

# Village Halls and Community Buildings Update



High Roding & Great Canfield WI celebrations



**Welcome to the April issue:** So much has happened in the two months since the February Update that it's hard to know where to start! **First and foremost, I hope you are all well and keeping safe.** I know many of you are worried about your halls, employees, costs, meetings, re-opening.....and I've covered some of these topics inside together with details of the Government grants and other funding available to help you.

This issue will be sent to everyone electronically and when we return to the office, a hard copy will be sent to members who normally receive it by post. For those of you who haven't received an electronic copy before, the links throughout the document are 'live' - you can click on them and be redirected to the webpage.

**Please distribute this copy to all your trustees** as I sometimes have trustees who are not the main contact email me for information which has already been included in the bulletins or Update – I'm happy to give the information again but think your other trustees will find this format useful and interesting.

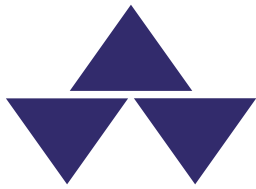
The ACRE National Village Hall survey deadline has been **extended to 30th April** - please take part and boost the numbers from Essex!

Finally, like you I look forward to a time when we can travel, meet and socialise again more naturally and without worry but until then please stay at home and keep safe and well.

*Best wishes, Sue Gibson*

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## Successes and Congratulations!

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**High Roding & Great Canfield WI Hall committee** celebrated the completion of their hall re-decoration and floor refurbishment by joining in the National Village Hall Week celebrations in January. They held an Open Day attended by many visitors who enjoyed tea and cake whilst viewing old village photos, school photos, WI memorabilia and a beautiful embroidered book featuring the names of people living in High Roding in the year 2000. Congratulations to them on holding such a successful and happy event – see front page photos.



**Congratulations to all of you!** You've made a success of dealing with this crisis in such a calm and considered way, thinking always of how to keep the hall open and available as much as possible before the shut-down, and continuing to ensure the hall will be ready when hirers return and this awful situation comes to an end. It is a measure of the capability and dedication of trustees, councillors, volunteers and the community who are involved in managing the village hall that you have kept your hall and charity going. As Benjamin Franklin said:

*“Well done is better than well said.”*



**Essex Community Foundation Emergency grants:** The purpose of the Essex Coronavirus Response and Recovery Programme is to get help quickly to voluntary and community organisations in Essex, Southend and Thurrock that are in crisis as a result of the pandemic and need emergency funding to keep their vital services running.

Initially grants of up to £15,000 will be available. Priority will be given to those delivering vital services to older and vulnerable people, organisations helping to relieve pressure on public services and those co-ordinating a local community response.

### **Who can apply?**

- Registered charities, including charitable incorporated organisations
- Constituted organisations and non-registered charities
- Community interest companies and community benefit societies
- Non-constituted or recently established organisations that can be endorsed by a statutory body, established charity, parochial church council or parish/town council
- Parish and Town Councils (if the activity is not deemed part of their statutory duties)
- Churches and other religious organisations (if the activity is not deemed to be proselytising)
- Partnerships or organisations working collaboratively can apply. The lead applicant would need to be one of the above

### **Who cannot apply?**

- Individuals
- For profit businesses

### **What can be funded?**

- Projects that have been established due to an increase in demand as a direct response to the pandemic
- Projects that have been changed, or adapted, as a direct response to the pandemic and where additional costs are being incurred
- Organisations that have experienced a loss of funding as a direct result of the pandemic including, but not limited to, general fundraising, the need to close services or postpone projects which would normally generate an income
- Organisations who have had their operations impacted by the pandemic

### **How to apply?**

To help ECF understand your funding needs, please click below to complete a short form.

### **Apply now**

ECF aim to respond to your request as soon as possible. For more information visit the website:

<https://www.essexcommunityfoundation.org.uk/grants/grants>

ECF, together with community foundations across the UK, will also be distributing funds raised by the National Emergencies Trust. This funding can also be accessed via the above form.



**Rate Relief:** ACRE has been successful in its lobbying for charities to be included in the **Expanded Retail Discount Relief**: Expanded Retail Discount Relief", or the extension of Business Rates relief, applies to charitable halls and CASCs, meaning they should receive 100% rate relief this year. The guidance is here: [guidance](#)

In case of query by local authorities: "**Clause 7 and 12 (ii)** of the Guidance collectively apply, the reference to the Local Govt Act 1988, section 47 is to their powers to grant discretionary relief. The Government will reimburse local authorities for the discretionary relief."

Therefore, if your Village Hall charity has only received the 80% mandatory rate relief from your Local Authority and the LA has declined the additional 20% Discretionary Rate Relief, this guidance now gives power to the LA to provide the additional 20% relief. In the first instance, please contact your LA for details of how to apply.



**Retail, Hospitality and Leisure Grant (RHLG):** eligible to businesses in England in receipt of the Expanded Retail Discount (which covers retail, hospitality and leisure) with a rateable value of less than £51,000; eligible for a cash grants of £10,000 or £25,000 per property.

