

EST. 1954

# PLUMLEY VILLAGE HALL



IN THE HEART OF OUR VILLAGE

## POLICIES

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## MISSION STATEMENT

The Village Hall and adjoining Tennis Courts are held in Trust for the use of the inhabitants of Plumley, and the neighbourhood in the county of Cheshire. Its use is for meetings, education, recreation and leisure occupations with the object of improving the conditions of life in the above area.

***The Charity:*** The Hall is a registered charity and is vested in the Charity Commission. The Management Committee (Trustees) are responsible for the running of the organisation.

***The Trustees:*** These consist of elected, representative and co-opted members.

***Meetings:*** Meetings are held monthly (with the exception of August). The AGM is held in October each year.

***The Property and Tennis Courts:*** The building and tennis courts are the responsibility of the Trustees.

Further information is available from the Trustees.

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## FINANCIAL POLICY

The Committee shall present to each annual general meeting the report and accounts of the charity for the preceding year.

It is the fundamental obligation of the all charity trustees to protect the property of the charity and to secure its application for the objects of the charity. In order to discharge this duty it is essential that there are adequate internal financial controls over the charity's assets and use.

Plumley Village Hall accepts and implements the guidance provided by the Charity Commission in the management of its operations as follows:

- The Trustees of the Hall are under a duty to ensure that the charity keeps proper books and records and that annual accounts are prepared. The Trustees also prepare an Annual Report. The Annual Report and accounts should conform to any relevant requirements and recommendations.
- Trustees must ensure that the accounts are subjected to external scrutiny if this is required by legislation or by the charity's governing document.
- Trustees need to formally approve the charity's Annual Report and accounts.
- All Trustees are provided with copies of the charity's report and accounts each year. New trustees are given a copy of the latest accounts on appointment, together with other essential documents.

**Controls over expenditure** – Trustees should bear in mind that they are responsible for all expenditure of charitable funds and have to account for how the funds have been applied.

**Controls over purchases** – Trustees have a responsibility to ensure that adequate checks are made to both confirm purchases have been properly authorised and that goods or services ordered have been received.

**Trustees' liabilities** – No system, however elaborate, can guarantee that the charity will be protected against abuse. Trustees often express concern about the extent of their personal liability in the event of any loss. Having robust controls in place means trustees are unlikely to find themselves in the position of having to make good any losses.

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## HIRING POLICY

Any part of the building is available for hire for any lawful purpose but the Management Committee reserves the right to refuse a hiring without giving any reason. No one under the age of 18 can hire the hall or any part thereof.

All hire is subject to rules set by the Management Committee in the hiring agreement and the conditions pertaining to the public entertainments licence. Usually payment must be made in advance and for some events an additional deposit against damage is required.

Regular hires are billed on a monthly or quarterly basis.

Residents of Plumley are entitled to a reduced rate for hiring the hall or tennis courts.

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## EQUAL OPPORTUNITIES POLICY

It is the policy of the Management Committee not to discriminate directly or indirectly against anybody (whether staff, volunteers, committee members, users or the community in general) on the grounds of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

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## HEALTH AND SAFETY POLICY

Our Policy is to:

- Provide healthy and safe working conditions, equipment and systems for work for our employees, volunteers, committee members and hirers.
- Keep the village hall and equipment in a safe condition for all users.
- Provide such training and information as is necessary for staff, volunteers and users.

It is the intention of the Management Committee to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Management Committee considers the promotion of the health and safety of all those who work in or use the premises, including contractors who may work there, to be of great important. They recognise that the effective prevention of accidents depends a committed attitude to safety in the operation and maintenance of equipment and safe systems of work. Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

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## POLICY FOR ACTIVITIES INVOLVING CHILDREN

Providing children and young people with appropriate safety and protection whilst in Plumley Village Hall. To endeavour to make sure that the hirers are aware that they are responsible to ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.

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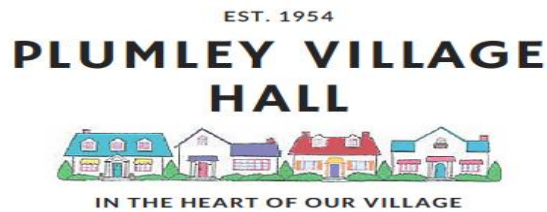
IN THE HEART OF OUR VILLAGE

## POLICY FOR RECRUITING STAFF AND COMMITTEE MEMBERS

To comply with the committee's Equal Opportunities Policy any staff vacancy is open to all to apply.

