

GVH Manual of Operating Procedures, Rules and Governance

Information Pack Version 2 – January 2009

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| | <ul style="list-style-type: none"> ▪ <i>Section topics in italics and bulleted are supplementary or provisional/work-in-progress and have not been printed in the two Master Copies. They are contained in the data CD files for reference and further reading.</i> | |
| 00 00-01 00-02 | <p><u>INTRODUCTION</u> Welcome, Background, Preface to the second version, Notes on the style and construction of the manual (WL Rainforth, Treasurer 1992-2008, January 2009) <i>Reference: Information Pack 1 23 June 1998</i></p> | Secretary (future) |
| 01 01-01 | <p><u>CONTENTS</u></p> | Secretary |
| 02 02-01 02-02 | <p><u>GROOMBRIDGE VILLAGE HALL HISTORY AND FACILITIES.</u> History Facilities today</p> | Treasurer/Clerk Bookings Secretary |
| 03 03-01 03-02 | <p><u>PURPOSE, GOVERNANCE AND ORGANISATION</u> Purpose, Governance and Organisation.</p> <ul style="list-style-type: none"> ▪ The Purpose of the Charity, ▪ it's Objective and Activities, ▪ it's Structure, Governance and Management covering Legal Status, Responsibilities of the Management Committee and Trustees, Risk Management, Code of Conduct and a Summary of Trustees Responsibilities and concludes with ▪ prime Reference and Administrative Details of the Charity and Advisors <p>Equal Opportunities Policy (1998 update)</p> | Treasurer Secretary |
| 04 04-01 04-02 04-03 04-04.1 04-04.2 04-05 04-06 | <p><u>ROLES & RESPONSIBILITIES, AND MEETINGS</u> Committee Composition & Structure Meetings and Agendas Trustees and Members Roles and Responsibilities of Trustees (ACRE, VHS 17 2000) Roles and Responsibilities of Trustees (CC3a - summary, 2007)* Committee Roles and Responsibilities Management Committee Annual Signatures</p> <p><i>*NB: cross references to CC website for</i></p> <ul style="list-style-type: none"> ▪ <i>CC3a – The Essential Trustee, an Introduction, and</i> ▪ <i>CC3 – The Essential Trustee, What every Trustee should know.</i> | Secretary Secretary Secretary Secretary Secretary Secretary Secretary |

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| 05 | <p style="text-align: center;"><i>Section topics in italics and bulleted are supplementary or provisional/work-in-progress and have not been printed in the two Master Copies. They are contained in the data CD files for reference and further reading.</i></p> <p>LICENCES & PERMISSIONS</p> <p>05-01.01 Premise Licence synopsis (photo of 3 sheets required to be posted in VH entrance foyer as they are)</p> <p>05-01.02 Full Premises Licence January 2006 (contains annotations on queries with WDC, Jan-May 2006)</p> <p><i>05-01.03</i></p> <p>05-02 Technical Licence Matters: queries, responses and GVH actions (Jan-May 2006)</p> <ul style="list-style-type: none"> ▪ <i>Approved GCH Plans and drawings for Licence (June 2005)</i> <p>05-03 Alcohol sale and DPS: Standard letter from DPS to hirers wishing to sell alcohol</p> <ul style="list-style-type: none"> ▪ <i>The future of DPS (post Government consultation, 2007-08)</i> <p><i>05-03.1</i></p> <p>05-04 GVH alcohol sale requirements from a DPS and for Regular Users</p> <p>05-05 Performing Right Society</p> <p>05-06 Phonographic Performance Limited</p> <p>05-07 The Gambling Act 2005: Lotteries, Race Nights, Raffles and Bingo.</p> <p>05-08 Public Performance Requirements (e.g. Plays)</p> <p>Reference material:</p> <ul style="list-style-type: none"> ▪ <i>PRS & PPL Consultation Response, October 2008</i> ▪ <i>PRS & PPL Consultation (AirS-WLR) Options, July 2008</i> ▪ <i>ACRE VHIS No. 12, May 2005, Phonographic Performance Ltd.</i> ▪ <i>ACRE VHIS No. 13, April 2008, Performing Right Society.</i> ▪ <i>ACRE VHIS No. 29, Sept 2007, Gambling Act 2005: Bingo in village halls.</i> ▪ <i>ACRE VHIS No. 33, Dec 2007, Gambling Act 2005: Lotteries, Race Nights, Raffles etc.</i> | <p>Secretary/ Booking Secretary Secretary/ Booking Secretary Treasurer May 06 Treasurer May 06</p> <p>Booking Secretary</p> <p>Booking Secretary Booking Secretary Treasurer Treasurer/Booking Secretary</p> <p>Booking Secretary Booking Secretary</p> |
| 06 | <p>06-01 <u>INSURANCE</u></p> | Secretary |
| 07 | <p>07-01 <u>COMPLIANCE</u> Management of Compliance [Draft]. <i>Covers the management of Compliance referencing Committee responsibilities, Health and Safety Policy, Health and Safety at Work Act, Fire Procedures, Risk Assessments, Accidents & First Aid, Maintenance, Food Safety, Waste Management, Premises License and the Hire Agreement.</i></p> <p><i>07-00</i> <i>Health and Safety Policy (early draft, Dec 2004, for reference)</i></p> | Compliance |
| 08 | <p><u>OPERATIONS</u></p> <p>08-01 Cleaning contract and specification</p> <p>08-02 Floor and services plan</p> <p>08-03 Seating plan</p> <p>08-04 User instructions – Vs1</p> <p>08-05 Users – Fire Regulations</p> <p>08-06 Evacuation Procedure (Fire)</p> <p>08-07 Access Control & Security</p> <p>The following are potential topics and work-in-progress</p> <ul style="list-style-type: none"> ▪ <i>Smoking and Congregation rules</i> ▪ <i>Doors & Exits</i> ▪ <i>Kitchen use, Equipment & Instructions</i> ▪ <i>Use of Other Appliances & Equipment</i> ▪ <i>Chairs & Tables</i> <p><i>08-08</i></p> <p><i>08-09</i></p> <p><i>08-10</i></p> <p><i>08-11</i></p> <p><i>08-12</i></p> | <p>Fabrics/Caretaking Fabrics Booking Secretary Booking Secretary Booking Secretary Booking Secretary /Fabrics Booking Secretary /Fabrics</p> <p>Fabrics Fabrics Fabrics Fabrics Fabrics</p> |

