

## ACRE Information Sheets

The following Village Hall/Community Building information sheets can be emailed to you free of charge. To order, please email [philip.peacock@camsacre.org.uk](mailto:philip.peacock@camsacre.org.uk) or [julie.weekes@camsacre.org.uk](mailto:julie.weekes@camsacre.org.uk) indicating the ID number of the sheet(s) required with your contact details. Please note there is a charge of £3 per sheet plus p&p if sent by post.

- |    |   |    |  |
|----|---|----|--|
| 1  | Planning Fees for Village Halls/Community Buildings – Feb 2011                                | 22 | <i>Managing Employees and Volunteers in Village Halls/Community Buildings – Available Soon</i> |
| 2  | Parish Council Help for Village Halls/Community Buildings – Feb 2011                          | 23 | Steps to funding the fabric of Village Halls/Community Buildings – Feb 2011                    |
| 3  | <i>Providing Services in Village Halls/Community Buildings – Available Soon</i>               | 24 | Village Halls/Community Buildings and payment of rates – Feb 2011                              |
| 4  | Funding Trusts for Village Halls & Community Centres – Feb 2011                               | 25 | <i>Accessibility and equality in Village Halls/Community Buildings – Available Soon</i>        |
| 5  | Village Halls/Community Buildings, Children & Young People - Feb 2011                         | 26 | Coping with VAT on fuel & power supplies – Feb 2011  |
| 6  | Village Halls/Community Buildings and Registration for VAT – Feb 2011                         | 27 | Village Halls/Community Buildings and Social Clubs – Feb 2011                                  |
| 7  | Village Halls/Community Buildings Insurance Cover – Feb 2011                                  | 28 | Creating a Business Plan – Feb 2011  |
| 8  | Storage in Village Halls/Community Buildings – Feb 2011                                       | 29 | Bingo in Village Halls/Community Buildings – Feb 2011  |
| 9  | Village Halls/Community Buildings & its Premises Licence – Feb 2011                           | 30 | Village Hall/Community Building heating – Feb 2011   |
| 10 | Alcohol in Village Halls/Community Buildings – Feb 2011                                       | 31 | Village Hall/Community Building flooring – Feb 2011  |
| 11 | The Charities Act 1992,1993 & 2006 – Feb 2011   | 32 | Recruiting and retaining volunteers - Feb 2011   |
| 12 | <i>Phonographic Performance Ltd (PPL) sound recordings for use in public – Available Soon</i> | 33 | Gaming and Lotteries – Feb 2011  |
| 13 | The Performing Rights Society (Music Licence Charges under Tariff CB)                         | 34 | Sale of goods in Village Halls/Community Buildings – Feb 2011                                  |
| 14 | Asbestos – Feb 2011   | 35 | Trustee Liability & trustee Indemnity Insurance – Feb 2011                                     |

|    |   |    |   |
|----|---|----|---|
| 15 | Health & Safety Legislation and Village Halls/Community Buildings – Feb 2011              | 36 | Village Halls/Community Buildings run by Parish Councils as Sole Trustee – Feb 2011 |
| 16 | How Green is Your Village Hall/Community Building? – Feb 2011                             | 37 | Fire Safety in Village Halls/Community Buildings – Feb 2011                         |
| 17 | Trustees Roles and Responsibilities – Feb 2011  | 38 | Short Guide to Security in Village Halls/Community Buildings – Feb 2011             |
| 18 | Village Halls/Community Buildings and VAT on Building Work and other purchases – Feb 2011 | 39 | Village Halls/Community Buildings and Incorporation – Feb 2011                      |
| 19 | Marketing your Village Hall/Community Building – Feb 2011                                 | 40 | Village Halls/Community Buildings and their Governing Documents – Feb 2011          |
| 20 | Health & Hygiene in Village Halls/Community Buildings – Feb 2011                          | 41 | Accounting and Village Halls/Community Buildings – Feb 2011                         |
| 21 | Overnight accommodation in Village Halls/Community Buildings – Feb 2011                   |    |   |

### Cambridgeshire ACRE Fact Sheets

The following Village Hall/Community Building fact sheets have been written by the community facility advisors at Cambridgeshire ACRE and can be emailed to you free of charge. To order, please email [philip.peacock@camsacre.org.uk](mailto:philip.peacock@camsacre.org.uk) or [julie.weekes@camsacre.org.uk](mailto:julie.weekes@camsacre.org.uk) indicating the name of the fact sheets required. Please note there is a charge per issue plus p&p if sent by post.

|  |         |   |         |
|--|---------|---|---------|
| Building Audits  | Issue 1 | Legionella – Taps and Showers                       | Issue 1 |
| Buildings for the Future – The Timber Solution                     | Issue 2 | Major Funders                                       | Issue 3 |
| Christmas in Community Buildings                                   | Issue 2 | Planning a Community Event – Fetes & Fairs          | Issue 2 |
| Energy Audits  | Issue 1 | Play and Sports Funders                             | Issue 1 |
| Firework Displays & Associated Activities                          | Issue 3 | Renewable Energy Funders                            | Issue 1 |
| First Aid Provision in Village Halls and Community Buildings       | Issue 1 | TV and Films in Village Halls & Community Buildings | Issue 1 |
| Glassware in Village Halls/Community Buildings & Statutory Notices | Issue 2 | Use of candles in Community Buildings               | Issue 1 |
| Insurance for Village Halls & Community Buildings                  | Issue 1 |   |         |

In addition, below, we have a number of charged-for publications. To order any of these, please email [philip.peacock@cambsacre.org.uk](mailto:philip.peacock@cambsacre.org.uk) or [julie.weekes@cambsacre.org.uk](mailto:julie.weekes@cambsacre.org.uk) indicating the publications required and giving your postal address to enable us to invoice you. P& P will be additional to the prices below.

|   |            |        |
|---|------------|--------|
| Maintaining Your Hall                             | June 2010  | £10.00 |
| Village Hall Management Health check              | March 2010 | £3.00  |
| Your Village Hall Management Committee            | July 2008  | £8.00  |
| Model Hire Agreement                              | 2009       | £8.00  |
| Model Rules for Village Halls/Community Buildings | 2008       | £3.00  |
| Model Document A: For Freehold Properties         | 2009       | £10.00 |
| Model Document B: For Leasehold Properties        | 2009       | £10.00 |