

## Action in rural Sussex Village Hall & Community Building Advisory Service: Publication List

Listed below are the various ACRE Information Sheets and Model Documents as well as AirS Topic Notes available to those involved in operating and managing community buildings. These documents are updated regularly.

### How to access the documents?

The vast majority of these are free for subscribers to our Advisory Service and are accessible and downloadable via the log-in area of our website. Further details on the Advisory service including how to join are available here:

<https://www.ruralsussex.org.uk/what-we-do/village-halls-community-buildings/>

Non-subscribers can purchase individual documents on a case-by-case basis by identifying on this form the type and number of copies of each document they require and then completing and returning the order section at the end of this document.

### Please note:

A charge for post and packaging may be made to requests for hard copy only publications, whether by subscribers or non-subscribers to our Advisory service. Where this applies these are marked with an asterisk in the following lists.

Electronic versions of documents are liable for VAT and will incur an additional 20% cost to that shown in the listing below. If you are requesting an electronic copy, please add this to the value when ordering and providing payment.

### Model Documents for Community Buildings

*No cost to Advisory Service Subscribers*

Title	Cost	Hard copy Quantity	Elec. Quantity
Annual Report & Accounts	£15		
Articles of Association for a Village Hall	£30		
Child Protection Policy	£15		
Complaints Policy	£15		
Environmental Policy	£15		
Equal Opportunities Policy	£15		
Hiring Agreement	£30		
Lease of Land and Trust Deed	£30		
Maintaining Your Hall*	£12		
Management Healthcheck	£15		
Noise Policy	£15		
Occupational Licence	£30		
Preliminary Declaration of Trust	£30		
Transfer of Freehold and Trust Deed	£30		
Your Village Hall Management Committee	£10		

*\*Hard copy only*

## ACRE Village Hall Information Sheets

*No cost to Advisory Service Subscribers*

No	Title	Cost	Hard Copy Quantity	Elec. Quantity
1	Planning fees for village halls	£10		
2	Parish council help for village halls	£10		
3	Providing services in village halls	£10		
4	Data Protection for Village Halls & Community Buildings	£10		
5	Village halls, children and young people	£10		
6	Village halls and registration for VAT	£10		
7	Village halls insurance cover	£10		
8	Storage in village halls	£10		
9	Entertainment in village halls	£10		
10	Alcohol in village halls and addendum	£10		
11	The Charities Act 2011	£10		
12	Village halls and car parks	£10		
13	<i>Withdrawn</i>			
14	Managing asbestos in village halls	£10		
15	Health & safety legislation and village halls	£10		
16	<i>Withdrawn</i>			
17	Trustees – roles and responsibilities	£10		
18	Village halls and VAT on building work and other purchases	£10		
19	Marketing your village hall	£10		
20	Health and hygiene in village halls	£10		
21	Overnight accommodation in village halls	£10		
22	Managing employees and volunteers	£10		
23	Steps to funding the fabric of community buildings	£10		
24	Village halls rates, waste and water	£10		
25	Making your village hall accessible	£10		
26	Coping with VAT on fuel and power supplies	£10		
27	Village halls and social clubs	£10		
28	Creating a business plan	£10		
29	Bingo in village halls	£10		
30	Village hall heating	£10		
31	Village hall flooring	£10		
32	Recruiting and retaining volunteers	£10		
33	Gaming and lotteries	£10		
34	Sale of goods in village halls	£10		
35	Trustee liability and trustee indemnity insurance	£10		
36	Village halls run by parish councils as sole trustees	£10		
37	Fire safety in village halls	£10		
38	Short guide to security in your village hall	£10		
39	Village halls and incorporation	£10		
40	Village halls governing documents and title deeds	£10		

41	Accounting and village halls	£10		
42	Equality in village halls	£10		

### Action in rural Sussex - Topic Notes

*No cost to Advisory Service Subscribers*

No	Title	Cost	Hard Copy Quantity	Elec. Quantity
1	Financial Sustainability	£10		
2	Renovating or re-building our Village Hall	£10		
3	Village Halls and Childcare (making it work)	£10		
4	Health & Hygiene	£10		
5	Reserve Policies	£10		
6	Village Hall Hire Charges	£10		
7	Recruiting Volunteers for your Village Hall	£10		
8	Re-opening a Village Hall	£10		
9	Marketing Ideas	£10		
10	Changing Governing Documents	£10		
11	Display Energy Costs	£10		
12	Double Bookings	£10		
13	Village Hall Websites	£10		
14	Village Hall Lone Working Policy and Procedures	£10		
15	Tips for Village Hall lunch clubs	£10		
16	Dealing with travellers occupying Village Hall land or playing fields	£10		
17	The new CIO and Community Buildings	£10		
18	Social Media Policy	£10		

### Other AirS and ACRE network publications

*No cost to Advisory Service Subscribers*

Title	Cost	Hard Copy Quantity	Elec. Quantity
Calculating Capacity for Village Halls (Fire Risk Safety Assessments)	Free		
*Childcare Committee Support Pack	£48		
Fire Safety Risk Assessments	Free		
Handling an AGM	£6		
Record Keeping for Village Halls	Free		
Safeguarding Vulnerable Users – a Guide for Village Halls & Community Buildings	£6		
Sample Fire Risk Assessment and Fire Officers Capacity sheet	£6		
Top ten tips for Village Hall committees	Free		
Vulnerable User Policy	£6		

*\*Hard copy only*

## Village Halls & Community Buildings Publications: Order Form

Please complete the sections below and return this entire form (all 4 pages) to [villagehalls@ruralsussex.org.uk](mailto:villagehalls@ruralsussex.org.uk) or the address below having indicated in the lists above the number of each document that you require and the format.

If you have selected any documents that are only available in hard-copy (those marked with an asterisk), there may be additional post and packing costs associated with your order. Similarly, postage and packing costs may vary depending on the number of copies you are requesting.

A final projected cost will be communicated to you once your order has been received at which point the final order and value can be confirmed. Requested documents will be provided in electronic format to the email address provided below.

Documents will ONLY be provided upon receipt of payment and a completed order form.

Please note, there may be a need to order hard-copy documents from other organisations. This may lead to a delay in them being dispatched.

<b>Please complete in BLOCK CAPITALS</b>	
Name of Community Building	
Contact Name	
Contact Address	
Contact Email Address	
Total Value of Order	£

### **Contact Details**

Action in rural Sussex  
Suites F7 to F9  
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