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| <p>09</p> <p>09-01 09-02 09-03</p> <p>09-04 09-05</p> <p><i>09-05.01</i> <i>09-05.02</i> <i>09-05.03</i> <i>09-05.04</i> <i>09-05.05</i> <i>09-05.06</i></p> <p><i>09-05.07</i></p> <p><i>09-05.08</i> <i>09-05.09</i> <i>09-05.10</i></p> | <p><u>HIRING TERMS AND CONDITIONS</u></p> <p>Hire Agreement, conditions of hire, Booking form</p> <p>Hire Agreement Supplement: Notes and Guidelines as relate to the Premises Licence especially Regulated Entertainment, Notifiable Events, and Alcohol sale, provision and consumption.</p> <p>Alcohol Request-Declaration Form</p> <p>Practice and Precedents - E-Note Procedures - synopsis. Arising initially from isolated booking/customer/pricing queries these email records in Word.doc form document the consensual outcome and provide guidance for similar occasions..</p> <p>E-Note procedures:</p> <ul style="list-style-type: none"> ▪ <i>Charging for venue changes forced by GVH upon hirers</i> ▪ <i>Deposit calculation and time rules</i> ▪ <i>Exclusive use of the main kitchen</i> ▪ <i>Bad Weather Contingency Bookings</i> ▪ <i>Access Card charging</i> ▪ <i>Methodology for charging hours booked for a wedding before and after the 'main event'; Charging for cleaning</i> ▪ <i>Supplementary charging for Sunday clean-up and clear-up after a Saturday evening/all-day booking</i> ▪ <i>Cancellations due to snow</i> ▪ <i>Charities, Charging and Cancellations</i> ▪ <i>Rationale for not conceding on Cancellation Charges for Private Hirers</i> | <p>Booking Secretary Booking Secretary Booking Secretary</p> <p>Booking Secretary Treasurer/Booking Secretary</p> <p>Treasurer to Nov 08</p> |
| <p>10</p> <p>10-01 10-02</p> | <p><u>HIRING POLICY AND TARIFFS</u></p> <p>Introduction Hiring Policy and User Categories & Definitions Policy; This policy document includes:</p> <ul style="list-style-type: none"> ▪ Purpose of the Charity: ▪ Hiring Policy (incl. synopsis, Cancellations and Alcohol charges): ▪ Tariff structure and relationships: ▪ User Categories and Definitions: ▪ Credit and Non-Credit customers: ▪ synopsis of Returnable Security Deposits (RSD) policy; ▪ synopsis of Returnable Hiring Deposits (RHD) policy; ▪ Other Hire Charges; ▪ Further Definitions including Commercial Organisations, Charitable Organisations and Groombridge Pre-school; and Blacklisted Hirers and Restrictions. <p>Appendices include a categorisation of users as at August 2008 and a cross-reference to other policy and procedure documents</p> | <p>Treasurer Treasurer</p> <p>Treasurer/Booking Secretary</p> |
| <p>11</p> <p>11-01 11-02 11-03 11-04 11-05 11-06 11-07 <i>11-08</i></p> | <p><u>FINANCE AND CONTROL POLICIES</u></p> <p>Approval Authorities Reserve Policies Cancellation Policy Returnable Security Deposit Policy and Accounting Returnable Hiring Deposit Policy and Operation Credit Application Policy Records Retention</p> <ul style="list-style-type: none"> ▪ <i>ACRE: VAT case study</i> | <p>Treasurer Treasurer Treasurer Treasurer Treasurer Treasurer Treasurer</p> |

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| <p>13</p> <p>13-01</p> <p>13-02</p> <p>13-03</p> | <p>TRUST DOCUMENTATION</p> <p>These documents are scanned OCR versions of the originals in MS word.doc kindly done by Duncan Sanders for the 1998 Information Pack. Whilst proof-read there may be the occasional difference to the originals which are held by the Clerk.</p> <p>Trust Deed – Copy of Conveyance 15 August 1911</p> <p>Trust Deed – Copy of Trustee Rules and Regulations 16 August 1911</p> <p>Trust Deed – Copy of Scheme Amendment 31 May 1940</p> | <p>Clerk to Trustees</p> <p>Clerk to Trustees</p> <p>Clerk to Trustees</p> |
| <p>14</p> <p>14-01</p> <p>14-02</p> <p>14-03</p> <p>14-04</p> | <p>ANNUAL DATA</p> <p>Annual Accounts and Report,</p> <p>Annual Budget Summary</p> <p>Annual Tariffs – Standard Tariff letter for Notice Board</p> <ul style="list-style-type: none"> ▪ <i>Annual Tariffs – detail. This is the current file for 2009 tariffs (2009 Final Tariffs (no Large Commercial price cap) 081231</i> | <p>Treasurer</p> <p>Treasurer</p> <p>Treasurer</p> <p>Treasurer</p> |
| <p>15</p> | <p>SPARE – or for own use</p> <p>Notes/contents:</p> | |