire charge negotiated based on the current agreed Terms and Conditions. There may be times when such requests will need to be considered by the Hall Committee. When this happens the prospective clients will be informed that there may be a delay in confirming their booking. Very occasionally the booking request will be turned down.

There are special arrangements in place for charitable organisations and regular clients who host classes within the hall that encourage local participation e.g. yoga, singing, country dancing. Community events hosted by TVHCC are free except for fund-raising events where a donation will be requested.

All other activities are chargeable, these can range from Children's parties, music recitals to larger events such as weddings.

The TVHCC will annually review their pricing structure.

### **7.3.1. Deposits**

A deposit is required to secure a booking and no booking is considered final until either the deposit or the final payment is received.

### **7.3.2. Cancellations**

Where a booking is cancelled but can be rebooked at the time of cancellation the future booking will be honoured at the original booking price quoted.

Where a cancellation is made outside the requested 28 days then it is likely that the Client will lose their deposit.

## **7.4. Administration of the booking process**

### **7.4.1. Identification**

As soon as an approach is made to the Hall Keeper their contact details will be recorded in the Gmail Address book. This will ensure that all relevant and related email exchanges are tracked by contact.

### **7.4.2. Taking a booking**

On taking a booking the Hall keeper will ensure that all relevant details are captured, at minimum :-



- a contact number
- an address and email
- If a wedding or other similar event then all details relating to the management of the event must be captured e.g. start/end time, catering, flowers etc.

### **7.4.3. Invoicing**

An invoice will be prepared in a Word or Google document and delivered to the client as a PDF, both source and PDF will be loaded to the Admin directory using the reference number constructed as YYYYMMDDXY where XY are the initials of the client.

### **7.4.4. Payment /receipt process**

Once payment is made a receipt will be issued using the same detail as initial invoice but with the additional suffix of R (YYYYMMDDXY-R)

## **8. Licensing**

For venues hosting public events there is sometimes a need to obtain a licence. Tynninghame Village Hall restricts the number, size and types of public events held in the Hall based on feedback from local residents and as a stipulation of the landlord.

### **8.1. Alcohol license**

Under the terms of the Licensing (Scotland) Act 2005 it is lawful to sell/supply alcohol in unlicensed premises through the granting of an Occasional License by the Licensing Board.

Activities such as dances, discos, dinner dances, wedding receptions, parties (where a disco or band is provided) or beer tents at a larger event such as a gala or music festival, are generally acceptable for granting an occasional licence. Applications must be lodged no later than six weeks before the event, and earlier than that, if possible, particularly if it is anticipated that the application will attract objections or representations. Where there are no objections and/or adverse representations, it is likely that applications will be processed and issued within 28 days.

In the event of a function selling alcohol then drinking water must be provided free of charge. Other non-alcoholic drinks must be available for purchase at a reasonable price.

In general local residents attending community functions will be asked to supply their own drink (BYOB) or the provision of drink will be gifted by the TVHCC.

### **8.2. Public Entertainment License**

The Hall is exempt from requiring a Public Entertainment license under Section 9 of the Civic Government (Scotland) Act 1982, because it only runs small-scale non-profit events involving less than 100 people.

### **8.3. Music license**

The Hall has a music license (PPL PRS). Groups or individuals who are making a profit from their activities in the Hall need to ensure they are compliant with the law if they are playing music. Weddings, funerals and children's parties do not need a license.

## **8.4 Small lottery license**

A small lottery license is only required where raffle tickets are sold in advance of the event. If raffle tickets are sold only at the event where the raffle is drawn, no licence is required. The value of prizes purchased should not exceed £250. There is no limit to the value of donated prizes.

## **8.5 Civil Marriage License**

A license is not required where the village hall is the venue for a civil marriage, but any service must be taken by a registrar or a registered celebrant

## **9. First Aid and accident reporting**

### **9.1. First aid kit**

A first aid kit is available in the hall kitchen and is maintained/checked on a regular basis by the Hall Keeper.

### **9.2. Reporting accidents**

By law all employers and those in control of halls that house playgroups or keep fit classes etc are required to report work-related accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). An Accident Book is available in the kitchen and all hirers should be asked to complete this and report any accidents to the Hall Keeper who should also inform the Committee.

