

Policy on Practices and Procedures

GVHA have agreed the Policies and Procedures outlined in the Policies document, and agree to review all policies and procedures on an annual basis at or soon after the AGM or when GVHA becomes aware of a relevant change in the law.

Trustee members of GVHA agree to take responsibility collectively and individually for each of the agreed policies and procedures and monitor them throughout each elected year.

Policies and procedures may be changed by GVHA at any of their meetings if proven to be ineffective or no longer useful.

Trustees may use their discretion about implementation of any Policies and Procedures so long as The Terms of reference and the Constitution are not breached, and they act in the best interests of The Users of the Village hall.

GVHA runs Gurnard Village Hall under Terms of reference agreed with Gurnard Parish Council and as such policies and procedures may change at Gurnard Parish Council's request.

Hiring the Hall

The hiring agreement is comprehensive and signed by all hirers prior to a booking being confirmed, and is subject to compliance with policies on Equal Opps, Vulnerable Users children's Activities, and teenage parties.

Any hiring is at the discretion of GVHA and may be subject to a risk assessment.

Hirer contacts the Bookings officer (published in Notice Board, Gurnard news and on website gvhall.org.uk) to check the diary for availability, hiring agreement sent out, invoice if appropriate, deposit (if appropriate), non- returnable bond (if appropriate) -. Hirer is given key code (changed periodically for safety). 2010.

