

## 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**

<b>COMMITTEE</b>	
1	<b>Trust Deed available for committee members</b>
2	<b>At least two meetings held annually or as stipulated in the Trust Deed</b>
3	50% of committee attend meetings
4	<b>Well kept minutes</b>
5	<b>List kept of all committee members names and addresses and when they came into office (and when they resign)</b>
6	<b>Minutes to record trustees acceptance of their responsibilities on taking up office</b>
7	<b>Evidence that organisations (regular user groups) appoint representatives</b>
8	Charity Commission-CC3 or The Essential Trustee is given to committee members

<b>ANNUAL GENERAL MEETING</b>	
9	<b>AGM is held annually - in or near month shown in the trust deed</b>
10	<b>Evidence that AGM is conducted correctly i.e. in accordance with the Trust Deed</b>
11	<b>Annual report prepared in accordance with Charity Law for income level</b>

<b>ACCOUNTS</b>	
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	<b>Accounts approved and signed by trustees at meeting before their adoption at the AGM, or in accordance with the Trust Deed</b>

17	<b>Cheques are signed by two (unrelated, unconnected) committee members</b>
18	Accounts indicate that the committee is managing the finances responsibly
19	<b>Daily record of all receipts and payments are kept up to date</b>

<b>HIRING</b>	
20	<b>Hiring agreement used for all bookings</b>
21	<b>Clear arrangements for access to the hall - key collection</b>
22	Instructions to hirers on use of the hall
23	<b>Organised payment procedure in place</b>
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

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

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

<b>MAINTENANCE : OUTSIDE OF HALL</b>	
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

<b>MAINTENANCE : INSIDE OF HALL</b>	
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