



Policies

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Mission Statement

Liverton Village Hall is held in Trust for the use of the inhabitants of the Parish of Ilsington and the neighbourhood in the County of Devon. Its use is for meetings, education, recreation and leisure occupations with the object of improving the conditions of life in the above area of benefit.

Liverton Village Hall is a Registered Charity, number 300871. The Liverton Hall Committee (Trustees) are responsible for the running of the organisation.

Liverton Village Hall Committee (Trustees): These consist of elected, representative, and co-opted members.

Meetings are held Quarterly, with an AGM in April each year.

The Property: The building and land is held in trust by the Ilsington Parish Council and all decisions are made by the Liverton Village Hall Committee (Trustees).

1. Safeguarding Policy

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1. Purpose: Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect. This policy defines how Liverton Village Hall operates to safeguard children, young people and adults at risk of abuse or neglect. We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

2. Definitions: **Children and young people** are defined as those persons aged under 18 years old.

This policy will apply to all staff, contractors and volunteers and will be used to support their work. Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Adult at risk of abuse or neglect. For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect as a result of their care and support needs
- is unable to protect themselves against the abuse or neglect or the risk of it

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

3. Persons Affected:

- All trustees, and volunteers

- All those attending any activity or service that is being delivered from the village hall charity property
- All visitors and contractors

4. Policy Principles: There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation, and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness. Liverton Village Hall has a zero-tolerance approach to abuse. Liverton Village Hall recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities Liverton Village Hall charity is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. This Model forms part of ACRE's Information Sheet No. 5 on Safeguarding. Liverton Village Hall is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur. Liverton Village Hall Committee is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount
- All children, young people and adults at risk have the right to protection from abuse
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

5. Procedures:

- A. All members of the committee will have signed the Trustee Statement of Eligibility form for trustees which includes a declaration that they have no convictions in relation to abuse.
- B. All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation and ensure that they understand the principles set out in this policy at 3 above.

- C. All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- D. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
- E. The hall committee will follow safe recruitment practices.
- F. A member of the committee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency. The named person is Charlotte Reeve
- G. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adult at risk who has:
 - behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
 - possibly committed a criminal offence against or related to a child or adult at risk; or
 - behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.
- H. The hall committee will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).
- I. The village hall committee will carry out an annual review of this policy.

2. Financial Policy

The Village Hall's foundation document includes two financial responsibilities:

1. The Committee shall present to each annual general meeting the report and accounts of the charity for the preceding year, and
2. Any sum of cash at any time belonging to the charity and not needed as a balance for working purposes shall (unless otherwise directed by the Charity Commissioners) be invested.

Flowing from these duties is the fundamental obligation of all charity trustees to protect the property of their charity and to secure its application for the objects of the charity. In order to discharge this duty, it is essential that there are adequate internal financial controls over the charity's assets and their use.

Controls are a necessary feature of any well-run organisation. Because of the special characteristics of the charitable sector, they play an essential part in helping to show potential donors and beneficiaries that the charity's property is safeguarded, and that its management is efficient.

That is why Liverton Village Hall accepts and implements the guidance provided by the Charity Commissioners in the management of its operations, as follows:

1. The trustees of the Hall are under a duty to ensure that the charity keeps proper books and records, and that annual accounts are prepared.
2. Trustees must ensure that the accounts are subjected to external scrutiny, if that is required by legislation or by the charity's governing document.
3. Trustees need to formally approve the charity's Annual Report and accounts.
4. It is recommended that all trustees be provided with copies of the charity's report and accounts each year. New trustees ought to be given a copy of the latest accounts on appointment, together with other essential documents such as the governing document, and information about the charity's history.

Controls over expenditure

It is important for trustees to bear in mind that they are responsible for all expenditure of charitable funds and have to account for how the charity's funds have been applied.

Controls over purchases

Trustees have a responsibility to ensure that adequate checks are made to both confirm that purchases have been properly authorised and that goods or services ordered have actually been received.

The Chair and Treasurer are authorised as individuals to spend up to £200 without a second authority. Purchases/expenses from £200 to £500 must have a second authorisation from either the Chair, Treasurer or Secretary. For purchases/expenses over £500, the wider Trustee group must be consulted.

Cheques require 2 signatures from either the Chair, Treasurer or Secretary.

Both the Chair and Treasurer hold a debit card and have full access to the bank accounts. The Secretary has oversight of all accounts.

