



West Hatch Village Hall

Volunteer Policy for West Hatch Village Hall. Charity Number 282641

Introduction

West Hatch Village Hall is led by a board of elected Trustees that provide a safe and welcoming place for local residents that meets the aims and objectives of its Charitable Aims as set out in its deed of incorporation issued by the **Charity Commission for England and Wales on 6th July 1981.**

Trustees are appointed annually at the Annual General Meeting held following the completion of and External Financial Review of the Financial Accounts dated at the end of March, each year. The Annual General Meeting is open to all of the residents over 18 years of age in West Hatch who have voting rights, at that meeting.

In particular the Hall is used for the **benefit of residents of West Hatch** and surrounding villages by offering educational talks, use of the Hall by local groups such as quilting & dance, meetings of the Parish Council and the development of an annual programme of activities that meet the needs and interests of those who live here including improving health and well-being classes. We aim to reduce rural isolation, offer a warm and welcoming space and bring together all who live in the area. We also offer a safe place as part of the Parish Council's Emergency Plans.

The Trustees do not employ any persons directly. All Trustees are Volunteers and we also have a number of local residents who volunteer to carry out activities on our behalf and who do so freely and from their own choice.

This Volunteer Policy sets out the principles and practice by which we involve Volunteers and is relevant to Volunteers and Trustees within the organisation. It aims to create a common understanding and to clarify roles and responsibilities to ensure the highest standards are maintained in relation to the management of all Volunteers.

Principles

We recognise that people in our community can, through volunteering, contribute in many ways. We have a responsibility to organise volunteering efficiently and sensitively so that the valuable gift of the Volunteer's time is best used to the mutual advantage of all concerned.

Expectations of Volunteers:

- to have clear information about what is and is not expected of them,
- to receive adequate support and training where necessary,
- to be insured and to volunteer in a safe environment,
- to be treated with respect and in a non-discriminatory manner,
- to receive out of pocket expenses,
- to be recognised and appreciated,
- to be able to say 'no' to anything which they consider to be unrealistic or unreasonable,
- to know what to do if something goes wrong.

Support

All Volunteers will receive an induction to West Hatch Village Hall and the role they wish to play. They will be given advice and support where needed and all Volunteers can seek help from any of the Trustees. Issues of concern should be discussed with a Trustee and may then be discussed at Committee meetings e.g. for a resolution.

Expenses

Out of pocket expenses that have been authorised by the Trustees can be claimed and paid on receipt of evidence of payment to the Treasurer.

Activities volunteers may undertake

General operational maintenance duties are undertaken by the Trustees and other Volunteers from the village e.g. meter readings, defibrillator checks. Legal requirements, such as PAT testing, Periodic Checks such as Fire Extinguisher checks, in addition to specialist works, are fulfilled by employing appropriately qualified contractors. The Hall uses the services of a cleaner once a month and Trustees clear up the Hall at the end of activities and events.

All activities shall be approved by the Trustees. All persons engaged in any activity on the site are required to operate safely and in accordance with any guidelines provided for that particular activity in addition to the general policies of West Hatch Village Hall.

Insurance cover is provided by Ecclesiastical Insurance UK with Allied Westminster (Insurance Services) Ltd acting as our agent.

The Policy Covers the following areas of risk:

- Building all risks at estimated rebuild cost.
- Subsidence.
- Underground Services.
- Defibrillator.
- Hall Contents.
- Public and Employers Liability.
- Trustee and Management Liability.

The above Policy was agreed at a Committee Meeting held on 20th April 2026

Review Date: March 2027