

Church and Society Department

**Using and managing
your Church Hall
or
Community Space
Effectively**

(a guide to managing your building for church and community use)

October 2011

 **THE CHURCH
OF ENGLAND**

Diocese of Manchester

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Introduction - Things to consider before you let out your hall

Before you let out your church hall or community space you need to consider what your facilities can and cannot provide:

- Do your hall, kitchen and toilets meet current health and safety standards.
- What parking space is available
- Is there Disabled access and toilets
- What times will the facilities be available (check the times of church activities and services)

If you plan on letting out your facilities to externally organised projects you need to consider:

- Who will co-ordinate the use of the space.
- Who will the contact person be.
- How much will you charge (taking into consideration the cost of electricity, heating, maintenance and repairs)
- Will storage space need to be set aside.
- Who will open and close the building and clean it.
- How much will this limit the use of the space by the Church

This guide considers some of the things that you need to consider when looking after or using your church hall for community and church work.

The documents in this booklet are samples, these should be adapted according to your individual requirements. Any changes in the law need to be taken into consideration and the documents should be updated regularly.

Section 1 - Kitchens and Food Safety

What to Consider when Planning and using a kitchen for food preparation



Some notes on Kitchen layout

In general, the kitchen (often referred to as the 'food space',) needs to allow for enough working space for tasks to be carried out in the most hygienic way possible and to minimise the risk of cross- and air-borne contamination. The following provides some basic guidelines to consider when planning a food space intended for commercial purposes.

Materials

All materials employed in a food space need to be easy to clean and disinfect (this is particularly important for surfaces where food is being prepared,) and therefore need to be smooth, corrosion-resistant and non-toxic.

Floors, Walls, Ceilings and Overhead Fixtures

Floor surfaces and walls must be maintained in a sound condition and be made of a material that is easy to clean and disinfect, non-absorbent and non-toxic.

Floors must also allow for surface draining (where appropriate).

Walls need to be smooth up to a height appropriate for the work being performed.

Ceilings must be constructed and finished in a way that prevents the build-up of dirt, reduces condensation, the growth of mould and the shedding of particles.

Windows and Doors

- Windows and doors must be constructed to prevent the build-up of dirt. The surfaces of doors should be easy to clean and made of a smooth and non-absorbent material.
- If opening onto the outside, they must be fitted with insect proof screens that can be easily removed for cleaning.
- If an open window or door would contribute to contamination, they must remain closed during food preparation.

Appliances and Apparatus

Sinks and Washing Facilities

The number of sinks and other washing facilities installed in premises intended for food preparation should be proportionate to the size and nature of the catering operation. The provision of two sinks is considered the minimum but this can also include dishwashers or steam sinks.

You will need to install separate sinks for the following purposes:

- One for the rinsing of utensils and equipment,
- One for the disinfecting of utensils and equipment,
- One if raw meat or poultry is being defrosted and prepared,
- One for washing vegetables, fruit and salads.

None of the above should be used for hand washing, for more information on hand basins, see overleaf.

All sinks used for washing food must have both a hot and cold water supply, with water of a 'potable' (suitable for drinking) quality.

Cooking Ranges and Microwaves

Both gas and electrical ovens should be connected to the supply by flexible hoses to allow for equipment to be moved easily for cleaning and equipment safety checks.

Microwave ovens should be manufactured to B.S.5175 which should be stated on the microwave or instructions provided with the oven. It is also important that no object or material must be allowed to prevent the door from closing properly.

Fridges and Freezers

Ideally, raw and cooked food should be kept in separate fridges, if it is not possible to install two fridges, then cooked food should be kept at the top of the fridge and raw foods at the bottom. Foods should remain wrapped or covered at all times.

Fridges must be capable of storing food below 8°C

Freezers should operate at, or below, -18°C

It is important that fridges are not overloaded and are not placed near a source of heat (oven, radiator etc.) Freezers should be installed in the coolest part of the premises.

Food Storage Areas

All foods that do not need to be kept in refrigeration should be kept in a store with sufficient lighting and ventilation (see below for notes on these topics.) Wherever possible, food store rooms should be sited adjacent to an external wall to maintain cool conditions and open food should not be stored on bare wooden shelving.

Working Conditions and Atmosphere

Toilets

An adequate number of toilets must be provided on premises where the public are invited to eat or drink. In the case of staff toilets, these should not open onto areas where food is handled.