Trustees' liabilities

No system of controls, however elaborate, can guarantee that a charity will be totally protected against abuse. Trustees often express concern about the extent of their personal liability in the event of any loss to the charity through misappropriation or misapplication of its funds. Having sufficiently rigorous controls provides not only protection for the charity property but also forms the best defence against a charge of failing to protect the charity's funds.

3. Reserves Policy

1. Statement

This Policy supports the running of Liverton Village Hall. This policy is reviewed following any significant change in financial circumstances and as a minimum annually.

Income reserves are described by the Charity Commission as the resources the charity has or can make available to spend for any or all of the charity's purposes, once it has met its commitment and covered other planned expenditure.

There are two types of reserves:

- Unrestricted Reserves, which are held to offset risks, and
- Restricted Reserves, which are raised or held for specific future purposes

There may be occasions when an administrative act designates unrestricted funds for a particular project or use.

2. The Reasons for Reserves

The Charity Commission's "Charities' Reserves" Policy, CC19 and "Statement of Accounting Practice – Accounting and Reporting by Charities (SORP 2000)", requires a Reserve Policy to be included in the "Trustees Report and Annual Accounts" for each year end.

The following are considered when planning for the level of reserves:

Unrestricted reserves for cash flow and emergencies:

A reserve equivalent to at least 6 months and up to 2 years of budgeted annual expenditure will be maintained to cover any negative cash flow and emergencies (e.g. boiler/heating breakdown or damage to flooring/equipment). If accessed, efforts should be immediately put in place to restore the balance to the minimum amount.

Planned ongoing and annual maintenance expenditure will be included in the Annual Budget and detailed in the Maintenance Schedule. This ensures the facility is maintained in good condition for the benefit of all hall users and to meet the conditions of the Insurance Policy and Premises Licence.

Restricted Reserves for assets and special projects:

Grants received for specific purposes will be evidenced in a Restricted Reserve "pot" within the accounting structure and used solely for the purpose designated. These range from the purchase of new/replacement assets to the hosting of events and garden projects.

Designated Reserves:

Funds in excess of restricted and unrestricted reserves detailed above are for the creation of an Asset Replacement Fund to cover the long-term maintenance/replacement programme.

Reasons why we need Reserves

Resources are vital to support the Hall's ability to operate and to the long-term viability of the Hall and to its ability to achieve its aims and objectives. They are also vital to enable the Hall to meet its legal and contractual liabilities should the organisation have to close.

The Management Committee understand the principles behind the Reserves, setting out appropriate levels of reserves based upon risk assessment, which is based on factors which impact upon the Hall.

Designated Reserves will continue to be built as a contingency to safeguard the on-going development and management of the Hall.

The Treasurer and Management Committee are responsible for keeping the policy up to date and it shall be reviewed annually or upon significant change in financial circumstances. The value of funds held in the Unrestricted Reserves and the Asset Replacement Fund shall be reviewed at least once a year following the preparation of the audited accounts.

4. Hire Agreement Policy

Liverton Village Hall

Variation of Hire Conditions for Recurring Bookings

This document sets out variations of the regular hire conditions for Liverton Village Hall (as set out on the Booking Form) **for recurring (frequent) hire agreements – *the conditions in this document have precedence over the relevant regular conditions of hire and must be agreed to in order for the discounted rate of £10.50/hour to be made available.*** NB: unless varied or superseded in this document, the regular Hire Conditions will apply to the hire agreement – a signed copy of the regular Booking Form must accompany this signed document.

These variations of conditions have been compiled to balance two priorities:

- to **reward regular Hirers** with a reduced hire rate, flexibility in invoicing arrangements, no requirement for an up-front deposit for trusted Hirers, flexibility in terms of calculating hire duration and provision of opportunity to secure un-booked future dates, *while*
- **guarding against undue loss of opportunity** for other potential Hirers in the event that block-booked hires are cancelled or amended to a shorter duration after booking.

Varied Conditions

Deposits

1. A deposit will *not normally* be required of regular Hall Hirers with a good track record; at the discretion of the Booking Clerk or Management Committee a deposit *may* be requested for the first block-booking of new Hirers who request a recurring booking, from any Hirer who requests a block booking of more than 3 months duration, or whenever otherwise deemed prudent.

For this Hire Agreement: *no deposit*/a deposit of* _____ *is required.*

Calculation of Hire Duration (Hours)

2. The minimum booking duration in a single day is 2 hours; the minimum duration for a single session is 1 hour (i.e., if just one session is booked in any given day the minimum duration of that session will be 2 hours).

