

5.1.15

Dear Roy

Hallmark 2 – West Hallam Village Hall

I am delighted to inform you that your committee has successfully met the standard to achieve Hallmark 2. The Hallmark will be valid from the date of your official visit on 2nd December 2014, for three years.

Enclosed are comments made by the visitors, together with a copy of the list as recorded by the visitors for your information and to enable you to address any gaps you feel as necessary.

Following our recent telephone conversation to discuss the few issues raised at the visit, I am satisfied that the trustees can justify these points, notably the absence of a Premises Licence and Music Licences and are currently addressing other issues such as the siting of the Accident Book and the updating of accounting procedures. I also enclose some information on fire escapes and emergency lighting.

If the trustees would like to discuss any of the issues highlighted in the report please do not hesitate to get in touch.

I have requested ACRE to send your Hallmark 2 Certificate to RAD; I will then contact you to arrange for the trustees to be presented with this award. However in the mean time you may state on stationery, your website, etc. or funding applications that you have achieved Hallmark 2. I shall send you an electronic version of the Hallmark 2 logo.

Congratulations again to the committee on achieving Hallmark 2.

With best wishes

Yours sincerely

Helena Stubbs

Helena Stubbs
Community Buildings Officer