



Community Halls Newsletter

Spring 2018

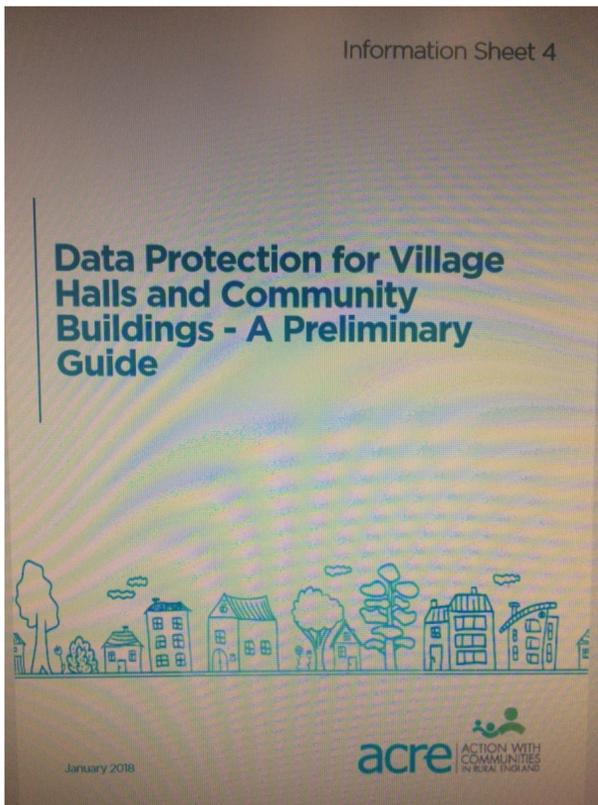
This is a Newsletter for members of Community Hall Committees. We would be grateful if Hall Secretaries could circulate the Newsletter to their fellow Committee Members. You could use the circulation box provided.

This Newsletter has been circulated to:

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GDPR in May-Guidance from ACRE

As most of you will all be aware, the new General Data Protection Regulation- GDPR Laws come into effect on May 25th this year. If you have not received **VHIS 4**

Data Protection for Village Halls and Community Buildings- A Preliminary Guide Please email tessa.hall@communityfirstoxon.org

GDPR Key Points:

Trustees, councillors, committee members, managers and other staff are defined under the new legislation as 'Data Controllers' which means you need to be aware of how data protection legislation applies to the way your hall committee and staff collect data.

Before GDPR comes into effect on May 25th, you need to prepare by 'mapping' and documenting what personal data you hold. There are some very useful suggestions on how to do this in the information sheet. For example you may hold data on:

- hirers and trustees
- circulation lists for newsletters
- Information about tickets for events
- fundraising and reclaiming gift aid on donations etc.

Information used for the original purpose for which it was gathered i.e for 'the lawful purposes' of managing the hall, such as bookings, staff administration, accounts and records, needs to be kept securely. You also need to become aware of new rights under GDPR, such as the right of the individual to obtain information from you about what data you hold about them and what it is used for. You will need to be able to report a data breach within 3 days of it happening. The 'Action points' on page 9 will help you to reduce the risk of data breaches.

If you are using data other than for the original purpose for which it was gathered, you will need to obtain consent for using it - there is an example of a consent form in the leaflet.



Do you think of your hall as a community business?



Power to Change have carried out some research and have found that Community Halls fit one or more of the elements of their business criteria:

Locally rooted: They are rooted in a geographical place and respond to its needs. For example, that could be high levels of urban deprivation or rural isolation.

Trading for the benefit of the local community: They are businesses. Their income comes from things like renting out space in their buildings, trading as cafes, selling produce they grow or generating energy.

Accountable to the local community: They are accountable to local people, for example through a community shares offer that creates members who have a voice in the business's direction.

Broad community impact: They benefit and impact their local community as a whole. They often morph into the hub of a neighbourhood, where all types of local groups gather, for example to access broadband or get training in vital life skills.

Power to Change promote a Community Business Weekend each year to encourage local business to show their community what they do. Find out more about Community Business Weekend [here](#), it takes place during the weekend of 4-7 May 2018. It may be too late for some of you this year but you could think about it next year?

Ideas to get involved include holding an open day in your hall to show how you run it as a non-profit business. You could show how long the hall has been run by the community for the community.

You could showcase what used to go on in the hall and what goes on now to show how vibrant your hall is and how it is moving with the times. Also if you are a hub, or provide other trading activities you could show how diverse you are in supporting the needs of people of all ages in your community.