Eligible businesses in these sectors with a property that has a rateable value of up to and including £15,000 will receive a grant of £10,000. Eligible businesses in these sectors with a property that has a rateable value of over £15,000 and less than £51,000 will receive a grant of £25,000.

***You can find your rateable value at the Valuation Office Agency (VOA) website under the business section, by entering the hall's postcode or rating reference***

Retail, Hospitality and Leisure Grant Eligibility: Properties which on the 11 March 2020 had a rateable value of less than £51,000 and would have been eligible for a discount under the business rates Expanded Retail Discount Scheme had that scheme been in force are eligible for the grant. ***Charities which would otherwise meet this criteria but whose bill for 11 March had been reduced to nil by a local discretionary award should still be considered to be eligible for the RHL grant.***

You should receive application forms from your local (rating) authority, which you will need to complete and return.

Church halls, being religious charities, are currently exempt from the rating system and their eligibility is therefore currently unclear.

Parish and Town Councils running village halls and community centres, being precepting authorities, are shown in the BEIS (Business, Energy & Industrial Strategy) guidance as ineligible.

Where a Parish or Town Council is sole trustee of a charitable hall it should be eligible because it is the charity which is the ratepayer and the rates payable out of charity income, not the Council



as precepting authority. However, this position may need to be explained to rating authorities in case of query.

To see a full copy of the guidance leaflet, visit:

<https://www.gov.uk/government/publications/coronavirus-covid-19-business-support-grant-funding-guidance-for-businesses>

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### Grants for Early Years Charities Affected by Coronavirus (England & Wales)

Small and medium-sized registered charities working with disadvantaged children aged 0-3 years in England and Wales can apply for small, unrestricted grants to help them during the coronavirus pandemic.

The Sylvia Adams Charitable Trust has changed the application guidelines and processes for the spring application round of its Early Years' Preventative Work Fund to make one-off payments of £5,000 available to charities with an income of less than £750,000 which may need extra assistance. Charities applying must show a likelihood of increased demand for their services and/or a loss of anticipated income. The closing date for applications in this round is the **28th April 2020**.



**CAF Coronavirus Emergency Fund – Charities Aid Foundation:** This fund has been paused but hopes to re-open shortly – please keep an eye on the website to make an application: <https://www.cafonline.org/charities/grantmaking/caf-coronavirus-emergency-fund>

In this time of national crisis, CAF has launched this rapid response Fund to help smaller charitable organisations affected by the impact of Covid-19. Grants of up to £10,000 will help them to continue to deliver much needed support to our communities across the UK.

This is intended as a rapid response fund, and the Foundation aim to make payments to selected organisations within 14 days of application. High numbers of applicants are anticipated and, unfortunately, it is likely that they will not be able to offer a grant to all eligible applicants.

You can apply for unrestricted funding for core costs, staffing, volunteer costs, supplies and equipment, communications or other critical charitable areas. You must be able to describe how an emergency grant will improve the situation for your organisation and community. <https://www.cafonline.org/charities/grantmaking/caf-coronavirus-emergency-fund>



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[www.barfords.org](http://www.barfords.org)



**Covid-19 Support – Arts Council England:** Some of your hirers may benefit from this funding as they will support individuals. The Arts Council has re-purposed all their investment strands to be able to offer individuals and organisations working in the cultural sector financial support during the current crisis.

•£20 million available to individuals, so they can sustain themselves, and their work, in the coming months.

Eligibility: Creative practitioners whose main work is focused on these art forms and disciplines:

- Music
- Theatre
- Dance
- Visual Arts
- Literature
- Combined Arts
- Museums practice
- Libraries (activity that helps deliver the Universal Library Offers)

This work includes: choreographers, writers, translators, producers, editors, freelance educators in the disciplines and artforms we support, composers, directors, designers, artists, craft makers and curators.

Round One is already closed. Round two opened for applications on **16 April 2020** and applicants will need to register on Grantium by **27 April** in order to make an application before the deadline of **30 April**.

For more information and to apply visit: <https://www.artscouncil.org.uk/funding/financial-support-artists-creative-practitioners-and-freelancers>



**Sport England - Community Emergency Fund:** This new fund aims to help community sport and physical activity organisations who are experiencing short term financial hardship or the ceasing of operations due to the ongoing coronavirus crisis.

As the country deals with coronavirus (Covid-19), we know sport and physical activity organisations are facing a hugely difficult period of time.

Our Community Emergency Fund aims to deliver immediate funding to those most in need. It's specifically targeted at organisations, including those not currently supported by us, who have a role in supporting the nation to be active but who are experiencing short term financial hardship or the ceasing of operations due to the ongoing crisis.

The types of organisations eligible include local sports clubs forced to close at short notice but who are facing ongoing costs around maintenance and utility bills, and voluntary and community sector organisations who deliver or enable sport and physical activity.

