

MEREWORTH VILLAGE HALL

REGISTERED CHARITY NO 266640

Re COSHH Statement-All products used by the cleaner are purchased by the Village Hall but are not stored on the hall premises. These are retained by the cleaner and taken away after use.

The Pre-School supply their own products for their own uses and have their own COSHH Statement. Their products are stored on the Hall premises but are not the responsibility of the Village Hall Committee.

13/1/13

R C Bennet

Chairman.

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Hall Hire Procedure

The hall will not be hired to Under 18s unless there are exceptional circumstances ie Valued local resident known to the Committee with a suitable proposal which covers all the requirements of hire as detailed in the agreement.

Keys will not normally be given to the hirer. The Booking Clerk will unlock and lock up the hall for all bookings.

Following receipt of an enquiry the Booking Clerk will meet the proposed hirer at the hall to show them round and advise/show all emergency procedures and car parking.

The hire agreement will then be completed by the hirer and returned to the booking clerk with the Damage Waiver/Deposit of £100 to confirm the booking which is noted in the Booking Clerk's diary.

The full hire fee must be paid to the Booking Clerk at least two weeks before the event. Hire fees received are then passed to the Treasurer and banked. If the hirer chooses a direct payment can be made to the MVH bank account with notification to the booking clerk.

The hall is unlocked by the Booking Clerk on the day of hire and the hirer is met to ensure all is in order for their function.

The Booking Clerk returns to the hall half an hour before the end of the hire to ensure the hall is left in a tidy condition, floors washed as required there is no damage and all rubbish is taken away by the hirer. If all is in order the hall is locked.

The Booking Clerk will return the Damage Waiver/ Deposit to the hirer, or destroy the cheque.

All functions must be contained within the hall premises under no circumstances are guests to spread outside.

Full terms and conditions of hire are contained within the hire agreement issued to all hirers. A full copy of the Health & Safety Policy is available upon request and is on the Mereworth Parish Council web-site

[www.mereworthpc.kentparishes.gov.uk](http://www.mereworthpc.kentparishes.gov.uk). The hirer is responsible for reviewing the policy and for compliance with the terms of the policy.

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FINANCIAL/PAYMENT POLICY

All fees are reviewed at the March meeting and agreed in principal for the following year. These are formally approved at the April AGM with all regular hirers advised in writing by the Treasurer of any relevant increases.

Accounts to be independently examined/audited on an annual basis.

The Accounts are to be presented/discussed annually at the April AGM in Draft format for approval by the committee. The formal adoption and signature of the Audited version will take place at the July meeting on an annual basis.

Cheques/Payments are to be authorised and issued by any two of the three authorised bank signatories these being Chairman, Secretary and Treasurer. The same process is utilised for on-line banking.

The Treasurer is to maintain a daily record of all receipts and payments which must be kept up to date.

All receipts/deposits received are to be immediately passed to the Treasurer who will bank the same without delay.

A financial report is to be provided by the Treasurer at every meeting together with a programme/update of work/repairs/renovations being currently undertaken or proposed together with details of the costs involved. A minimum of two/three estimates are to be obtained for work to be undertaken from a qualified tradesman.

Information regarding any Capital Grants which may be available for proposed projects are to be provided by the Treasurer who will be responsible for all applications should they be required. It may be necessary to liaise with the Parish Council in some cases.