Hand-washing Facilities:

There should also be a suitable number of hand-basins supplied for staff which must only be used for the purpose of washing hands. Hand-washing facilities must also:

- Have both hot and cold running water

- Be accompanied by soap and hygienic hand-drying facilities

Storage of Outdoor Clothing

Staff storage facilities for outdoor clothing (coats etc.) and bags need to be provided in the form of either a staff room or storage lockers. It is important that this space is separate from the space used for food preparation. A space for changing clothes should also be available if it is necessary for staff to change (into chef's whites for example.)

Refuse

There should be sufficient space for bins to be provided in the food preparation area, in order for food waste to be cleared away as quickly as possible. There should also be sufficient provision of external bins.

All bins intended for food waste both inside the food preparation area and outside should have tight fitting lids and be made of a material that is easy to clean and disinfect.

Drainage

All sanitary fittings, sinks, dishwashers etc should be trapped and properly connected to the foul drainage system in accordance with the current Building Regulations.

Floor channels and deep-seal trapped gullies may be installed where boiling pans and steaming ovens are grouped together (in an island unit for example,)

Gully gratings should be removable for cleaning purposes,

Waste pipes from kitchen appliances and hand-basins should discharge below the gully grid.

Waste pipes should allow for sufficient access,

Drains will need sufficient 'fall' to allow all solid and liquid waste to flow away,

Grease traps only need to be used if the drain or sewer does not run adequately.

New drainage from kitchens and sanitary accommodation should comply with the Code of Practice for Sanitary Pipeworks BS 5572:1978 and the Code of Practice BS 6700:1987.

Ventilation

Adequate ventilation needs to be installed to remove grease-laden air, steam, cooking smells and to provide a comfortable environment for staff and customers. Most premises will require mechanical as well as natural ventilation. Things to consider when installing ventilation systems :

You will need to install a ventilation canopy with grease filters,

An extract fan and 'trunking' to the external air will also be required,

The canopy should extend over the cooking equipment by at least 225mm and should include protected lighting and a cleanable channel around the lower edge to collect condensate,

All fans and ventilation should be easily accessible to allow regular cleaning,

The extract ventilation should not cause a smell or noise nuisance to occupants of adjoining premises,

Planning permission may be necessary for external ducting.

Lighting

Suitable and sufficient lighting should be provided to all parts of a food premises for effective cleaning and safe working conditions. It is recommended that the following lighting levels be provided at 'working height':

400 lux: In all areas of food premises where there is a handling of open food,

500 lux: In cooking, preparation and servery areas in food premises where open food is handled,

150 lux: In storage areas.

Glass lights should always be protected with a shatterproof diffuser in areas where open food is handled.

Sources of Further Information

All the information on these sheets was obtained through both the Food Standards Agency and the Southwark Council websites. More information can be found at the web addresses below:

www.food.gov.uk and www.southwark.gov.uk

Alternatively a good place to start is your local authority Environmental Health Office or the Health and Safety Executive website: **www.hse.gov.uk/catering**

Hygiene Courses

It is a legal requirement that people who work in kitchens which provide food to the public are supervised by someone who has a recognised qualification in food hygiene. Your local FE College or Council should be able to provide you with information about courses, or contact Andrew Barr wayward@barrone.fsnet.co.uk who runs these courses for parishes.

Andrew has produced this article:

Safe catering in your parish - It's The Law!

Are you and your volunteers aware of the law concerning food hygiene?

Are you aware that new food hygiene legislation came into force on 1st January 2006, in addition to 2004 General Food Regulations?

Did you know that as the vicar / priest in charge of your parish you can be held legally responsible for any infringements of food hygiene regulations and that regulations apply to anything from a cup of tea to a parish dinner and they apply even if you are giving the food away, e.g. at your patronal festival.

The Regulations require "food business proprietors and/or those in positions of responsibility, (organisers etc.), to ensure that all persons engaged as food handlers be supervised and instructed and/or trained in food hygiene matters commensurate with their work activities."

This means that all those helping out with simple catering operations in many Church halls, Parish halls and Community facilities, do not necessarily need to receive accredited training. It may be sufficient for them to receive instruction and then be supervised by someone who has themselves been properly trained.

How do the regulations affect you?

