

27 April 2007

Dear Village Hall Secretary

Hallmark Level One

If you decide to join the Hallmark Scheme CAN will give you support through a number of training events. This document will give you a flavour of what a level one hall would be expected to achieve. It summarises the checklist that will be used to assess whether a hall has attained level one.

To achieve Level One accreditation a hall must adequately address the following

CHECKLIST

1. Well kept minutes	11. Accounts positive balance of income overrunning costs
2. 50% of committee attend meetings	12. Daily/weekly record of all receipts and payments, kept up to date
3. At least two meetings held annually	13. Annual report prepared in accordance with Charity Law for income level
4. AGM held annually in or near month shown in trust deed	14. Trust Deed available for committee members (all should have seen it)
5. Evidence AGM conducted correctly i.e. Co-opted places not done at AGM	15. Minute book signed annually (by all committee members when taking up office)
6. Evidence organisations appoint representatives	16. CC3a given to committee members or The Essential Trustee
7. Well presented annual accounts Are they independently examined?	17. List kept of all committee members names and addresses and when they came into office (and when they resign)
8. How many trustees know of the 'auditor'? Should be more than one.	18. Booking arrangements: Hiring agreement used Returned forms must be available to view
9. Accounts signed by trustees at meeting before the AGM	19. Evidence of policy in place for hirings e.g. Under 18s, commercial, deposits/bonds used for all bookings
10. Cheques signed by two (unconnected/not related) committee members	20. Tidy booking diary

<p>21. Clear arrangements for access to the hall e.g. key collection</p>	<p>34. Inside Hall</p>
<p>22. Organised payment procedure in place</p>	<p>35. Main hall :</p> <p>a) decoration in fair to good condition</p> <p>b) furniture in fair to good condition</p>
<p>23. Evidence of insurance</p> <p>a) building</p> <p>b) public Liability</p> <p>c) contents</p>	<p>36. Kitchen. Adequate and clean.</p>
<p>24. Insurance cover reviewed annually</p>	<p>37. Kitchen equipment adequate and in good condition</p>
<p>25. Compliance with any insurance conditions</p>	<p>38. Toilets. Adequate and clean</p>
<p>26. Notices: Tidily displayed</p> <p>a) Insurance certificate current and displayed</p> <p>b) Contact name / number for the hall</p> <p>c) Premises Licence</p>	<p>39. Other rooms clean and tidy</p>
<p>27. Instructions to hirers on use of the hall</p>	
<p>28. Outside of hall</p>	
<p>29. Free of litter</p>	
<p>30. Planted area well maintained</p>	
<p>31. Gutters free of debris</p>	
<p>33. Paint work in good condition:</p> <p>a) Doors</p> <p>b) Windows</p>	

