

BISLEY VILLAGE HALL



Guide to Management Policies

Charity Registration no. 304978

Audit details

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Overview

1. The purpose of this document is to ensure that everyone involved in or affected by the operation of Bisley Village Hall is aware of how the Management Committee of Trustees goes about ensuring that the Hall is well-managed. We hope that it will be helpful to the people who currently use the Hall or might be interested in doing so and to others who have an interest in what happens in or to our Hall.

Context

2. Since 1961 – when the property was transferred from Shaftesbury Homes to a charitable trust - Bisley Village Hall has been run by a Management Committee of Trustees. Our governing document is a 1961 Deed of Conveyance. This says that the Committee should comprise three elected members, up to seven members representing organisations that use the Hall and up to three co-opted members. Members of the committee are Trustees of the charity.

3. The 1961 Deed of Conveyance established the charity and set out its purpose, to:

“hold upon trust a Village Hall for the use of the inhabitants of Bisley and the neighbourhood without distinction of sex or of 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 said inhabitants”

4. We are subject to charities law and to oversight by the Charity Commission. Like trustees of all charities we have ultimate responsibility for ensuring that Bisley Village Hall charitable trust is solvent, well-run and meets the needs for which it was set up. We are also, of course, subject to a range of other legal requirements.
5. Committee members have an obligation to act in the best interests of Bisley Village Hall, and in accordance with the governing document. Conflicts of interests may arise where an individual’s personal or family interests and/or loyalties conflict with those of Bisley Village Hall. Members of the Management Committee of Trustees declare their interests when joining the committee and take care to identify and manage potential conflicts of interest before they become a problem. For further details see our [Conflicts of Interest Policy](#).

Mission and Objectives

6. Our mission is:

“To provide a community facility, in good working order, for the use of as wide a range of local groups as possible”

7. Our objectives include ensuring that
 - *the Village Hall fulfils the purposes for which it was established*
 - *our buildings and facilities are safe, secure, comfortable, adaptable and attractive for all users and a wide range of uses;*

- *the charity is solvent. In deploying our income and procuring work and services we minimise costs and achieve best value for money;*
- *our arrangements, policies and approaches safeguard the health and safety and wellbeing of all users.*

8. These conditions and responsibilities set the context for this policy which guides the way we run the Hall and manage our risks.

Responsibilities of the Management Committee of Trustees

9. Overall we are responsible for meeting the purposes set out in the Conveyance and for meeting all relevant legal requirements. Our specific responsibilities under the Conveyance are for *“the maintenance, upkeep and insurance of the Hall”* and *“the payment of rates, tax and other expenses”*.

10. The Committee will be proactive whenever it can be. We will communicate with and listen to local people, groups, politicians and authorities to ensure that they know what we are doing and to ensure that we are an attractive venue for a wide range of users.

11. The Committee will ensure that all of its members are kept fully informed of current and potential future issues and work together to agree priorities, actions and to identify and resolve problems. Meetings will be held at least monthly and will be minuted to ensure that there is a clear record of our decisions and actions. The committee will also communicate internally and with external stakeholders and, through these frequent communications, will seek to identify, control and mitigate risks. For further details see our [Risk Management Policy](#).

12. The Committee aims to ensure that any data it holds or processes about individuals are fully protected, in accordance with the law, and that individuals have control over whether, when and how the data are used. For further details see our [Privacy & Data Protection Policy](#).

13. The Committee will ensure the good financial management of the Hall. Trustees are responsible for ensuring that the trust is solvent, well-run and meet the needs for which it was set up.. This will be achieved by;

- a. Ensuring the Hall is, and remains, financially solvent by balancing the cost of running, maintaining and improving the hall against the cost to our users and reserving sufficient funding to meet contingencies;
- b. Managing the maintenance, upkeep, and insurance of the Hall; the payment of rates, tax and other expenses and hiring out of the hall;
- c. operating on a not-for profit basis; raising funds for large projects and reinvesting any surplus income in the Hall.

For further details see our [Financial Management Policy](#)

14. The Committee will seek to comply with all relevant Health and Safety legislation and to act positively, where it can reasonably do so, to prevent accidents, injury, infection, ill-health or any danger arising from its activities and operations. The Committee will try to minimise the likelihood of any of these things being caused by operating conditions in and around Bisley Village Hall and ensure the Hall is maintained in a safe condition, in accordance with legislative requirements. It will regularly assess the risks inherent in using the Hall facilities for different activities and take all reasonable steps to minimise these risks. Users, contractors, volunteers and staff will be reminded of their obligations with regard to health and safety and, as far as is reasonably possible, ensure that they comply with these requirements. For further details see our [Health and Safety Policy](#).

15. Trustees will do all they can to safeguard children and vulnerable adults who use the hall and its facilities. They will seek to ensure that everyone who uses the Hall is aware of their responsibility to protect children and vulnerable adults from abuse. For details see our [Protecting Child and Vulnerable Safeguarding Policy](#).

16. The Trustees will consider any complaint to be a formal expression of dissatisfaction about any aspect of our running and maintaining of the hall. We take complaints seriously and will respond to complaints effectively and deal with them sensitively, fairly and thoroughly. We will not treat any complaint less favourably based on their gender, sexual orientation, race or ethnicity, disability or religion or belief or because of having made a complaint. All complaints will be responded to formally in writing. For Further details see our [Complaints Policy](#).

17. This Guide is reviewed and approved by the Management Committee every two years or at any other time if circumstances change. It is available on the Village Hall website.