### **Who we'll fund**

Any organisation delivering community sport and physical activity can apply to our fund if it's experiencing short term financial hardship or the ceasing of operations due to the impact of coronavirus. We'll be prioritising organisations that work with under-represented groups - see the fund criteria for more information.



The organisations that can apply include:

- Local sports clubs
- Voluntary and community sector organisations that deliver or enable sport and/or physical activity, including organisations that are not solely or primarily sports organisations and have an important role to play in keeping people active, that may need support for other parts of their organisation to remain open
- Small charitable trusts that do not qualify for financial help elsewhere
- Regional or county level organisations or leagues that have already paid out funds for activities that are now cancelled and are not able to claim funds from elsewhere.

### What we'll fund

The fund has been developed to help community sport and physical activity organisations meet their obligations, in particular fixed costs, which are no longer supported with revenue as a result of coronavirus. This might cover expenditure on:

- Rent
- Utility costs
- Insurances
- Facility or equipment hire
- Core staffing costs (including casual workers) that cannot be met elsewhere by other government funds
- Retrospective losses dating from 1 March, 2020.

### How much we'll fund

Awards will be between £300 and £10,000. In exceptional circumstances we'll consider awards of more than £10,000.

To apply, visit: <https://www.sportengland.org/how-we-can-help/our-funds/community-emergency-fund>

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**Cornerstone, Gateway & Foundation Grants – National Churches Trust:** The National Churches Trust has three grant programmes currently open:

•Cornerstone grants. The Cornerstone Grant Programme offers grants of between £10,000 and £50,000 towards the cost of urgent structural repair projects costed at more than £100,000 including VAT. The Trust will also consider projects that **introduce kitchens and accessible toilets** to enable increased community use, costed at more than £30,000 including VAT. Grants will never exceed 50% of the project cost. The next deadline for applications is 6 July 2020.

•Gateway grants. The Gateway Grant Programme offers grants of between £3,000 and £10,000 towards project development and investigative work up to RIBA planning stage 1, to support churches preparing for a major project, and in developing their project to the point at which they

can approach a major grant funder. Grants will never exceed 50% of the project costs for this phase. The next deadlines will be 14 May and 10 September 2020.



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• Foundation grants. The Foundation Grant Programme will offer grants of between £500 and £5,000 towards **urgent maintenance works and small repairs** identified as high priority within a recent Quinquennial Inspection or Survey Report. Also, small investigative works and surveys. Project costs should not exceed £10,000. Applications will be considered on a rolling basis from the end of January 2020. The final opportunity to submit an application will be 30 October 2020.

• Preventative maintenance micro grants. If the cost of booking maintenance services is a problem, the National Churches Trust, with its partner the Pilgrim Trust, can offer grants towards the cost of a building's maintenance services. You could receive up to 50% of the cost of works (excl. VAT) up to a maximum grant of £500. The cost of your service must not exceed £1,000 (excl VAT).

To apply, visit: <https://www.nationalchurchestrust.org/our-grants>



**Essex County Council Community Initiatives Fund**, managed by Essex Association of Local Councils (EALC) has been temporarily suspended. The Emergency Fund, also managed by

EALC, has closed.

**The Community Chest (Micro Grant)** is still open for applications for grants up to £500: These are designed to be quick and easily accessible to help community projects at a grass roots level. These projects would have outcomes that reduce social isolation, improve wellbeing and support better connected communities.

The micro-grants will also be able to be used to support any crowd funded projects that demonstrate real community support and engagement.

### **Who can apply?**

- Town/Parish Councils
- Formally Constituted Groups
- Community Groups/Associations
- Social Enterprises
- CIC's
- Community Benefit Societies

**Emergency Foodbank Grant:** Foodbanks can apply for up to £1,000 to help purchase food, toiletries, storage, PPE for staff and volunteers, promotion and volunteer recruitment and volunteer expenses.

The EALC aim to complete each application within 48 hours; visit: <http://www.ealc.gov.uk/emergency-foodbank-grant/>

## **News and Information**

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**Coronavirus Job Retention Scheme for Employees:** Hopefully, all of you with employees have notified them to advise they are being furloughed. There is further advice regarding the 'furloughing' of employees under the Coronavirus Job Retention Scheme available from the Government website:

<https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>

<https://www.gov.uk/guidance/check-if-you-could-be-covered-by-the-coronavirus-job-retention-scheme>

If you wish to furlough your employees, and they agree, you will need to advise them in writing that this is what is agreed starting from xx xx 2020. All other terms of their contract of employment remain valid. The minimum term for an employee to be furloughed is 3 weeks. You will receive 80% of your employees' wages. There is no obligation for you to pay the remaining 20% but you may wish to do so.

The starting date for eligibility to the CJRS has been extended to 19 March 2020. In order to protect against potential fraudulent claims, individuals originally had to be employed on or before 28 February 2020. Through the CJRS, employers can claim a grant covering 80% of the wages for a furloughed employee, subject to a cap of £2,500 a month.

