

Stroud Village & Community Hall Network

Wednesday 4th March



Cleaning – points to consider

- Responsibility of management committee
- Important take reasonable care and be duly diligent
- Particularly in halls where playgroup present, employ staff
- Public liability clause of some village hall policies will provide cover if there is a problem with food poisoning – but you must check!



Cleaning

- Essential to clean your hall to get rid of bacteria
- Surfaces and equipment that come into contact with food must be cleaned and disinfected frequently – consult Environmental Health Officer at SDC
- If seldom used, cleaned on a regular cycle and just before use

Cleaning – who does it?

- Employ cleaner
- Ask hirer's
- Volunteer
- Cleaning company/ contract



Cleaning

- Advise to have a cleaning schedule
- List of everything that needs to be cleaned
- Prioritise them
- Review the schedule
- Check that the work is being done
- Frequency depends on hall usage
- Best practice – Health & Safety Policy



Cleaning – use of chemicals

- Common sense
- Store in locked cupboard
- Provide safety wear
- Do not mix or transfer to other unmarked containers



Cleaning your hall

- Prevent cross contamination – spread of bacteria from one area to another
- Code cleaning materials and equipment
- E.g. use colours

red = toilets

blue = general areas

green = food prep area

Cleaning

- Golden rule for good service provision

Warm and CLEAN



Keys – Points to consider

- Control
Should know how many sets of keys you have and who has them – need to keep a record
- Ideally member of management committee/ volunteer opens the hall for the hirer



Keys – Points to consider

- System of how hirer's pick up a set – which is clear and accessible
- Keys can be copied
- Cost when replacing/ creating new set



Keys – Points you may wish to consider

Insurance

- May be a condition of your cover that keys are removed from premises
- Remember that theft not involving forcible entry maybe excluded from your insurance cover
- Check with your insurer's at all times to ensure that however you manage your key sets that insurance will be covered



Keys – Points to consider

- Key holder policy with secure methods for passing on keys – see information leaflet 38 Appendix A
- Hire agreement should have clear instructions as to how, when and to whom a key should be returned and how the hall should be left with regard to locks and alarms



Keys – points to consider

- Swipe card system - Nailsworth
- Can be programmed for a whole day or a period of hire
- Opens the door and switches on the electricity supply and switches off the burglar alarm
- Regular users have a permanent card
- Some halls have this linked to a computer so that the hall knows who has been in the hall and for how long

Keys – point to consider

- Swipe card someone has to go to the hall to carry out the programming at the main box
- But could have supply of short one-off loan cards
- Cards are expensive
- No means of locking the door from the inside – personal security issues



Hire Charges

- Halls are seen as ‘service provider’
- Government legislation/ debate ‘access to services’
- Traditional role to ‘provide a hall for the community offor use of the said inhabitants, irrespective of race, religion sex or age’ or ‘provision of a hall for the recreational, social and educational purposes of the community of’



Hire Charges

- No golden rule
- Basic 'service model' as follows
- Hirer's clean up afterwards or volunteer cleaner
- Room as hirer finds it
- No license – alcohol/ premises
- Hire charge at lower end of scale



Hire Charges

- If have 'professional' hirer e.g. Further Ed
- More than 33% usage
- Employ cleaner/ caretaker
- Room set up
- 'Professional kitchen'
- Hire charge at higher end of scale



Hire Charges

- What to charge?
- Variation from as little as £3 per hour to £18 per hour
- Grant dependency – concern for the future
- Concern that some users will be driven out if rent increased
- Price should reflect ‘service’



Hire Charges

- What it actually costs to open for an hour or session
- 39 week year (not 52)
- Work out expenditure to include all costings
- *“Extra for rainy day!”*



Hire Charges

- Hiring policy
- Flexible pricing
- Be consistent
- USP!
- Social enterprise – more business minded but with charitable roots



Hire Charges

- Be brave.....
- **Remember warm and clean**
- **Because you're worth it!!!**