If you have a regular activity such as a lunch club etc. The wide definitions contained in the Regulations mean that even a small, low risk activity such as providing drinks and crisps or tea and biscuits in a parish hall, may be deemed to be a 'food business' within the meaning of the 2006 Act and is therefore affected by the requirements of the regulations. Even if there is no charge for the food or refreshments, the regulations still apply. Organisers therefore have a legal responsibility to ensure the foods they supply are safe to eat. (Note: In addition, food must comply with legal requirements relating to composition and labelling e.g. on home made jams, cakes etc. and this does not have to be complicated)

All food "businesses" are subject to visits and inspections by Environmental Health Officers (EHOs). The frequency of visit will depend on the type and scale of the food handling activities taking place. Your EHO will be able to give you further advice on the likely inspection frequency for your venue or if required at all. Where volunteers prepare food at home for supply in halls, hygiene regulations also apply **to their kitchens**. Depending on the extent and regularity of food preparation taking place in domestic kitchens, your EHO may wish to visit these too.

The Law applies equally to a one-off event in your hall, as it does to those businesses operating on a regular basis.

Though one-off events are not within the scope of the 2006 Act they are covered by the 2004 General Food Safety Act. By adopting the simple processes of the 2006 Act, you can cover all the safety points and reduce the risk of food contamination.

The Food Standards Agency recommend two levels of hygiene training

1. Everyone helping out including those handling low risk or wrapped food only should:

- initially be made aware of 'the essentials of food hygiene'
- in due course they should receive 'hygiene awareness' training.
- be supervised as appropriate by someone who has received formal training

2. Food handlers who prepare or handle **open (unwrapped) 'high risk' foods**, (including preparation or handling in the home for consumption in a hall), should:

- be made aware of and understand 'the essentials of food hygiene'
- receive 'hygiene awareness instruction', as above
- receive formal level 2 training

NOTE: While it may appear onerous that those preparing food in halls or at home for service in halls should receive formal training, this applies

ONLY to those involved in the preparation and handling of high risk open (unwrapped) foods. Those without formal training may of course prepare and handle, in a hygienic manner, sandwiches containing only low risk fillings such as hard cheese, cakes without fresh cream, tray bakes, biscuits, soft drinks, beverages etc. They may also assist with preparation and handling of all foods in the hall where those who have received formal training supervise them. In other words, most of the people helping out with catering arrangements in many halls will only require an understanding of 'the essentials of food hygiene' and in due course, 'hygiene awareness instruction'. It is likely that a relatively small number of trained food handlers could be responsible for open high risk foods and cater for any special functions involving these foods.

Each year nearly 100,000 are officially diagnosed with food poisoning. The actual number is much higher

What to do ? When you start looking at the regulations they can seem daunting. Help is at hand

Whilst you may not have the resources or personnel to take on your parish training requirements they can be inexpensive to acquire. As a special service to the Diocese Andrew Barr can come in and train your volunteers to the required standard. He offers two levels of training,

Basic Food Hygiene Principles: This covers training for those involved in "low risk" food and drink preparation. The course lasts for 3 hours. A diploma will be awarded to all taking this course.

Basic Food Hygiene Certificate course (level 2): This is a formal training course for the Royal Institute of Public Health certificate, with an examination at the end (multiple choice lasts 45mins with 30 questions pass mark 20) The course is 7-9 hours which may be split into 2 or 3 sessions, All candidates must attend all sessions. Certificates will be posted after papers have been marked by the institute. Basic Food Hygiene certificates should be renewed after 3 years and this course may be used to update

previously held certificates awarded by any accredited body.

Both courses can be daytime or evening, Tuesday to Saturday and may be held in your Church Hall or venue (Certificate course requires exam conditions, please ask for details) for fewer numbers than the minimum required, Courses are run periodically in venues around the diocese please enquire for details (you may wish to host a course for your deanery).

Equal opportunities: Persons with disabilities may use a reader/scribe for the examination this must be stated at the time of booking confirmation.

Details of candidates for the certificate course must be given at the time of booking so registration with RIPH can be made for the exam.

N.B. These rates are for Voluntary organisations only Commercial rates are available.

Section 2 - Licenses, Insurance and Health and Safety

Various licenses are needed, according to what activities will take place in your hall. There are further details about these licenses on the Churchcare Website; www.churchcare.co.uk and on your local council website.

Sale of Alcohol

If you, or any of your users, intend to sell alcohol on the premises, you will need a Premises License. In order to do this you need to contact your local council.

Entertainment

You will also need a premises license if you wish to put on 'regulated entertainment' on a regular basis. If this is to be done on a temporary basis then a Temporary Event Notice needs to be obtained, also from your local council.

'Regulated entertainment' is any of the following - plays, films, indoor sporting events, boxing or wrestling entertainment, live and recorded music (or anything similar) and performances of dance (or anything similar) as well as the provision of facilities for making music or for dancing (or for anything similar).

