



Hale Community Centre's Board of Trustees Policy Review/Update – September 2023

Hire Income including review of Booking Procedures / T&Cs is a Strategic Objective in the Hale Community Centre Operational Plan – 2022-25 with a timeline of September 2022

A review of the Booking Terms & Conditions of Hire was first mentioned at a Board Meeting in February 2022 with an expected completion date of 6 months. A first review highlighted the current Booking T&Cs dated September 2019 was missing key statutory requirements when compared to other village halls/community centre's T&Cs on the internet.

The Community Centre now has access, through Surrey Community Action, to the ACRE Village & Community Halls Network⁽¹⁾ – whose advice/guidance had been a godsend in dealing with the various lockdown regulations during the pandemic. A decision was taken for HCC to follow the lead of other village halls/community centres and update their Booking T&Cs in line with ACRE's Model Document Hiring Agreement.

Updating the Booking T&Cs then led to policies already identified as requiring review - *Board's Policy Review Schedule dated 22nd September 2022* - being overhauled in line with their relevant ACRE Information Sheets.

These policies and a new version of the Booking T&Cs now require the Board's approval before being adopted by the Centre: -

- 1) **Booking Terms & Conditions of Hire** – *current version last updated September 2019 (Ver 1c)* – new version based on ACRE Model Document Hiring Agreement.
- 2) **Health & Safety Policy** – *current version last updated March 2020* – new version based on ACRE Health and Safety Legislation and Village Halls – information sheet 15.
- 3) **Data Protection Policy & Privacy Notice** – *current versions last updated February 2021* – new versions based on ACRE Data Protection for Village Halls and Community Buildings – information sheet 4.
- 4) **Safeguarding Policy & Safeguarding Procedures** – *current version last updated July 2021* – new versions based on ACRE Safeguarding – information sheet 5.
- 5) New **Code of Conduct Policy** – recommendation within the ACRE Safeguarding – information sheet 5.
- 6) **Equality & Diversity Policy** – *current version updated March 2020* - new version '**Equal Opportunities & Diversity Policy**' using ACAS template dated January 22

- 7) **Complaints Policy** – *current version last updated March 2020* - new version is a refresh in line with ACRE's Health and Safety Legislation and Village Halls – information sheet 15
- 8) New **Environmental Policy & Environmental Sustainability Strategy** – the Environmental Sustainability Strategy is the current Environmental Policy updated February 2021 – reformatted in line with other policies. The new Environmental Policy was created using a template circulated by ACRE in November 22.
- 9) **Volunteer Policy** – *current version last updated March 2020* – new version is a refresh of the current version to include an update in regulations in the management of volunteers. This policy will form part of the new Volunteer Management System launching in September.

NB: All the above documents have been made available to the Trustees in their Private Trustee Area on the Website.

It should be noted that the aim of using the various ACRE information sheets ensures the key statutory requirements as they affect village halls/community centres are included, providing volunteers managing those buildings with the information and documentation they need to address the ongoing statutory requirements.

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⁽¹⁾The ACRE Village and Community Halls Network, formerly the National Village Halls Forum, provides regular updates to proactively provide information that can support policy development; share good practice; gain an early insight and knowledge on how new/changing legislation might impact on halls/centres generally and contribute to the development of appropriate legislation and regulation.