3. Beyond 2 hours in a single day, the booking duration of hire for that day is extendible in half-hour increments rather than whole-hour increments (and hire fees are consequently accrued in half-hour increments beyond the daily minimum fee for 2 hours).
4. If more than one session is booked in a single day any gap *of less than one hour* between slots booked will be treated as booked; the booking duration will then be determined to be from the start of the first booking until the end of the booking that follows the charged 'gap'.
5. If more than one session is booked in a single day any gap *of one hour or more* between slots booked will be treated as booked *unless* the Hall is returned to its clean, vacant, hire-ready state for the whole of that gap, with Hall keys returned to their usual location – *this is necessary in order to free the hall for other Hirers and reduce lost opportunities for bookings.*

Cancellations and Amendments

6. In the event that a booked session is **cancelled** within 30 days of the Hire, 50% of the fee for that cancelled session will be charged; in the event that a session is cancelled more than 30 days before the Hire, no fee for that cancelled session slot will be charged.
7. Requests to **add sessions** or **extend the duration of any booked sessions** will be accepted subject to the hall being available and will be charged at the rate agreed for this booking agreement.
8. Requests to **shorted the duration of any booked sessions** will be treated as cancellations of the portion of the session removed, with associated charges for the cancelled portion (see above) – minimum session and day hire periods will be upheld.
9. Requests to **move the timing of any booked sessions** will, at the discretion of the Booking Clerk or Management Committee, be treated as a cancellation & re-booking, with associated charges (see above) – minimum session and day hire periods will be upheld.
10. If more than two cancellations, amendments of bookings to a shorter duration, or movements of session times are made within a booking block then *all subsequent sessions* during that block will, at the discretion of the Booking Clerk or Management Committee, be charged at the full rate of £12/hour and the recurring bookings discounted rate may not be made available to that Hirer in the future – or may only be made available with the security of a deposit (again, at the discretion of the Booking Clerk or Management Committee).

Invoicing

11. The Hirer will be invoiced for bookings *on a monthly basis at the end of each month**/.....

.....
.....

Prompt payment (i.e., within 3 working days of receiving the invoice) is requested.

Payment of Hire Fees

12. Upon receiving an invoice (or as otherwise agreed in 11, above) the hire fees are to be paid by direct bank transfer into the bank account specified on the booking form (in exceptional circumstances alternative payment methods may be acceptable).

The payment method for this hire agreement is:

Storage

13. For the duration of the recurring hire period, and after that if a further recurring hire agreement is (to be) made for the near future (at the discretion of the booking clerk), storage space is made available for the Hirer to use between hire sessions (*any property stored at the Hall is left there at the Hirer's risk; the Management Committee accept no responsibility for loss of, or damage to, property stored at the Hall; no toxic, unlawful or potentially harmful materials may be stored at the Hall*); the storage space made available for this hire agreement is:

14. If property of the Hirer is not properly tidied away to the allocated storage space at the end of any hire session then a charge of £12/session will be made for each instance of tidying Hirers' property away. If Hirers' property is repeatedly not tidied away to its allocated storage space after a session then the storage facility will be withdrawn.

Right to be Consulted over Future Availability

15. If a booking request is received for a date/time that is usually block-booked by the Regular Hirer, but which is not yet booked by them due to being beyond their usual block-booking period, the Hirer will generally be given the opportunity to secure that slot – they will receive 48 hours to respond to this opportunity, after which if the slot has not been secured it will be considered free for bookings. *In some cases, e.g., regarding Local Elections, Hall Maintenance, Official Hall Business or Community Events, it may not be possible to provide this opportunity.*

Priority of Community Events

16. It is our policy to prioritise events for the wider benefit of the community. Occasionally, a request will be made to hire the hall for an event of wide and/or important community benefit on a date that has been previously booked by a Regular Hirer. In such an event, the Booking Clerk may seek to negotiate with the Regular Hirer a release of the date for the community event. On very rare occasions it might be necessary for the Hall to cancel (with minimum 2 weeks notice and a full refund) the Regular Hirers booking to facilitate an important community event.

I have read and agree to the booking conditions set out above,

Signed:.....

Date:.....

Name (PRINT):.....