**The HMRC claim line is now open:**

- Government’s furlough scheme opened for applications on 20<sup>th</sup> April - 10 days ahead of schedule
- employers can now go online to claim cash grants worth up to 80% of wages, capped at £2,500 a month per worker
- 5000 HMRC staff will operate the scheme – which is expected to help thousands of firms across the UK

Employers can apply for direct cash grants through HMRC’s new online portal - with the money expected to land in their bank accounts within six working days.

The way to make a claim is online - the service should be simple to use and any support you need available on GOV.UK.

Please use the online support and do not contact HMRC unless it is absolutely necessary - any questions should be directed at your agent, representative or our Web chat service.

HMRC will check claims made through the scheme

**Who can claim**

You must have:

- created and started a PAYE payroll scheme on or before 19 March 2020
- enrolled for PAYE online
- a UK bank account

Any entity with a UK payroll can apply, including businesses, charities, recruitment agencies and public authorities.

Employees can be on any type of employment contract, including full-time, part-time, agency, flexible or zero-hour contracts.

To be eligible for the grant, when on furlough, an employee cannot undertake work for, or on behalf, of the organisation or any linked or associated organisation.

**Before you claim**

You will need to work out how much you can claim through the scheme. HMRC will retain the right to retrospectively audit all aspects of your claim.

To make a claim, you will need:

- to be registered for PAYE online
- your UK bank account number and sort code
- your employer PAYE scheme reference number
- the number of employees being furloughed

- each employee's National Insurance number
- each employee's payroll or employee number (optional)
- the start date and end date of the claim
- the full amount you're claiming for including employer National Insurance contributions and employer minimum pension contributions
- your phone number
- contact name

You also need to provide either:

- your name (or the employer's name if you're an agent)
- your Corporation Tax unique taxpayer reference
- your Self Assessment unique taxpayer reference
- your company registration number

To submit your claim, visit: <https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme>



**National Village Hall Survey – *deadline extended to 30<sup>th</sup> April*: Only 30 halls in Essex have taken part in the survey so far and many thanks to you if you have completed the**

**survey..... it would be great to get a few more and if you can spare a few minutes to complete the online form, we'd be very grateful.** Please take part in our national Village Hall survey – this is a once in every 10 years opportunity for us to gather data on a national scale to use as evidence to support the voice of village hall trustees and managers and we hope every one of you reading this will take part!

The national survey of village and community halls occurs every 10 years and provides ACRE and its network members, including RCCE, with some crucial information about how halls are being used, the condition and improvements being made, and whether hall trustees are planning for the future.

It's easy to take part - just click on the link below. The survey will take approximately 20 minutes to complete and it will be easier and quicker if you have the following information to hand:

- A copy of your latest end of year accounts
- A list of hirers - both regular and casual
- How much you've spent in making improvements
- What policies you have in place

The information is used to lobby for a continuation of village hall grant funding, to lobby with authority to government and departments on village hall issues and regulation, to help secure



funding for the future of Village Hall Advisers across the country, and to highlight to the Press and Media in an engaging and informative way, the role of village halls and the great work of trustees.

<https://acre.org.uk/our-work/national-village-and-community-hall-survey>

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## **Essex Fire & Rescue has provided advice for businesses during the Coronavirus outbreak:**

### **Review your fire risk assessment**

Ensure your Fire Risk Assessment has been reviewed and reflects the way your premises currently operates. For example, if staff numbers have increased or decreased as a result of the current pandemic, this should be recorded in the risk assessment along with the impact of the change and any additional measures required in mitigating the change in risk.

### **Review your staff training**

Some businesses have taken on additional/ temporary staff to cope with demand. Ensure all new staff and existing staff are aware of general fire safety within the premises, for example what to do on discovering a fire, what to do when hearing the fire alarm, the location of escape routes, keeping exits clear etc.

### **Review your evacuation procedures**

If staff numbers have increased, are there sufficient exits? Do any new staff members require assistance with evacuating the building? If staff numbers have reduced, are there sufficient trained staff members to assist with evacuation as necessary? (roll calls, fire warden sweeps, moving/assisting residents etc.) Are all of your evacuation routes still available? (including any routes shared with other businesses).

### **Review your fire safety arrangements**

You should consider the impact coronavirus has on your fire safety arrangements. How will it affect the testing and maintenance of fire safety critical equipment such as fire alarm and detection systems, emergency lighting, extinguishers etc.

### **Consider lone workers**

If you have fewer people working within the premises you should consider how they will be warned of a fire occurring, is the fire alarm and detection system suitable to raise the alarm of people working alone and in remote locations on site?

### **Consider the testing & maintenance of fire safety systems**

Fire safety equipment and systems such as fire alarm and detection systems, emergency lighting, fire extinguishers, sprinklers etc. need to be regularly tested and maintained to ensure they are kept in good working order. **Rescheduling any routine maintenance should be discussed this with your maintenance company/ Service Engineer.** If your premises are occupied you should ensure in routine tests such as weekly fire alarm tests, monthly emergency lighting tests etc. continue and that you have a sufficient number of people who are trained to do this to cover for sickness and/or absence. If your premises have been left unoccupied for a period of time, all equipment should be checked and functioning before it is reoccupied.

