

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

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Enclosure

- A leaflet from TV Licensing

TOE2

With increasing energy bills and a desire to become more sustainable, many community buildings and local householders are keen to reduce their demand for energy and save money.

TOE2's ENRICH programme (Energy Reduction in Community Halls), funded by the Patsy Wood Trust, is now in its fourth year of providing support and advice to community buildings across Oxfordshire. We provide bespoke energy audits and grants to support energy efficient solutions such as insulation, double or secondary glazing and low energy lighting. The programme is delivered in partnership with the Environmental Information Exchange (EiE) and has supported about 140 community buildings across the county.

How can the ENRICH programme help your community building and the wider community?

- A short guide "*Managing Energy Use in Your Community Building*" is available as a downloadable pdf on TOE2 website or in hard copy, packed with tips for making buildings more energy efficient.
- A few grants remain for community building energy audits – TOE2 can provide £330 towards the £660 cost of an audit. The audits involve a site visit from EiE, whose staff will then provide you with a report detailing the best ways to improve the energy efficiency of your community building and where financial and carbon savings can be made.
- Once your building has been audited, you may apply to TOE2's general grant fund for a grant of up to £5,000 towards implementing the key recommendations in the energy audit.
- Enriching Communities aims to bring communities together to look at reducing energy demand across their local facilities and in households. They can work with Parish Councils and other community groups to provide information, support local events with talks and demonstrations, and to offer energy audits of community facilities across a Parish.

For further information about how TOE2 can support your community contact Fiona Danks/Lynn Parker at 01865 407003 <http://www.trustforoxfordshire.org.uk/>

Biffa Award

Biffa Award has changed its funding criteria, this came into effect on 1st May 2016 and might apply to some halls in South Oxfordshire and Vale of White Horse.

As less waste is going into landfill sites and the percentage of tax that can be distributed through the Landfill Communities Fund is decreasing, they have had to tighten their eligibility criteria.

Biffa Award will now have one grant scheme where applicants can apply for between £10,000 and £75,000, with the project total cost not exceeding £200,000 including VAT.

All Community Buildings and Recreation (ENTRUST D and E) projects must be within **5 miles** of a significant Biffa operation (based in Didcot) or within **10 miles** of an active Biffa Landfill site. To check your eligibility, use the postcode checker <http://www.biffa-award.org/postcode-checker> Further details can be found at <http://www.biffa-award.org/>

Aviva Community Fund

Looking ahead, the Aviva Community Fund offers support and funding for an important cause in your community, and you could get funding of up to £25,000.

The fund opens for project submissions on 13 September 2016. Meanwhile you can help to swell the available fund simply by registering with Aviva who have pledged to add £1 for each registration. Further details are on Aviva website

<http://www.aviva.co.uk/good-thinking/community-fund/>

Local Business Donations

If you are thinking about getting in touch with local businesses to see if they can help you with your fundraising, then The National Council for Voluntary Organisations 'How to...' guide might be of interest

<https://knowhownonprofit.org/how-to/how-to-approach-local-businesses-for-donations>

Health and Safety

In your community building, do you provide a first aid box? Do you maintain and check your electrical and fire equipment? Do you have forms to report accidents? Did you know that as a trustee of your community building, you have a legal 'duty of care' to avoid carelessly causing personal injury to users of the building or damage to property?

You could also risk invalidating your insurance cover through negligence.

Records are essential! Health and safety is a shared responsibility and it is important that all members of your management committee become involved - although you may find it useful to appoint a single person to act as a H&S officer.

ACRE's information sheet 15 on health and safety legislation sets out all you need to know and outlines the documentation, including risk assessments, you will need on file. A copy if required is available from [Lynne](#) via email if a member of CFO.

PAT Testing Workshop

Our first Portable Appliance Testing (PAT) workshop led by [Quick Test](#) proved so popular that an extra date had to be added. All delegates are now able to undertake PAT testing themselves, saving the hall money and ensuring that it remains compliant and safe.

If we have enough interest a further workshop could be held later in the year please contact [Lynne](#) if you would be interested in attending or require any further information. The cost to attend the workshop is £65.00 + VAT for members of CFO and £85.00 + VAT for non-members.

CFO have bought a PAT Testing microPAT Package which can be hired out for £20.00/week + VAT for those who have attended the course.

Community Halls Network

A new online voice for the 10,000 village and community halls has recently been launched by our national partner organisation ACRE (Action with Communities in Rural England). The National Village and Community Halls Network replaces the role of the National Village Halls Forum. It will act as a reference group, enabling the grass roots expertise of knowledgeable village and community hall trustees, volunteers and councillors to feed into meetings with MPs, Government departments and consultation responses.

Many thanks to those Oxfordshire halls that have already signed up. The reasons why you should join this **free** network are:

- to share good practice with other like-minded members.
- to gain an early insight and knowledge on how new/changing legislation might impact on halls generally.
- to protect village and community halls by contributing to the development of appropriate legislation and regulation.
- opportunities to meet with like-minded people whether face-to-face or electronically.

Four priorities of the newly formed Network will be consideration of:

- VAT on extensions and alterations and the possibility of a VAT Refund Scheme.
- How funding might best be sought for capital improvements.
- The delivery of long-term advice and support for volunteers managing buildings and;
- The disproportionate charge for music copyright licenses where music is rarely played.