Funding: Power to Change have some funding available for community businesses, please read about it at the back of this newsletter.



Research From ACRE and Power to Change

ACRE and Power to Change have been consulting with communities in County Durham to find out how Community Businesses including halls interact with '**Power to Change**'. I hope to publish the results in the next newsletter.

Business Hubs and Community Halls

Oxford University Student Consultancy worked with CFO on a short piece of research focused on business hubs and the use of community halls as a place for business hubs.

66 community halls responded to the survey (thank you!). The findings, though only a small sample of the 280 community halls, suggest that there is interest in business hubs – a few halls are already engaged and working with local businesses. Unsurprisingly, one of the main barriers to rural businesses linking in with their local community hall as a hub, was the poor mobile network coverage and/or lack of WiFi (50% of the halls who took part in the survey said they don't have WiFi due to its cost).

Business hubs don't just benefit businesses but can benefit the community by providing good networking and connectivity within the community rather than outside of the community.

If you want a copy of the business hub report then please email:

Tessa.hall@communityfirstoxon.org

Charges for waste collection in South Oxfordshire

As all halls and community buildings in South Oxfordshire will know, the District Council updated their Waste Collection Policy in June 2017, and as a result are now charging for the supply and collection of household bins to halls as from the first April 2018. The policy sets out how they classify waste from non-domestic premises and what charges they will make for these collections in line with the Controlled Waste Regulations 2012.



The waste collected from Village Halls is classified as commercial waste, however the legislation says that waste produced by 'Premises used wholly or mainly for public meetings', is classified as household waste for which a collection charge can be made. They say that as village halls may be used for public meetings, they can provide a set of bins for an annual charge.

The Council will provide a standard set of household bins, a 180-litre grey/black refuse bin, a 240 litre green recycling bin and a 23 litre food waste caddy. If you have additional bins to these, they will have been collected and if you want to keep extra bins, they will be charged as commercial waste and you will have to pay extra. Here is a link to the **2012 regulations**

A few halls have contacted me about the charge and I will feed the comments back to SODC- the main point being that halls are run by volunteers and are registered charities providing services for the benefit of the local community.

General Information on Waste

It would be good for all halls to ask for confirmation from their local authorities, that the charge being applied to them is the household charge and not a commercial charge. Many village halls should qualify for the household charge.

However those with pre-schools which are privately run (i.e. not charities), or social clubs may wish to insist that these hirers make their own arrangements for a commercial waste collection rather than the hall having to arrange to pay more for one. Some village halls refuse to pay and insist their hirers take their waste home with them, or they ask the cleaner to take it away.

Halls have been facing increasing costs in recent years and this makes them harder to run and to keep community activities going. Being faced with extra charges for waste collection is making it harder to keep the halls running and to keep the hiring prices affordable for the community. More information can be found in **Information Sheet 24. Village hall rates, waste and water.**



Under 18's booking halls for parties.

Young people (under 18) can have legitimate parties in village halls, where adults/parents are present. However, a group of teenagers tried to book Kirtlington hall on a Friday night recently, without the consent of their parents. They made a booking through the online booking system but because they did not return the form, they were not given the key code to access the hall keys.

On the Friday in question they called the booking secretary and asked her to let them in. However, because she felt something wasn't quite right she went down to meet them. They were not able to provide any ID to prove that they were old enough and no parents were present. They all had alcohol with them. They were not allowed to access the hall and were encouraged to go home. Most left, some stayed and there was some party litter the following morning.

The Chair of Kirtlington Village Hall is concerned because if they had followed the correct booking procedure, they would have been sent the key code and would have been able to have an unsupervised party in the hall.

Kirtlington are now changing their booking procedures to include requiring the named hirer to be over 21 and evidence of age provided for Friday and Saturday night bookings.

Thank you to Jo Richardson (Chair, Kirtlington village hall) for the advice.

Trustees

Your 6 main duties as a Trustee

- Ensure your charity is carrying out its purpose for the public benefit
- Comply with your charity's governing document and the law
- Act in your charity's best interest
- Ensure your charity is accountable
- Manage your charity's resources responsibly
- Act with reasonable care and skill

Useful publications from the Charity Commission Website.

- The essential trustee: what you need to know, what you need to do (CC3)
- Public benefit (PB1,PB2,PB3)
- It's your decision: charity trustees and decision making (CC27)
- Charity finances: trustee essentials (CC25)
- Charity reporting and accounting: the essentials (CC15d)



DCP161 Legislation

There are some energy supply changes underway which may affect some halls or community buildings. The legislation, known as DCP161 will bring in higher penalty charges, for supplies which exceed their available capacity. This was brought in on the 1 April 2018 by OFGEM. It is being implemented because current penalties have been an insufficient disincentive to businesses and buildings to manage their consumption and peak loads.