### **Keep escape routes clear**

Escape routes should be kept clear at all times and final exit doors should be easily openable. If due to the coronavirus pandemic your stock levels have increased, the stock will need to be carefully managed. The stock should not obstruct escape routes, and care should be taken to ensure that it is not positioned so as to affect the operation of fire safety equipment such as detector heads and sprinkler heads.

### **Fire doors**

We know people are worried that the virus may be transmitted via surfaces that are regularly touched such as door handles. We cannot stress enough how important it is to NOT wedge open fire doors. We ask you to focus on cleaning door handles/push plates regularly. Fire doors are a very important part of protecting people within the premises and need to remain closed.

### **Protect your premises from arson**

Extra care should be taken if your premises are vacant during the coronavirus pandemic, please ensure the premises are secure and any combustibles left externally are removed from site or stored securely. Do not store combustible items close to the premises.



### **ACRE has published guidance for VH committees:**

**Meetings:** If you are continuing to hold committee meetings by voicemail, zoom, houseparty, etc it's important that you also maintain records and Minutes of these meetings and any decisions made.

**Keeping Hirers informed** The Grant and rate relief explained the earlier funding section should provide some flexibility to enable your hall to issue refunds or hold bookings in the diary according to circumstances, so that you retain the goodwill of the local community.

The Government's announcement that halls must close means that wedding hirers with Wedding Insurance cover may be able to make a claim against their own policy. Note that Government guidance for childcare settings encourages the owners of shared premises such as village and community halls to use the extended 100% rate relief to offer a rent reduction to nurseries and pre-schools which must stay open but with fewer children.

**Re-opening** While the date will be uncertain, and some hirers may be able to return before others (those serving mainly people over 70 may open later than those for young people) attention needs to be given to cleanliness and a health and safety check. VH Information Sheet 20 Health & Hygiene gives guidance on the recommended levels of cleanliness. However, many of you may engage contractors to carry out a deep clean and will have to budget for this or submit an application for funding to one of the grant funders listed above.

Re-opening will be an opportunity for a celebration albeit at socially distant levels. When the time is right, perhaps arrange a joint event with the Parish Council to thank key workers living

locally and volunteers in the community for all they have done. It's an opportunity to make people aware how important your community facilities are, how the usual community activities and events were missed and appeal for new volunteers to help run the hall and organise events in future.

**Lessons learned:** The fact that key trustees could lose their lives or those of loved ones due to Covid19 is a warning to think about the Hall committee's situation and consider the following:

- **Records and Documents:** How are records and information about management arrangements currently shared and could this be improved? For instance, through an online system such as Dropbox.

Does one person currently have all the instruction manuals, policy documents, operating procedures, fire safety equipment testing certificates and contacts, alarm details etc? These should be kept together with other vital documents in one Health & Safety Manual which can easily be passed to another trustee or the caretaker. All trustees should be aware of who the main contact is for this document in case it is needed.

- **Producing a 'Trustee Induction Pack' or 'Know How Manual'.** Sample documents are available.
- **Reserves:** Do you have a reserves policy and enough reserves? Has this crisis highlighted the need to build up reserves? The Charity Commission recommends at least 3 months operating costs as reserves.....how close are you to this? See VH Information Sheet 41 for a Reserves Policy.
- The Hall's budget? Do you prepare a yearly budget and review regularly through the year?
- If the committee have seriously considered risks to the organisation?
- Is there a resilience plan for the hall?








**Oil buying:** A F Affinity is the company which provides the RCCE Fuel Syndicate. They have advised 'Covid-19 continues to disrupt the UK, and the demand for heating oil, liquid fuel and our service has increased. This increase is causing longer than normal delivery delays, so your patience is appreciated.

We are open but with reduced staffing in our main office. We therefore have a reduced capacity to receive and answer all phone calls'.

If you would like to register or make an order, please visit: <https://www.af-affinity.co.uk/>

If you are a syndicate member or fuel customer, email [enquiries@af-affinity.co.uk](mailto:enquiries@af-affinity.co.uk), adding your name, postcode, phone number and details.