Please find below the link to sign up to join the new **free** online Village and Community Halls Network <http://www.acre.org.uk/our-work/village-halls-network>

Insurance advice

Below is a list of some very useful advice on insurance topics:-

Insure Your Village Hall <http://www.insureyourvillagehall.co.uk/>

- Minimum Security Requirements for Halls
- Reasons to Review
- Long Term Understandings

Aon <https://insurance.aon.co.uk/business/insurance/not-for-profit>

- Listed Buildings – what you need to know
- Insurance for halls – A necessary evil or vital protection?

Please contact [Lynne](#) if you would like a copy of any of the above. While I cannot recommend any specific policy to you, I am happy to provide details of other companies offering insurance policies specifically tailored for community halls. Several halls have contacted me to say by shopping around they have saved several hundreds of pounds by getting a cost comparison quote with their present policy.

Does your Community Group need a TV Licence?

If your community group plans to watch one-off TV events such as the Olympics, live concerts or big TV moments, you need to make sure you're correctly covered by a TV Licence, even if it's just for a short period of time.

You need a TV Licence if:

- ✓ You watch or record live TV at your community building using a TV, computer or any other device plugged into the mains.

You don't need a TV Licence if:

- ✓ Members watch or record live TV at a community building using their own device such as a laptop, tablet or phone that is not plugged into the mains and they have a TV Licence for their home address. This is because of the way TV Licensing legislation is worded.
- ✓ You only watch on demand or catch up TV services on the premises. (The government is changing the law, which means you will need a licence for BBC programmes on demand – including catch up TV – on BBC iPlayer. We expect this to come into effect in autumn 2016.)
- ✓ Devices are only ever used to watch CCTV, DVDs or videos.

I have also attached a leaflet produced by TV Licensing which you may find useful.

Rural Community Buildings Loan Fund

The Rural Community Buildings Loan Fund plays a crucial role in helping community groups renovate, refurbish and construct buildings such as village halls, church halls and community centres.

The £700,000 Defra fund, managed by ACRE, encourages communities to raise funds, knowing a loan could be available to help them meet their target and win funding from other sources.

The average loan taken out by hall committees is around £15,000 – but larger loans are considered. Around 40 loans are live at any one time and ACRE makes around 10 to 14 new loans every year. The interest charged on the loan is returned to the Government, but capital is put back into the fund to support other community buildings.

The loan offers a flexible repayment system that is simple to understand, payments can be made at a pace that fits your community's fund-raising schedule. You will not be penalised for paying it off early. The loan should be for a freehold or leasehold property, with a minimum of 21 years left on the agreement. Alternative arrangements can be considered, provided security of tenure can be clearly demonstrated.

For further information and details of how to apply, visit ACRE's website <http://www.acre.org.uk/our-work/rural-community-buildings-loan-fund>

Local Area Meetings

Invites will be sent out during August to hall committees for this year's round of Local Area Meetings for community hall management committees.

All meetings will have the same programme and will start at 7.15pm for 7.30pm and end at 9.30pm

I am also hoping to have a representative from an Insurance provider attend these meetings so if you need any insurance advice which could include renewals, under insured, setting sums insured, special events, etc. then this is the time to ask them.

Directory of Community Halls in Oxfordshire

<http://www.communityfirstoxon.org/community-enterprise/community-halls/community-halls-directory/>

There are now over **210** Halls listed on the CFO directory. Feedback continues to show that this free resource has increased bookings, not only within the county but new bookings from further afield bringing in much-needed resources for your venue. This is a **FREE** marketing resource for community buildings across Oxfordshire to promote themselves.

Last month (June) we had over 2,000 visitors looking through our online Directory and checking individual community hall pages. If you would like to know how many hits you are receiving for your venue and a member of CFO, then please contact my colleague [Sue Hunt](#).

If you manage a hall and your hall is currently not listed on the above directory, please contact [Lynne](#) to request a form in order that your hall details and two photos can be uploaded onto the site.

CONGRATULATIONS to Finstock Village Hall

Friday 20th May 2016 saw the official opening by the Rt. Hon David Cameron MP of the new Village Hall at Finstock.

The former hall was built in 1929 as a glove factory and transferred to Parish Council after occupants went out of business, since then the building had fallen into disrepair. Plans were submitted to West Oxfordshire District Council in January 2014, building work commenced Summer of 2015 and the hall opened ahead of schedule and just 1.3% over budget.

Two facts about the hall:

1. The total cost of building and equipping the hall was c.£321,000, with funding secured from Parish Council, local fundraising and donations, West Oxfordshire District Council, WREN, TOE2 plus many more grant funders.

2. Six building firms expressed interest in the project, four submitted formal tenders. The builder chosen and all his sub-contractors were from Finstock, providing groundwork, building, plumbing, electrical work, windows & doors, audio-visual and decoration and the roofer from Combe.

Further details at <http://www.communityfirstoxon.org/finstock-village-hall/>

Have you been successful in being awarded funding for your community building?

If so, please pass on the good news to [Lynne](#) as this will encourage others to apply.

Email Addresses

If you are no longer the contact for your hall, please inform [Lynne](#) in order that CFO database can be amended to the correct contact person. We encourage the contact person to circulate these mailings to all other committee members.

Lynne Newin
Community Halls Adviser
July 2016

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The graphic shows a cluster of blue hexagons. A white road sign with a black border and an arrow pointing right is placed over the hexagons. The sign reads 'Village Hall' in black text.

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CFO's Community Buildings Adviser, Lynne Newin,
advises and supports village halls throughout the county.
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CFO's Community Halls Advisory Service is supported by your hall being a member of our organisation, a grant from Cherwell District Council and South Oxfordshire District Council.

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