

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

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 near 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 annual 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, deposits/bonds used for all bookings.
25	Is this recorded in a written policy?
26	Tidy and/or organised booking diary

INSURANCE	
	Evidence of insurance:
27	Building
28	Public liability
29	Contents
30	Insurance cover reviewed annually
31	Compliance with any insurance conditions

NOTICES	
32	Health and Safety Poster
33	Employers Liability Insurance certificate current and displayed (if appropriate)
34	Contact name / number for the hall
35	Premises Licence Summary or copy
36	No Smoking signs on all entry doors to the building
37	Community Action/Council membership certificate on view (if applicable)

MAINTENANCE : OUTSIDE OF HALL	
38	Free of litter
39	Planted area is well maintained

40	Gutters free of debris
41	Doors are in good condition
42	Windows are in good condition

MAINTENANCE : INSIDE OF HALL	
43	Main hall decoration is in fair to good condition
44	Furniture is in fair to good condition
45	Kitchen is adequate and clean
46	Kitchen equipment is adequate and in safe condition
47	Toilets are adequate and clean
48	Other rooms are clean and tidy