

## Community Hall Information and Advice Sheets

*If your hall is an affiliated member of Community First Oxfordshire these can be emailed free of charge. Otherwise, they are available for £3.00 each + postage.*

- A – Z Fundraising Ideas
- Building Maintenance Checklist
- Business Plan
- Calculating maximum people to occupy your hall
- Charity Trustees: Responsibilities of (Guidelines)
- Contacting the Charity Commission
- DDA – Accessible Toilets
- E-cigarettes
- Energy Audit – Basic check list
- Energy Conservation – summary of recommendations
- Fire Safety in Village Halls
- Fire Action and Evacuation Plan
- Floors – care of wooden floors
- Floors – suppliers known to CFO
- Fundraising: Getting Your Thoughts Together
- Getting more people involved in Committee
- Group Buying Scheme for utilities
- Health and Safety in and around the Village Hall – checklist
- Help available for village hall building projects (grants etc)
- Hire Charges
- Induction Loops: facts sheet and list of suppliers
- Insurance companies known to CFO
- Keeping village hall charity documents and records
- Marketing your Hall
- Planning Village Hall Improvements and grant applications

- **Points to remember when planning to submit a grant application**
- **Professional design advice**
- **Recently Built Village Halls**
- **Reserves Policy**
- **Risk Assessment**
- **Sample poster to encourage more people to join committee**
- **Security of Hall**
- **Smoke Free Regulations**
- **Snow Clearing**
- **Successful Village Hall Management**
- **Top tips for village hall committee members**
- **Top tips for running an effective management committee**
- **Top tips to running your hall safely**
- **VAT reclaim on village hall building projects**
- **VAT zero rating – disabled access/new build/self-contained annex**
- **Village and Community Halls as Conference and Training Venues**

CFO

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