

Hallmark 1 - Charity administration and management Checklist for village hall management committee

Name of Hall _____

Note: All items in bold must be achieved and 70% of the remainder excluding those that are not applicable to your hall

Check	
COMMITTEE	
1	Trust Deed available for committee members
2	At least two meetings held annually or as stipulated in the Trust Deed
3	50% of committee attend meetings
4	Well kept minutes
5	List kept of all committee members names and addresses and when they came into office (and when they resign)
6	Minutes to record trustees acceptance of their responsibilities on taking up office
7	Evidence that organisations (regular user groups) appoint representatives
8	Charity Commission-CC3 or The Essential Trustee is given to committee members
ANNUAL GENERAL MEETING	
9	AGM is held annually - in or close to the month shown in the trust deed
10	Evidence that AGM is conducted correctly i.e. in accordance with the Trust Deed
11	Annual report prepared in accordance with Charity Law for income level
ACCOUNTS	
12	Policy in place for financial procedures
13	Well presented accounts
14	Accounts are independently examined
15	More than one trustee knows of the 'auditor'/independent examiner
16	Accounts approved and signed by trustees at meeting before their adoption at the AGM, or in accordance with the Trust Deed
17	Cheques are signed by two (unrelated, unconnected) committee members
18	Accounts indicate that the committee is managing the finances responsibly
19	Daily record of all receipts and payments are kept up to date
HIRING	
20	Hiring agreement used for all bookings
21	Clear arrangements for access to the hall - key collection
22	Instructions to hirers on use of the hall
23	Organised payment procedure in place

24	There is a clearly understood policy on the practices and procedures for hiring the hall i.e. hiring to under 18s, commercial bookings and deposits which are used for all bookings.
25	The policy on the practices and procedures for hiring the hall is recorded in a written policy
26	Tidy and/or organised booking diary

INSURANCE	
	Evidence of insurance:
27	Building
28	Public liability
29	Contents
30	Employers liability insurance certificate current and displayed, if appropriate
31	Insurance cover reviewed annually
32	Compliance with any insurance conditions

NOTICES	
33	Health and Safety Poster
34	Contact name / number for the hall
35	Premises Licence Summary or copy
36	At least one legible, No Smoking, sign displayed at the premises
37	Community Action/Council membership certificate on view <i>(if applicable)</i>

MAINTENANCE : OUTSIDE OF HALL	
38	Evidence that outside of hall is well maintained e.g. free of litter, gutters free of debris, planted areas are well maintained, doors and windows in good condition

MAINTENANCE : INSIDE OF HALL	
39	Evidence that inside of hall is well maintained, clean and tidy, e.g. main hall decoration is in fair to good condition; kitchen is adequate and clean and the equipment is in safe condition; toilets are adequate and clean; furniture is in fair to good condition.

For more information on any of the above see ACRE village hall information sheets or publications;

- VHIS: 7: Village hall insurance cover
- VHIS: 9: The village hall and its Premises Licence
- VHIS17: Trustees – roles and responsibilities
- VHIS: 40: Village halls and their governing documents
- VHIS: 41: Accounting and village halls

Your village hall management committee
 Maintaining your hall
 Model hiring agreement