

## Hallmark 1 - Charity administration and management Checklist

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**

	<b>Check</b>	<b>Where to find evidence</b>	<b>Comments</b>
<b>COMMITTEE</b>			
1	<b>Trust Deed available for committee members</b>	Copy available for visitor to see and ask committee members present. Copy sent at time of application	
2	<b>At least two meetings held annually or as stipulated in the Trust Deed</b>	Minute book/Trust Deed	
3	50% of committee attend meetings	Look at minimum of 12 months or 6 meetings	
4	<b>Well kept minutes</b>	Check minutes are well kept, in order, numbered and a copy has been signed by the Chair. Minutes should show number of committee members attending meetings.	It is good practice for the Chair to initial each page.
5	<b>List kept of all committee members names and addresses and when they came into office (and when they resign)</b>	Charity Commission annual return or working record. Are all committee members given a list of members and contact addresses?	
6	<b>Minutes to record trustees acceptance of their responsibilities on taking up office</b>	Sight of page or declaration in the minutes in which trustees confirm their acceptance of their responsibilities each year.	
7	<b>Evidence that organisations (regular user groups) appoint representatives</b>	Minute book & signing of minute book at first meeting after AGM. Where this isn't a requirement of the governing document, the committee has made some effort to ensure their committee is representative. e.g. letters inviting user groups to nominate representative for committee	
8	Charity Commission-CC3 or The Essential Trustee is given to committee members	Ask committee members present . Charity Commission. publication The Essential Trustee: What you need to know, download form CC website or send for copy	

<b>ANNUAL GENERAL MEETING</b>			
9	<b>AGM is held annually - in or close to the month that is shown in the trust deed</b>	Trust Deed & minutes taken at AGM. If significant change of month is there a note with working copy of Trust Deed?	
10	<b>Evidence that AGM is conducted correctly i.e. in accordance with the Trust Deed</b>	Trust Deed/Minute book. Letters asking for user group representatives. Chair not to be elected at the AGM (unless CA constitution). Correct number of persons elected (can be less but not more than stated in Trust Deed)	
11	<b>Annual report prepared in accordance with Charity Law for income level</b>	Sight of report	

<b>ACCOUNTS</b>			
12	Policy in place for financial procedures	Sight of policy	
13	Well presented annual accounts	Accounts (Copy of annual accounts sent at time of application)	
14	Accounts are independently examined	See signature on accounts and Independent Examiner statement	
15	More than one trustee knows of the 'auditor'/independent examiner	Ask committee members	
16	<b>Accounts approved and signed by trustees at meeting before their adoption at the AGM, or in accordance with the Trust Deed</b>	Accounts Note: All trustees need to be aware of the financial situation but all the trustees do not need to sign	
17	<b>Cheques are signed by two (unrelated, unconnected) committee members</b>	Ask who the signatories are. Treasurer should have record/policy of how many signatories in total. ACRE recommend 4 signatories to deal with holidays/illness	
18	Accounts indicate that the committee is managing the finances responsibly	Positive balances are desirable, or where there is a shortfall an explanation is provided in the annual report and notes to the accounts	
19	<b>Daily record of all receipts and payments are kept up to date</b>	See book or computer spreadsheet as appropriate. Evidence that receipts are given for cash	

<b>HIRING</b>			
20	<b>Hiring agreement used for all bookings</b>	Sight of hiring agreement and returned copies from hirers	
21	<b>Clear arrangements for access to the hall - key collection</b>	Ask committee members present or/sight of written instructions. Do 'test' booking perhaps.	
22	Instructions to hirers on use of the hall	Printed instructions with booking/on view	

23	<b>Organised payment procedure in place</b>	Ask committee members/view written policy/procedure. Do 'test' booking perhaps. E.g. evidence of hirers being invoiced, receipts given for deposits taken.	
24	There is a clearly understood policy on the practices and procedures for hiring the hall e.g. hiring to under 18s, commercial bookings and deposits which are used for all bookings.	Verbal acknowledgement, sight of policy or evidence in minutes of the policy being adopted. Ask to see hiring rates for different community groups (e.g. residents of area, outside area, commercial).	
25	The policy on the practices and procedures for hiring the hall is recorded in a written policy?	Sight of policy	
26	Tidy and/or organised booking diary	Sight of diary	

<b>INSURANCE</b>			
27	<b>Evidence of insurance:</b> <b>Building</b>	Sight of policy. Certificate of public liability and employers liability if appropriate. If there is no certificate of public liability, may need to rely on original policy or renewal notice  Current copy of employers liability insurance certificate on view (if staff, e.g. caretaker, cleaner etc. are employed)	
28	<b>Public liability</b>		
29	<b>Contents</b>		
30	<b>Employers liability insurance certificate current and displayed, if appropriate</b>		
31	Insurance cover reviewed annually	Minute book, committee agendas	
32	Compliance with any insurance conditions	e.g. locks on windows	

<b>NOTICES</b>			
33	Health and Safety Poster	Village hall management committee has same duty of care to volunteers as employees	
34	Contact name / number for the hall	Full address and postcode on display in hall for hirer contact with emergency services	
35	<b>Premises Licence Summary or copy</b>	Unless a premises licence can be shown not to be necessary e.g. no regulated activities are being conducted without a 'TEN' issued	
36	<b>At least one legible, No Smoking, sign displayed at the premises</b>	It is a legal duty to display at least one legible no-smoking sign	
37	Community Action/Council membership certificate on view <i>(if applicable)</i>	View (if applicable)	

<b>MAINTENANCE : OUTSIDE OF HALL</b>			
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	View and note	

<b>MAINTENANCE : INSIDE OF HALL</b>			
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.	View and note	

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**