<p><b>Before</b> Roxwell Memorial Hall</p> 	<p><b>After</b> Roxwell Memorial Hall</p> 	<p><b>SPECIAL OFFER*</b></p> <p><b>£100 off Annual Maintenance</b> This includes a site visit every year to check for damage and repairs, an annual floor degreasing including an extra application of 2-part lacquer Offer Price: <b>£350.00+VAT*</b> (RRP £450.00)</p> <p><small>*Offer price only valid if annual maintenance agreement is taken out. Applies to halls upto 100m2. Extra charges may apply for halls over 100m2.</small></p>
<p><b>Before</b> Roxwell Hall Kitchen Area</p> 	<p><b>After</b> Roxwell Hall Kitchen Area</p> 	
<p><b>SPECIAL OFFER FOR RCCE MEMBERS*</b></p>		<ul style="list-style-type: none"> <li>✓ 99% Dust Free Restorations</li> <li>✓ Excellent Service With Trusted Results.</li> <li>✓ Restoring Floors Since 1989</li> <li>✓ Fully Insured. Clean &amp; Tidy Installations</li> </ul> <hr/> <p><i>"At Lee Chapel Floors, we are inspired by the transformation a room undergoes when having a new floor. Founded in 1989 we have many years experience working in the education and public sectors - Restoring school and village halls across the country. We treat all of our clients with the same care and commitment and personalise each project to the customer's requirements"</i></p>
 <p><b>LEE CHAPEL FLOORS</b> On the ground we have you covered!</p>	<p><b>Contact Us Today</b> info@leechapelfloors.co.uk <b>01268 906562</b> Lee Chapel Floors, Suite 4 Howard Chase, Basildon, Essex, SS14 3BB</p>	



**RCCE Village Halls & Community Buildings Membership:** Many thanks to those of you who have renewed your membership – it is very much appreciated at this time! If you can pay by BACs this will be easier for us to receive and process. Please email Sue Gibson for RCCE BACs details and please remember to complete and return the membership form so that we can check our records are correct. If you don't have online banking, please continue to send your cheque and membership form to our office address where it will be collected – until then it will be secure.

Once payment is received, Sara will forward details of your online username and password so that you can access the Members area and download documents. Membership certificates will be posted once we have returned to the office, hopefully in a few weeks.

If you've not had chance to pay yet, please find the affiliation form enclosed.



**RCCE Village of the Year competition and Best Kept Churchyard competition:** For the first time in 65 years both these competitions have been cancelled for 2020. After careful consideration, we feel the responsible course of action is to cancel them entirely for this year and plan for a full restart in 2021.



## Your ideas - Your building - Your opening event

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[www.inkpendownie.co.uk](http://www.inkpendownie.co.uk)



**ESSEX RURAL STRATEGY 2020-2024 CONSULTATION NOW OPEN UNTIL 30/04/20:** The Essex Rural Strategy is prepared by the Essex Rural Partnership and provides an opportunity to present the needs of rural

Essex to all levels of local and national Government and HM departments. It highlights the priorities for rural Essex and encourages greater collaboration between organisations working in Essex. It is an Online Public Consultation and an opportunity for you to highlight the importance of your village hall and other services (or lack of) in your parish. We'd particularly like to hear from you about:

- What issues are important in rural areas
- What you like about life in rural areas
- What causes concern in rural areas
- What could be done to improve life in rural areas
- Who might be able to help us achieve this

**For more information and to complete the survey, please visit:**

<https://consultations.essex.gov.uk/rci/essex-rural-strategy-2020-consultation/>





### **Charity Commission guidance during the Coronavirus pandemic:**

#### **Charity objects: understand if you can help with coronavirus efforts**

Naturally, lots of charities are considering whether they can help the effort to tackle COVID-19 and its severe impact on people right across the country. You should first consider the terms of your charity's existing charitable objects. These are set out in your governing document.

Objects that might already allow you to offer support include:

- the relief of poverty
- the relief of need hardship or distress
- the relief of the elderly
- the advancement of education or advancement in life of young people
- the advancement of health

Trustees of charities with other objects may also be able to adapt and respond to COVID-19 either directly or indirectly.

In considering what you can do under your existing objects you will need to check whether your objects have restrictions, for example, to benefit a particular local area or class of beneficiaries.

**Using Reserves or Restricted Funds:** In the first instance, trustees should consider what the short, medium and longer term priorities are, and see if they need to amend their financial planning given their current situation. Trustees are encouraged in particular to think about whether or not certain projects, spends or activities can be stopped or delayed in order to focus on essential spending if they are facing financial challenges at this time.

Reserves can be spent to help cope with unexpected events like those unfolding at present.