It is recommended that managing committees check their invoices to see if there is any day / night rate specified. If so this means the supply is half hourly and will fall under the new DCP161 legislation.

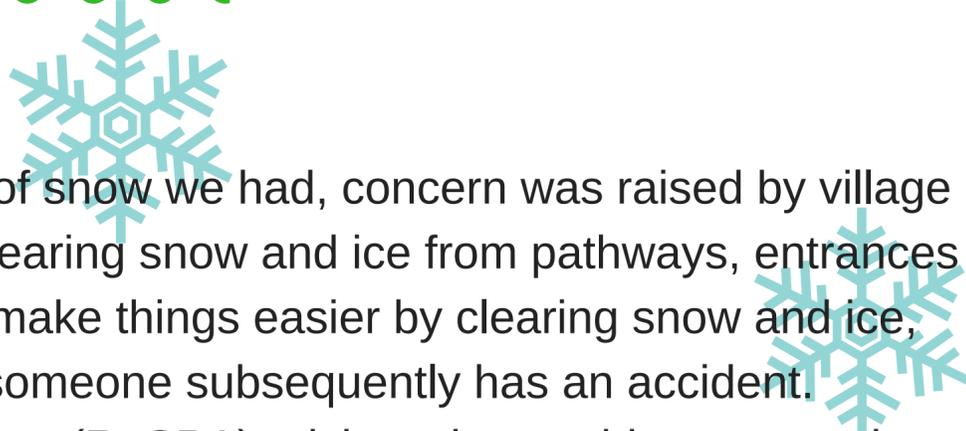
If your hall is breaching the threshold, your available capacity can be increased, this means that the monthly available capacity charges will increase in line with the adjustment, but there should be no further associated risk with high excess capacity charges.

If you find this is the case, you could introduce measures to reduce consumption, installing LED lighting is one of the easiest solutions to reduce consumption, because the bulbs are quick to install and have a reasonable return on investment.

If you find you have a half hourly supply and are not sure what to do I have a couple of contacts that you could try. Please contact me.

Village Halls Week 2018

Thank you to all those halls who sent in news of what you have been up to for Village Halls week back in January. I was impressed with the response I got from two halls who I phoned out of the blue, to ask if they would take part in radio interviews, one was for Radio 4's Farming Today and one for Oxford Radio. Thank you to The Horspath Hub for all the committee members and other volunteers who turned out at short notice to be interviewed and to set up their post office on a day that it is not usually run! Thanks also to Harwell Village Hall committee members who welcomed a radio interview and who were able to suggest several times to visit when the hall was brimming with diverse activities! Both halls not only responded but provided the interesting material that the radio stations were looking for. I look forward with anticipation to next year's Village Halls week and will start planning it earlier.



Snow and ice clearance.

It seems ages ago now but during the two lots of snow we had, concern was raised by village hall committees regarding the implications of clearing snow and ice from pathways, entrances and car parks. The concern is that by trying to make things easier by clearing snow and ice, they could make themselves open to claims if someone subsequently has an accident.

The Royal Society for the Prevention of Accidents (RoSPA) advises that accident prevention should be put ahead of fears about being sued because someone has slipped on a surface that has been cleared. Anecdotal evidence indicates that accidents are far more common if conditions are icy and village hall committees will want to make it easier for the users of the hall. The information given in **Information sheet 12 Village Halls and car Parks** will help towards making decisions and formulating a policy.

Oxfordshire Volunteers Website.

The volunteer recruitment website is run as a partnership between Oxfordshire's three Volunteer Centres. You can use the site if you wish to find a suitable volunteering opportunity for yourself, or if you are looking for volunteers. You could take the opportunity to advertise for more Trustees for your community building management team. Click **here** to go to the website.

News from Local Halls

There's no such thing as a routine month in Fringford Village Hall!

A view from Helen Fargin- Chairman of Fringford Village Hall.

Fringford Village Hall was renovated in 2015 and users can now enjoy lots of new features; the new air source heating and insulation ensures the hall is always toasty warm, fantastic toilet facilities, a large fully equipped kitchen and two smaller kitchenettes to enable the two rooms to be used independently. We also have a permanent history display on the rich history of our village. This is now a great asset for the village and was only achieved through a huge amount of hard work and effort by the village hall team, Fringford Parish Council, local supporters of fund raising events and of course grants from local organisations.