5. Equal Opportunities & Diversity Policy

It is the policy of the Liverton Village Hall Committee not to discriminate directly or indirectly against anybody (whether volunteers, committee members, users or the community in general) on the grounds of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

6. Health & Safety Policy

Liverton Village Hall Policy is to:

1. Provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members and hirers.
2. Keep the village hall and equipment in a safe condition for all users.
3. Provide such training and information as is necessary for volunteers and users/hirers.

It is the intention of Liverton Village Hall Committee to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Liverton Village Hall Committee considers the promotion of the health and safety of its volunteers and users/hirers at work and those who use its premises, including contractors who may work there, to be of great importance. The Hall Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, council members and users to engage in the establishment and observance of safe working practices.

Contractors, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Hall Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others. Accidents must be reported in the Accident Book in the main kitchen and this is reviewed regularly by the Hall Committee (Trustees).

7. GDPR (General Data Protection Regime) Policy

- 1. What this GDPR Policy covers.**
- 2. What personal data we collect.**
- 3. How and why we use personal data.**
- 4. Sharing personal data with other organisations.**
- 5. How we protect personal data.**
- 6. Your rights.**
- 7. Changes to this GDPR Policy.**

1. What this GDPR Policy covers:

This GDPR Policy covers the activities of the Liverton Village Hall Committee who will be referred to in this Policy as "The Committee", "we", "our" or "us"). We are committed to complying with the GDPR when it comes to how we collect, use and protect your personal data. That's why we've developed this GDPR Policy which:

- Sets out the types of personal data that we collect.
- Explains how and why we use personal data.
- Explains when and why we may share your personal data with other organisations.
- Explains the rights and choices you have when it comes to your personal data.

2. What personal data do we collect:

When any request or enquiry is made to the Board we shall use the contact information provided to respond and will retain your contact information until the enquiry is fulfilled. When you enter into a hire agreement with the Village Hall we shall collect the following information to ensure that the services can be provided:

- Title, first name and surname.
- Address and Postcode.
- Contact Number(s).
- E-mail address.

The Committee may host fund raising events at which tickets are sold. The personal or contact information obtained during these transactions will be the minimum required to complete the sale of the tickets and would include no more than the following:

- Title, first name and surname.
- Address and Postcode.
- Contact Number(s).
- E-mail address.

Membership of Liverton Village Hall Committee- The Committee must keep a register of members, setting out for each current member:

- his/her full name and address
- the date on which he/she was registered as a member of the organisation
- For each former member - for at least six years from the date on he/she ceased to be a member: his/her name and the date on which he/she ceased to be a member.

If a member of the organisation requests a copy of the register of members, the Committee must ensure that a copy is supplied to him/her within 28 days, providing the request is reasonable; if the request is made by a member (rather than a Committee member), the Committee may provide a copy which has the addresses blanked out.

When you visit the Liverton Hall Village Website no personal or contact information is collected unless you specifically submit a request or enquiry using the contact form. The use of the contact form will be treated as an enquiry as detailed above. The website does not make use of cookies to collect information regarding your activities or interests.

3. How and why we use personal data:

We use your personal data to ensure we can deliver our services to you as follows:

- Respond to any enquiry or request.
- Communicate regarding the supply and completion of Hire Agreements.
- Produce invoices and statements.
- Collect payments or make refunds.
- Inspect regulatory policies or insurance such as Liability Insurance from 3rd Parties.
- Deliver or collect keys.

We do not use personal information for direct advertising or marketing campaigns. All our marketing and advertising is on our Website or via signage around the village of Liverton. When we need to communicate with multiple customers regarding a common matter we will endeavour to communicate on a one-to-one basis to prevent the sharing of personal information. Should a situation arise where one-to-one communications is not practical then an email with a distribution list may be used however, everyone will be blind copied (BCC) to hide their personal information.

4. Sharing personal data with other organisations:

We may share personal data with other organisations only in the following circumstances:

If the law or a public authority says we must share the personal data.

If we need to share personal data to establish, exercise or defend our legal rights.

- If you explicitly request or permit us to communicate directly with a 3rd party in relationship to a service they are providing at the Village Hall premises.
- If a 3rd party needs to liaise directly with a hirer to complete maintenance or service tasks and the hirer has provided their permission.

5. How we protect personal data:

Electronic files are stored securely on private networks and are not stored or shared across the Internet. We enforce physical access controls to our buildings and files to keep this data safe. We only authorise access to Committee members or employees who need it to carry out their job responsibilities. We enforce procedural safeguards in connection with the collection, storage and disclosure of personal data. We may occasionally ask for proof of identity before we share your personal data with you. Whilst we take appropriate technical and organisational measures to safeguard your personal data, please note that we cannot guarantee the security of any personal data that you transfer over the internet to us.