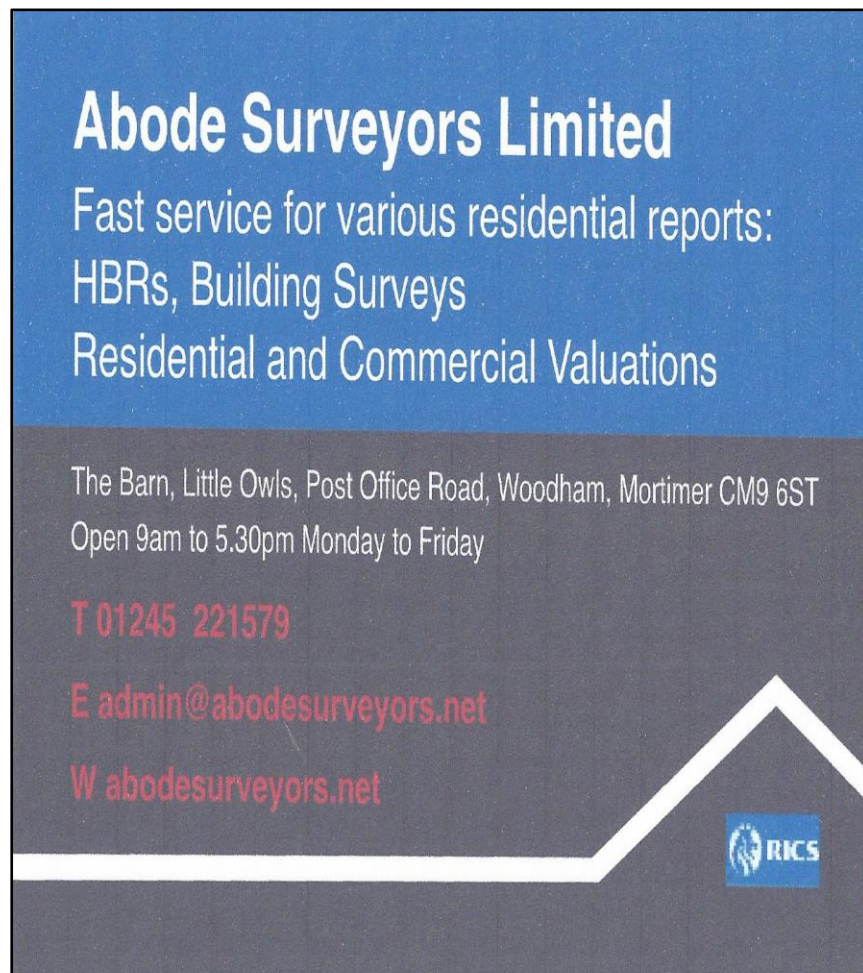
You should identify which of your funds or assets have limits on their use. If these are internal only - for example your charity has decided to earmark certain funds for a particular purpose - you may be able to re-prioritise these. If they are restricted funds, meaning they cannot be spent at your (trustees) discretion, then they may only be used for a particular and defined purpose.

### **AGMs and other meetings: postponing or cancelling meetings**

Coronavirus is having a major impact on charity events and the government's health advice may lead to some charities having no choice but to decide to cancel or postpone their AGMs and other critical meetings.

If as trustees, you decide it is necessary to do so, you should record this decision to demonstrate good governance of your charity. This is particularly important if it is not possible to hold your AGM which may make it difficult for you to finalise your annual reports and accounts.


Wherever possible, we would ask you to try to get your annual reports to us on time. However, where the situation impacts on the completion of annual returns and accounts, charities with an imminent filing date can email us. Please include your charity name and charity registration number when you email us: [filingextension@charitycommission.gov.uk](mailto:filingextension@charitycommission.gov.uk)



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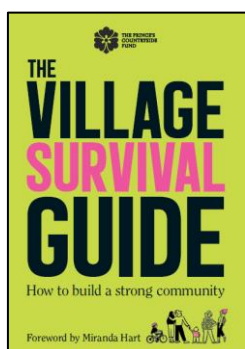


**The Community Hub Handbook:** Packed with information, case studies, checklists, templates and practical tools, The Community Hub Handbook is a new, free resource that sets out how to run a thriving community hub and ensure its future is secure.

The Handbook covers a wide range of business essentials such as building relationships, acquiring premises, securing sustainable income, marketing, staffing, governance and more.

To download a pdf copy, visit: <https://www.powertochange.org.uk/research/the-community-hub-handbook/>

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**The Prince's Countryside Trust – Village Survival Guide:**

*In 2018, over 500 community led projects were recommended to The Prince's Countryside Fund as a result of our Recharging Rural research.*

Based on the lived experience of rural residents from all across the UK, this book will help communities to tackle a multitude of issues and make sure that their community will thrive in the future.

Featuring advice from experts, as well as the stories of those who've made a real difference in their rural community, The Village Survival Guide will

help you get your community up and running.

To download a pdf copy, visit: <https://www.princescountrysidefund.org.uk/research/village-survival-guide>

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**RCCE VILLAGE HALLS & COMMUNITY BUILDINGS MEMBERSHIP FORM 2020**



Telephone: 01376 574330

Threshelfords Business Park  
Inworth Road, Feering  
Essex CO5 9SE

Reg. Charity No. 1097009

Email: [sue.gibson@essexrcc.org.uk](mailto:sue.gibson@essexrcc.org.uk)

Co. Reg. in England & Wales No. 4609624

**Dear Member:** Your RCCE Village Halls & Community Buildings Membership is due to expire at the end of March. To renew your membership for 2020 please complete this form and send with your cheque made payable to 'Rural Community Council of Essex' or contact RCCE to obtain BACS details. Return to Sue Gibson, RCCE, Threshelfords Business Park, Inworth Road, Feering, Essex, CO5 9SE.