Further information is available on the HSE website: [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)

## **10. Policies, Procedures and Guidance**

### **10.1. General Hall Management**

Documents exist to support and guide staff, volunteers, and hall users.

Creation or amendments to Policy documents will require approval by THVCC.

These documents can be found on the Hall website and in hard copy within the document folder kept in the hall kitchen, namely

- Cleaning and maintenance schedules
- General, fire and risk assessments
- Specific cleaning guidance e.g public health issue such as Covid
- Health and safety checklist
- Food hygiene guidance
- PAT testing and any other related electrical information
- An inventory of equipment and sundries available

### **10.2. Complaints Handling**

Where a hall user has reason to raise a concern or make a complaint, this will be dealt with initially by the individual to whom the concern was raised. This may be the Hall Keeper, a volunteer or a committee member.

Regardless to whom the issue was raised, the following should happen: -

- An initial apology for the situation (an apology is not an admission of guilt but an acknowledgement that something is perhaps not right)

- The issue is dealt with and put right at the time of concern/complaint or
- Steps are taken to rectify the problem
- If required a committee member (if possible, the chair) will be informed
- Following investigation /rectification a fuller written apology will be given if required
- Noted for TVHCC records

### **10.3. Equal Opportunities**

An Equal Opportunities Policy is not yet in place and requires development. The policy should include -

- A statement of intent
- Objectives
- A monitoring and review process.

Having such a policy in place will ensure that: -

- all members of the community can participate in hall activities and
- Be involved in the management of the hall if they should wish.

This will mean that hall activities are well publicised and in a format that is accessible to all. The Policy will be reviewed annually.

### **10.4. The Equality Act**

This Act imposes a duty on TVHCC to make reasonable adjustments to enable those with disabilities to access the same facilities and events that those with no disability can.

As stated in section 6.2 the Committee has made improvements to the building's accessibility and as funds become available will consider what else might improve the hall facilities for those with disabilities, whilst acknowledging the limitations of the building.

## **11. Environment**

In being mindful of the environment and reducing its carbon footprint, TVHCC will wherever possible make changes to the building and consider the environmental impact of running events and hiring the hall to others.

This will include: -

- Protecting wildlife eg restricted access to bat roost
- Using environmentally friendly products when cleaning
- Improving energy efficiency and reducing fuel consumption i.e. roof insulation, LED lights, monitoring electricity use, minimising the burning of log fire
- Minimising waste and encouraging recycling wherever possible
- Using suppliers whose production process and products support the ethos of "environmentally friendly"

## **12. Safeguarding**

Where the Village hall is hired by a group for activities involving children/young people or vulnerable adults, at the time of booking the Hall Keeper should check that the group organising the activity has the appropriate policies and checks in place.

The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. It helps make sure people whose behaviour makes them unsuitable to work with children and/or protected adults, or can't do 'regulated work' with these vulnerable groups.

### **13. Community Resilience**

The role of village and community halls in strengthening community resilience is an issue for future consideration.

## **APPENDIX 1: Food Safety and Hygiene Requirements**

The Hall is used for a variety of events, meetings and special functions and at times light refreshments, drinks and meals are provided. It is therefore important that we maintain a good standard of maintenance and hygiene in the kitchen.

It is the Hall Committee's responsibility to ensure that Hall users are informed and compliant with requirements.

### **Responsibility**

Those hiring the hall and anyone else preparing food or drink for use within the Hall or surrounding areas are responsible for ensuring the safe preparation of foodstuffs and drink and must comply with the relevant regulations.

### **Food Safety Legislation**

The principal legislation is the Food Safety Act 1990. The relevant aspects of this legislation are summarised below:-

- There is sufficient ventilation
- If gas is in use, there is a permanent source of fresh air available
- Lighting is sufficient in all areas being used including store rooms
- Toilets are available and separate from the kitchen area
- No outdoor clothing is stored in the kitchen area
- There is at least one sink with a hot and cold water supply
- There is a separate hand washing sink with towels and soap provided, preferably paper towels.
- All cutlery, crockery, equipment and surfaces with which food might come in contact are kept clean and in good condition
- Surfaces are impervious and easy to clean
- There is sufficient space to allow the separation of raw uncooked food from cooked foods

In addition

- Items that come in to contact with foodstuffs must be cleaned and disinfected frequently i.e. put through a hot dishwasher cycle and preferably always before use
- Chopping boards should be synthetic; if scratched or stained, they should be replaced. Wooden boards should only be used for cutting bread or displaying food

### **Storage of food**

As a small village hall, it is recommended that only dry goods such as tea, coffee, sugar and diluting juices are kept in the Hall. These should be in containers with close fitting lids. The best before dates should be clearly visible.