It is the committee's policy to recruit members who represent the groups or organisations that use the hall or can offer specific skills or experience that can fill gaps in the committee's knowledge or capability. All committee members must be resident in the Parish of Plumley. All new members are advised of the duties and responsibilities of Trustees





## CCTV Policy

### INTRODUCTION:

The Committee uses closed circuit television (CCTV) images to provide a safe and secure environment for visitors to the Village Hall premises, including Committee members, hirers and their guests, contractors and suppliers, as well as to protect the Committee's property. This policy sets out the use and management of the CCTV equipment and images in compliance with the Data Protection Act 1998 and the CCTV Code of Practice.

The CCTV system is owned by Plumley Village Hall, Plumley Moor Road, Plumley, Knutsford WA16 0TR and managed by the Village Hall Committee/Trustees. Plumley Village Hall is the system operator, and data controller, for the images produced by the CCTV system and is registered with the Information Commissioner's Office – Registration number **C1313821**

The Committee's CCTV facility records images only. There is no audio recording.

### PURPOSES OF CCTV:

The purposes of the installation and use of CCTV systems include:

- To assist in the prevention or detection of crime or equivalent malpractice.
- To assist in the identification and prosecution of offenders.
- To assist with the identification of unauthorised actions and to assist in providing relevant evidence.
- To monitor the security of the Committee's premises.

### LOCATION OF CAMERAS:

- All cameras are clearly visible and located at strategic points around the exterior of the premises.
- Cameras are positioned so that they only cover communal or public areas around the premises and they have been sited so that they provide clear images.
- No camera focuses, or will focus, inside the building.

- Appropriate signs are prominently displayed so that all visitors are aware they are entering an area covered by CCTV.

## **RECORDING AND RETENTION OF IMAGES:**

- Images produced by the CCTV equipment are intended to be as clear as possible so that they are effective for the purposes set out above. Maintenance checks of the equipment are undertaken on a regular basis to ensure it is working properly and that the media is producing high quality images.
- Images are recorded in constant real-time (24 hours a day throughout the year).
- The recording system records digital images; all CCTV images held on the hard drive are deleted and overwritten on a recycling basis. Once a hard drive has reached the end of its use, it will be erased prior to disposal.
- Images will not be stored on, or transferred to, removable media such as CDs or flash drives unless required as evidence by the Police or other law enforcement agencies.

## **ACCESS TO AND DISCLOSURE OF IMAGES**

- Access to, and disclosure of, images recorded on the CCTV equipment is restricted to the Officers of the Committee and the Police or other law enforcement agencies, to ensure that the rights of individuals are retained. Images will only be disclosed in accordance with the purposes for which they were originally collected.
- The images filmed are recorded centrally and held in a secure location. Viewing of recorded images will take place in a restricted area to which persons other than Officers of the Committee and the Police will not have access when viewing is occurring. If media on which images are recorded are removed for viewing purposes, this will be documented. Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:
  - The Police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness.
  - Prosecution agencies, such as the Crown Prosecution Service.
  - Relevant legal representatives
  - Individuals whose images have been recorded and retained (unless disclosure would prejudice the prevention or detection of crime or the apprehension or prosecution of offenders). The Chairman of the Committee (or another Officer of the Committee acting in his or her absence) is the only

person who is permitted to authorise disclosure of images to external third parties such as law enforcement agencies. All requests for disclosure and access to images will be documented, including the date of the disclosure, to whom the images have been provided and the reasons why they are required. If disclosure is denied, the reason will be recorded.

#### **INDIVIDUALS' ACCESS RIGHTS:**

- Under the Data Protection Act 1998, individuals have the right on request to receive a copy of the personal data that the Committee holds about them, including CCTV images if they are recognisable from the image
- If anyone wishes to access any CCTV images relating to themselves, they must make a written request to the Committee's Chairman and the Committee reserves the right to charge a fee of £10.00 for the supply of the images requested. The request must include the date and approximate time when the images were recorded and the location of the particular CCTV camera, so that the images can be easily located and identity can be established as the person in the images. The Committee will respond promptly and in any case within 40 calendar days of receiving the request.
- The Committee will always check the identity of the person making the request before processing it.
- The Chairman will first determine whether disclosure of requested images will reveal third party information, as no-one has a right to access CCTV images relating to other people. In such a case, the image of any third parties may need to be obscured if it would otherwise involve an unfair intrusion into their privacy.
- If the Committee is unable to comply with an individual's request because access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, the individual will be advised accordingly.

#### **COVERT RECORDING:**

- The Committee does not undertake covert recording.

#### **IMPLEMENTATION:**

- The Committee is responsible for the implementation of, and compliance with, this policy and the operation of the CCTV system and will initiate a regular review of the Committee's use of CCTV. Any complaints or enquiries about the operation of the Committee's CCTV system should be addressed to the Chairman.

This Policy was formally adopted by the Members of The Committee at a Meeting held on: 14th March 2023