6. Your rights:

Under the General Data Protection Regulation, you have the right to see the personal data we hold about you.

This is called a Subject Access Request.

If you would like a copy of the personal data we hold about you, please contact:

Liverton Village Hall Committee, Liverton – livertonvillagehall.co.uk. We want to make sure that the personal data we hold about you is accurate and up to date. If any of the details are incorrect, please let us know and we will amend them.

7. Changes to this GDPR Policy:

We reserve the right to make changes to this GDPR Policy from time to time. We will post changes on the Liverton Village Hall website.

8. Complaints Policy & Procedures

Liverton Village Hall views complaints as a valued opportunity to learn and improve for the future, as well as a chance to put things right for the person or organisation that has made the complaint.

We define a complaint as a communication either verbally or in writing where the complainant is dissatisfied with some aspect of the Hall's operations and expects a remedy.

We will not log minor issues as a complaint, where we are simply informed of a problem, for example a light not working.

Our policy is to:

- i) provide a complaints procedure that is clear and easy to use
- ii) ensure complaints are, wherever possible, resolved informally and that relationships are repaired
- iii) ensure all complaints are investigated fairly and in a timely manner
- iv) gather information that helps us to improve what we do
- v) review complaints quarterly at a meeting, to identify any trends that may indicate a need to take further action.

EXTERNAL COMPLAINTS PROCEDURE

An external complaint could be a complaint made by users or hirers of the Village Hall facilities, or other affected by the use of the hall and its environs.

All complaints should be handled considerately and compassionately.

- A. Informal complaint: Those involved with the day-to-day running of the Hall should aim to resolve minor issues quickly and informally, liaising with the Chair or Bookings Coordinator to agree any appropriate action or compensation as required. The Bookings Coordinator has discretion to offer compensation up to a maximum value of 50% of the hire cost up to a maximum of £100.
- B. The Secretary should be informed of any informal complaint where financial compensation has been given. The Secretary will log the complaint, record its status, date received and date resolved. We do not log minor issues where no compensation is required.
- C. Formal complaint: where an informal resolution is not possible the complainant should be informed of their right to have a written response (where applicable) from a named person at Trustee level. This is then a formal complaint and should be dealt with within 2 weeks. Formal complaints should be handled by the Chair, if it is about the Chair, it should be handled by the Secretary. Details should be recorded and the complainant informed of the complaints procedure and how long it will take. The record should include: - the complainant's name, address, email and/or telephone number – - the relationship of the complainant to Liverton Village Hall (e.g. client, contractor, etc.) - the facts of the complaint. Where appropriate, the complainant should be invited to send a written account by post or by email so that the complaint is recorded in the complainant's own words.

- D. If the complaint relates to a specific person, they should be informed and given a fair opportunity to respond.
- E. The complainant should be responded to as soon as possible. Where the 2 week timescale is not possible (e.g. the investigation is not complete), a progress report should be sent which will include an indication of when a full response will be given. The full response should cover: - the action taken to investigate the complaint - the conclusions from the investigation - any action taken as a result of the complaint.
- F. The complainant can complain to the Charity Commission at any stage. Information about the kind of complaints the Commission can involve itself in can be found on their website at: www.charitycommission.gov.uk/publications/cc47.aspx .

9. Policy for Activities involving Children

The Liverton Village Hall Committee are committed to providing children and young people with appropriate safety and protection whilst in Liverton Village Hall.

The Hall Committee will endeavour to make sure that the hirers are aware that they are responsible to ensure that any activities for children comply with the provisions of all current legislation and that only fit and proper persons have access to the children in their care.

The Liverton Village Hall Committee will make clear to hirers that groups working with children and young people must have a current Child Protection Policy and ensure their staff are adequately checked within the guidelines of the Disclosure & Barring Service (DBS).

10. Policy for Recruiting Liverton Village Hall Committee Members

It is the Liverton Village Hall Committee's policy to comply with its own Equal Opportunities Policy and make sure that any staff vacancy is open to all to apply.

It is further that the Liverton Village Hall Committee's policy to recruit members who represent the groups or organisations that use the hall or can offer specific skills or experience that can fill gaps in the council's knowledge or capability.

All new members are provided with a welcome document that outlines the duties and responsibilities of Liverton Village Hall Committee Members (Trustees).