### **Catering requirements**

Compliance with temperature control requirements is the responsibility of the caterer providing the food for the function. The Hall Management must ensure that any equipment provided is fully operational and operating at the correct temperature e.g fridges below 5°C.

A fridge thermometer should be available and the fridge temperature noted after it has been on for a sufficient amount of time. **N.B** The Hall fridges are switched on in advance of any function.

A notice should be displayed stating that it is the Hall user's responsibility to make sure that food is being stored at the correct temperature, ideally between 0-5°C. Note that there will be a fridge start up period required.

### **Requirements for Hall users**

Whilst food supplied in the Hall is predominantly for organised functions with external catering teams, it is important that all those providing food in the Hall: -

- Ensure that all persons preparing the food, storing, packing, transporting, handling and supplying or selling food or drink carries their task out in a hygienic and safe manner
- Are aware of critical food safety (shellfish, dairy products, fresh meat etc)
- Identify any food safety hazards

### **The Food Hygiene (Scotland) Act Regulations 2006 and Regulations (EC)No B52/2004**

These regulations apply to any premises where food or drink is sold or supplied, whether or not for profit, including community centres and village halls. Where the supply of food becomes a regular feature then the premises must be registered with the local Council. The key aspects of the Food Safety Act have been listed above but in addition the Act makes it clear that:

- All areas must be kept clean
- All areas must be designed, constructed and maintained in such a way as to reduce risk and avoid contamination
- All food preparation areas must have washable surfaces
- Taps must not leak
- Joints between surfaces must be kept to a minimum.

### **Allergens**

As a Charity and supplying food on an irregular basis, we are not required to display information of food allergens. However it is considered good practice that those preparing and supplying food are able to provide a note of food content, including home baking.

### **Health of users**

Anyone who is unwell or suspects that they have an illness that might be transferrable should avoid preparing food and being in contact with others.

Where someone has a cut, this should be covered and where possible gloves worn when preparing food stuffs.

### **August 2023**

## APPENDIX 2: Health and Safety checklist

A Health and Safety check should be carried out every 3 months

Date of review .....

Area of consideration	Key aspects	Action required	Action to be considered	No action required
<b>Electrical equipment and appliances</b> <i>Some aspects will require evidence</i>	<ul style="list-style-type: none"> <li>• Have all appliances in use /stored been PAT tested</li> <li>• Is all fixed equipment suitably wired?</li> <li>• Have visible maintenance checks been conducted in last 3 months?</li> <li>• Is the hall electric supply adequate and safe?</li> <li>• Has any damaged equipment been removed/replaced</li> </ul>			
<b>Internal areas</b>	<ul style="list-style-type: none"> <li>• Is lighting adequate in all areas.</li> <li>• Are there any trailing cables.</li> <li>• Is the flooring in a good state?</li> <li>• Are the windows safe and secure?</li> <li>• Are all provided hand rails secure</li> <li>• Is the floor in storeroom clear of clutter?</li> <li>• Are goods and sundries stored safely and easily /safely accessed?</li> <li>• Is the fireplace clean and</li> <li>• Is paintwork chipped or peeling?</li> </ul>			
<b>Fire safety</b>	<ul style="list-style-type: none"> <li>• Are emergency exits clear?</li> <li>• Is firefighting equipment easily accessed and visible?</li> <li>• Is the chimney regularly cleaned/swept.</li> <li>• is there a metal bucket for ash</li> </ul>			
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Are products safe and fit for purpose?</li> <li>• Are products safely and securely stored</li> </ul>			
<b>External</b>	<ul style="list-style-type: none"> <li>• Is shed and exterior lighting adequate for hall purposes.</li> <li>• Is shed flooring safe and stable.</li> <li>• Are paths clear and free from debris?</li> <li>• Can emergency vehicles gain access?</li> </ul>			