News From Local Halls Continued

We have a healthy schedule of regular activities ranging through sports, puppy training, hobbies, clubs and associations, village meetings, play group – something for everyone!

Our Take 5 Cinema Club usually takes place on the 2nd Saturday of the month and shows some great

current films – very atmospheric as we have a huge screen and very powerful speakers!! This is run by two of our VH team members who give up a huge amount of time not only to show the film but organise refreshments and of course all the setting up of the room – things that can go unnoticed.

This year our Christmas Charity Bingo raised an amazing £881.10 for the Make a Wish Foundation, all organised and supported by locals. And in September the village hall team hosted a Macmillan Coffee Morning which raised considerable funds for Macmillan.

In previous years the VH team has also held a Theatre Night and 60's Party Night to raise funds for future Hall projects. Both appealed to different groups of villagers and exposed more people to the Hall and how it can flex to accommodate different events.

A new booking on our calendar is a pop-up café which opens on a Friday (reopens on 2nd February). The café called LOUNGE @fringford is run by two friends and is primarily for mums with young children as it has a soft play area, but all ages are welcome.

New bookings have recently been taken for a Sewcial – sew and socialise! Sing and Sign – communication for infants, wedding receptions and lots of children's parties.



Kelmscott's new roof.

This will be old news now for the Kelmscott management committee and the hall users but I thought you might like to hear about how Kelmscott raised the money for their new roof.

Please go to their website [here](#).



There is information on the funding they were successful with on their facebook page. Please have a look [here](#). You need to scroll down!



Funding News

Scottish & Southern have a Resilient Communities fund which supports projects that:

- Protect the welfare of vulnerable community members through enhancing their resilience and improving community participation and effectiveness
- Enhance community facilities, services and communication specifically to support the local response in the event of a significant emergency event.
- Please note that the deadline is 15 May.
- Several communities have bought defibrillators with this fund. For more details click [here](#)

Capital Grants Funding Scheme from the Vale

Constituted not-for-profit organisations can apply for a minimum of £1,000 and up to 50 percent of the cost of capital and one -off revenue projects benefitting the community. There is a capital budget of £1000,000 to share between three area committees.

Round one is open for applications from 25 April - 6 June 2018 decisions due by 10 August 2018. And round two will be open (budget permitting) from 11 September - 22 October 2018 decisions due by 5 January 2019. Click [here](#) link for more information:

South Oxfordshire Capital Grants

Round two (budget permitting): open for applications 20 June - 30 July 2018. Decisions due by 30 September 2018

Round three (budget permitting): open for applications 15 October - 30 November 2018.

Decisions due by 21 January 2019

Please click [here](#) for more information.

West Oxfordshire Community Facilities Grant

A maximum of £50,000 for community led capital projects for the improvement/enhancement of existing community facilities and the procurement of new facilities/equipment for example for village halls, play areas, sports club equipment.

The application deadlines are usually April and September each year. Click [here](#) for more information.



Cherwell Community Infrastructure Capital Grant Fund

The new grant scheme for not-for-profit organisations, opened on the 16th April and is for capital projects i.e. infrastructure such as new building work, purchase of equipment, renovation of buildings. A wide range of capital projects may be eligible for assistance. Grants of up to 50% of the total eligible costs will be available up to a maximum of £50,000 per project. The grant will not include any VAT that can be recovered via HMRC. Click **here** for more information.

Changes to Big Lottery Funding

The Big Lottery have recruited a lot of new staff in England, they are promoting themselves as now being much more readily available to community groups. They are also keen to move away from standardised application forms and consider how they can better support good project ideas. Please see information about this **here**.

The Power to Change Business Fund

The Power to Change Community Business fund was launched on the 24 April 2018 and closes on 22nd May 2018.

You can read all about it **here**



Hiring CFO's PAT Machine

Don't forget that you can hire a PAT tester from Community First Oxfordshire for £20.00 + VAT a week. You can also buy labels for £1 + VAT for 10 labels -of course you can buy more if needed. You do need to have attended the workshop to hire it.

Workshops

Future workshops from CFO will be on:

Electronic booking systems

Becoming a CIO

Portable appliance testing from 'Quick Test'.

Please contact me to be added to the waiting lists



Community Buildings and Shops Advisor

Tessa Hall 01865 883488 tessa.hall@communityfirstoxon.org

Advises and supports community halls and shops throughout the county.

Large print and alternative formats available on request

If you no longer wish to receive this newsletter, please let me know



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