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Moulton Village Hall Trust – Policies Document

1. Purpose and Scope

Moulton Parish Council act as a Corporate Trustee (i.e. the parish council as one body) for Moulton Village Hall.

2. Legal Responsibility & Policy Support

The Charity is registered and regulated by The Charity Commission who oversees all charities in England and Wales, to ensure that the public can support charities with confidence: [The Charity Commission - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

3. Safeguarding

The committee does not work directly with children or adults at risk, but it is responsible for the contracts that it makes with hirers (see below).

Moulton Village Hall Trust adheres to the Moulton Parish Council Safeguarding policy: [Documents | Moulton Parish Council \(moultonnorthants-pc.gov.uk\)](http://moultonnorthants-pc.gov.uk)

Hirers

Hirers are sent the following statement in their hire agreement:

Safeguarding children, young people, and adults at risk: You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with current legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported to Moulton Parish Councils Safeguarding Officers. Please see Moulton Parish Council Safeguarding Policy for further information: [Documents | Moulton Parish Council \(moultonnorthants-pc.gov.uk\)](http://moultonnorthants-pc.gov.uk)

The Charity Commission expects all charities to take safeguarding seriously as part of their governance, village halls included.

4. Code of Conduct

Moulton Village Hall Trust adheres to the Moulton Parish Council Code of Conduct: [Documents | Moulton Parish Council \(moultonnorthants-pc.gov.uk\)](http://moultonnorthants-pc.gov.uk)

5. Health and Safety

Moulton Village Hall Trust adheres to the Moulton Parish Council Health and Safety at Work Policy: [Documents | Moulton Parish Council \(moultonnorthants-pc.gov.uk\)](http://moultonnorthants-pc.gov.uk)

6. First Aid

The Village Hall has an emergency First Aid box in the kitchen for the use of hirers.

7. Fire Safety

The Fire Action plan is sent to all hirers on booking.

All Hirers are expected to:

- Know how to find the escape routes
- Know how to operate the fire alarm
- Know how to use the firefighting equipment

8. Welfare

Moulton Village Hall Trust adheres to the Moulton Parish Council Employee Mental Health and Wellbeing Policy: [Documents | Moulton Parish Council \(moultonnorthants-pc.gov.uk\)](https://moultonnorthants-pc.gov.uk) and Managing Ill Health and Absence Policy: [Documents | Moulton Parish Council \(moultonnorthants-pc.gov.uk\)](https://moultonnorthants-pc.gov.uk)

9. Disciplinary

Moulton Village Hall Trust adheres to the Moulton Parish Council Disciplinary Procedure: [Documents | Moulton Parish Council \(moultonnorthants-pc.gov.uk\)](https://moultonnorthants-pc.gov.uk)

10. Complaints

Moulton Village Hall Trust adheres to the Moulton Parish Council Complaints Procedure: [Documents | Moulton Parish Council \(moultonnorthants-pc.gov.uk\)](https://moultonnorthants-pc.gov.uk)

11. Whistleblowing

Moulton Village Hall Trust adheres to the Moulton Parish Council Whistleblowing Policy: [Documents | Moulton Parish Council \(moultonnorthants-pc.gov.uk\)](https://moultonnorthants-pc.gov.uk)

12. Effective Governance

Please see the Charity Commissions Guidance: [The Charity Commission - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

This policies document is reviewed annually by Moulton Parish Council for approval.

Last Reviewed: January 2024
Review Due: January 2025