

## **HALLMARK 2**

### **West Hallam Village Hall**

#### **Visitors' Report**

*This report is based upon information provided by members of the hall committee present at the time of the visit. It is the responsibility of the hall committee to report any inaccuracies or misrepresentations within the report to Helena Stubbs at Rural Action Derbyshire, for correction and amendment.*

**Date of visit:** 2nd December 2014  
**Visitors:** Sue Douglas and Tim Scott

#### **Trustees present:**

Ann Ainsworth	(Chair and Bookings Secretary and H&S/Fire nominee) 4-Seasons User Group representative
Hilde Greenfield	(Treasurer) Wine Appreciation User Group representative
Roy Jackman	(Secretary) Community representative
Bruce Broughton	Parish Council representative and Village Hall Website ` manager
Karen Pilkington	WH Village Pre-School representative
Richard Newton	Community representative . Buildings Repair and Improvement
Caroline McFarlane	Portrait User Group representative
Mary Butler	Volunteers organiser and Community representative

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#### **Introduction**

West Hallam Village Hall was constituted in 1974 after a group of enlightened villagers managed to save from proposed demolition this former school which had been built in 1852-1858. The land and the building are held on a 20 year lease from the Scargill Educational Foundation. The hall is situated in a good position in the village, adjacent to the Church and is well used by the community. Hallmark 1 was awarded in December 2013.

#### **Overview**

The Trustees benefit from the support of user groups and a highly conscientious and efficient Secretary, who was able to produce the necessary paperwork and to explain procedures well, to meet the Hallmark 2 standards.

The visitors felt most welcome and wish to congratulate the Trustees on their commitment to Hallmark but suggest that some of the procedural work could be delegated to other members of the Committee. Problems identified with the Treasurer's book keeping at Hallmark 1 had not been resolved.

The Trustees are congratulated on their dedication to maintain the Grade 11 listed building and ensure it remains a valuable resource for the community in West Hallam. The ongoing maintenance programme and essential improvements, mean that the Hall is not yet able to fund a toilet for disabled people.

## **Hallmark Checklist**

### **1 - Action points from Hallmark 1**

The Visitors reviewed progress on the three recommendations identified at Hallmark 1 and were satisfied that the 1974 Constitution had been reviewed and brought up to date. It was also welcome to note that the issues with the Hall's insurance policy had been resolved, to the benefit of the Hall.

Following up the recommendation that the financial systems be modernised to ensure clear transparency of individual transactions, the Treasurer was unable to provide the visitors with the supporting papers requested to support expenditure items. The visitors remain concerned about the transparency of the accounting procedures.

### **2 - Hiring and Employment**

Evidence was available for all 3 items, with a recent Hiring Policy and Hiring Agreement. Contracts of employment were available for the cleaner and relief cleaner.

### **3 - Health and Safety**

Evidence was available for all items. The Health and Safety Policy and Risk Assessments were dated July 2014. The First Aid box was up to date and well stocked, which along with the Accident Book, was the responsibility of the Chair. The visitors noted that the Accident Book was kept at the Chair's home, rather than at the Hall.

The Fire Risk assessment showed three reviews had been undertaken in 2014. The Fire Extinguishers were supplied under contract and, although reviewed annually, the 2014 check had not yet been done.

The Emergency Evacuation procedures were detailed in the Users' Guide for Hirers, the Health and Safety Policy and Fire Safety files. A plan of the hall showing the emergency exits and was clearly displayed. Emergency Exits, indicated by 'Running Man' signs, were located over the front door and rear exit, as had been advised by the Fire Authority. The Visitors considered that new hirers might be confused over which doors should be used. The door to the kitchen had a 'NO EXIT' sign over it, although there was a Fire Exit from the Kitchen. The 'Running Man' sign over the main entrance door was not illuminated.

### **3 - Maintenance and Security**

The Visitors saw evidence for all items. The building is over 150 years old and Grade II listed. The Maintenance record showed regular gas and electric checks. A visual inspection of the Hall showed that the premises were kept very clean, tidy and all items stored safely. An access audit, completed in September 2014, highlighted the lack of accessible WCs for disabled people. The Trustees were aware that the building is not suitable for adaptation and planned to address the problem when funds had been secured to build an extension.

#### **4 - Licenses**

The Hall does not hold any Licenses for: Premises; Performing Rights Society or Phonographic Performance.

Hirers are advised to seek a Temporary Events Notice (TEN) and / or Permits, where necessary. Only 3 TENs had been used in the last year.

Although the Hall is not registered as a 'food business' two user groups sold food and these were subject to inspection by Erewash Borough Council every 18 months.

#### **Recommendations to the Trustees**

1. That the financial systems be reviewed and the Trustees seek guidance and/or training on the basics of book-keeping.
2. That the Secretary considers delegating some policy and procedural work to other Trustees.
3. That an independent advisor reviews the Hall's emergency fire evacuation exits and the signage is checked.
4. That the Fire Extinguisher contractor is informed that the 2014 check is overdue.
5. That the Accident Book is secured in the Village Hall, rather than the home of the Chair.

#### **Conclusions**

The Visitors consider that the evidence exceeds the 70% threshold and that the West Hallam Village Hall Trustees be awarded the Hallmark 2 standard.

Sue Douglas and Tim Scott  
6th December 2014