**\*\*Please ensure this form is completed, signed and returned whichever payment method is used\*\***

**The fee for 2020 is £72 (£60 + VAT).**

***There is a £5 discount if payment is made by 30<sup>th</sup> April 2020 (total £66 (£55 + VAT))***

**FROM:** .....

Village Hall/Community Building/Parish Council affiliation fee to **31<sup>st</sup> March 2021** (delete as appropriate)

*We hope you receive a good service from RCCE. The minimum fee is £60 + VAT but please feel free to increase this amount if you wish to support us further.*

1. CHAIRMAN of Village Hall/Community Building Management Committee/Parish Council

Name (Block Capitals)

Address:

Postcode

Telephone No:

Email:

2. MAIN CONTACT – USUALLY SECRETARY/TREASURER/PARISH CLERK. This person will receive the RCCE mailings.

Name (Block Capitals)

Position

Address

Postcode

Telephone No

Email

3. BOOKING SECRETARY (Telephone number may be passed on for potential booking purposes.)

Name (Block Capitals)

Address

Postcode

Telephone No

Email

**Date**

**Signed**

**Please Note:** If you would prefer **NOT** to receive a **posted** copy of the 'Update' and **ONLY** receive this electronically, please tick here

RCCE will send you details of other relevant RCCE events and training; if you do not wish to receive this information please tick here

**Data Protection Statement**

*RCCE uses personal data for the legitimate purposes of providing advice and services. Data may be retained for up to 7 years for account purposes and for longer where required by insurers. If you would like to find out more about how we use your personal data or want to see a copy of the information about you that we hold, please contact RCCE's Finance & Administration Manager. We do not pass on any information to third parties.*

If you require a VAT receipt, please contact RCCE

Number	Issued/Reviewed	Title
VH1	Jan 16	Planning fees for village halls
VH2	Feb 15	Parish council help for village halls
VH3	Feb 15	Providing services in village halls
VH4	Aug 18	Data Protection for Village Halls & Community Buildings – a preliminary guide
VH5	Aug 17	Village halls, children and young people
VH6	Jan 14	Village halls and registration for VAT
VH7	Dec 13	Village hall insurance cover
VH8	May 14	Storage in village halls
VH9	Jan 16	Entertainment in village halls
VH10	Feb 11	Alcohol in village halls
VH11	Jan 14	The Charities Act 2011
VH12	Dec 13	Village Hall Car Parks
VH13		PRS information now incorporated into VHIS 9
VH14	May 15	Asbestos
VH15	Nov 17	Health & safety legislation and village halls
VH16	2016	Your Village Hall Management Healthcheck
VH17	Jun 16	Trustees – roles and responsibilities
VH18	Nov 17	Village halls and VAT on building work and other purchases
VH19	Jan 16	Marketing your village hall
VH20	Dec 11	Health & hygiene in village halls
VH21	Mar 11	Overnight accommodation in village halls
VH22	Dec 15	Managing employees and volunteers
VH23	Jun 16	Planning an extension, refurbishment or new build village hall
VH24	May 15	Village Halls rates, waste & water
VH25	Feb 18	Making Your Village Hall Accessible
VH26	Feb 11	Coping with VAT on fuel and power
VH27	Jan 18	Village halls and social clubs
VH28	Mar 11	Creating a business plan
VH29	Jan 11	Bingo in village halls
VH30	Nov 13	Village hall heating
VH31	Mar 11	Village hall flooring
VH32	Jan 16	Recruiting and retaining volunteers
VH33	Feb 11	Gaming and Lotteries
VH34	Feb 11	Sale of goods in village halls
VH35	Oct 13	Trustee liability and trustee indemnity insurance
VH36	Feb 15	Village halls run by Parish Council as Sole Trustees
VH37	Apr 15	Fire safety in village halls
VH38	Jan 16	Short guide to security in village halls
VH39	Dec 13	Village halls and incorporation
VH40	Apr 16	Village halls and their governing documents
VH41	Jan 16	Accounting and village halls
VH42	Jan 18	Equality in Village Halls

**Other publications available to purchase at £35 per document:**

Model hiring agreement 2016

Model documents: ‘A’ for freehold properties; ‘B’ for leasehold properties (Charity Commission approved)

Your village hall management committee 2016

Articles of Association for a village hall

Preliminary Declaration of Trust

Occupational Licence

Charitable Incorporated Organisation (CIO) Constitution for a village hall and Charity Commission approved



For more information you can contact:

Sue Gibson  
RCCE Village Halls and Community Buildings Adviser

Rural Community Council of Essex  
Threshelfords Business Park  
Inworth Road  
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Or: [enquiries@essexrcc.org.uk](mailto:enquiries@essexrcc.org.uk)

Website: [www.essexrcc.org.uk](http://www.essexrcc.org.uk)

*Our Mission: 'To provide local communities with the skills, resources and expertise necessary to achieve a thriving and sustainable future.'*

*This newsletter is printed on paper from sustainable sources*

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