Lotteries and raffles

A license is required for lotteries and raffles. You can apply through your local council for these. See information on individual council websites.

Television License

If you have a television in the building, you will need a license.

It is advisable to keep copies of all of these in a safe and accessible place, should an inspection be carried out.

Insurance and Health and Safety

You should ensure that your insurance covers you for all uses, volunteers and employees in the hall (get advice from your insurance company). Also that the necessary health and safety checks are made regularly:

- Electrical appliances (PAT testing),
- Fire safety
- Asbestos
- Kitchens and Hygiene
- Intruder alarms
- First Aid

Section 3 - Sample Documentation

A Sample Constitution

(Many funders will want to know if you have a constituted group to look after your building and the work that is being carried out there, here is an example of a simple constitution).

1 Name

The name of the group shall be.....

2 Aims

The aims of the group shall be:

3 Powers

In furtherance of the aims, but not otherwise, the committee shall have the following powers:

- a) power to raise funds and to invite and receive contributions, provided that in raising funds the committee shall not undertake any substantial trading activities and shall conform to any relevant requirements of the law.
- b) power to do all such other lawful things as are necessary for the achievement of the aims.

4 Membership.

- a) Membership of the group shall be open to any resident of interested in helping the group to achieve its aims, willing to abide by the rules of the group and willing to pay any subscription agreed by the Management Committee
- b) Every member shall have one vote at General Meetings.
- c) The membership of any member may be terminated for good reason by the Management Committee.

5 Management.

- a) The group shall be administered by a Management Committee of not less than And not more than members elected at the group's Annual General Meeting.
- b) The management committee shall meet at least times a year.
- c) The chairperson shall chair all meetings of the group. If the chair is absent from any meeting, the vice-chairperson shall chair the meeting. In the absence of both the chairperson and the vice-chairperson the members of the committee present will choose one of their number to chair the meeting before any other business is transacted.
- d) The Officers of the Management Committee shall be the Chairperson, the Vicechairperson, the Treasurer and the Secretary.
- e) The quorum for Management Committee meetings shall be
- f) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.

6 The Duties of the Officers

a) The duties of the Chairperson shall be:

- 1) to preside at meetings of the Committee and the organisation
- 2) as may be required by the Committee to act as the principal spokesperson on public occasions or when representations are being made on behalf of the organisation to public bodies.

b) The duties of the Vice-chairperson shall be:

- 1) to deputise in the absence of the Chairperson

c) The duties of the Secretary shall be:

- 1) to prepare in consultation with the Chairperson the agenda for the meetings of the Committee
 - 2) to take minutes of all meetings
- d) The duties of the Treasurer shall be:
- 1) to supervise the financial affairs of the organisation
 - 2) to ensure that proper accounts are kept with regards to all monies received and paid out by the organisation

7 Finance

- a) Any money obtained by the group shall only be used to further the group's aims.
- b) Any bank accounts opened for the group shall be in the name of the group.
- c) Any cheques issued shall be signed by two of the three committee members nominated as signatories.

8 Annual General Meeting

- a) The group shall hold an Annual General Meeting (AGM) in the month of
- b) All members shall be given at least 7 days notice of the AGM and shall be entitled to attend and vote.
- c) The business of the AGM shall include:
receiving a report from the Chairperson on the group's activities over the year
receiving a report from the Treasurer on the finances of the group
electing a new Management Committee, and
considering any other matter as may be decided.
- d) The quorum for the Annual General Meeting and any General Meeting shall be

9 Special General Meeting

A Special General Meeting may be called by the Management Committee or members to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

10 Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11 Dissolution

The group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to another group with similar charitable aims.

This constitution was adopted on the

Signed

.....

.....

.....

.....

**Application form for the occasional hire
of [insert name and address of church]**

Please fully complete the form below using the Terms and Conditions v1.0 as a reference.

Name of organisation (if applicable):

Person arranging the hire:

Name

Role within organisation (if applicable)

Address:.....

.....

Postcode..... Date of birth

Contact numbers - Home Mobile..... Business

Email

Purpose of hire

Number of people expected to attend (please note the maximum number is
[insert])

Date of hire

Time of hire: Arrival time Event start time.....
Event end time Departure time.....

Facilities required: [adjust this according to what rooms you have to hire]

Hall YES/NO **Room 1** YES/NO **Kitchen** YES/NO **Oven/Hob** YES/NO **Stage**
YES/NO

Payment: Payment must be made in line with the Terms and Conditions

Hirer's checklist:

Please include the following documents / evidences with your application

- | | | | |
|---|--------------------------|---|--------------------------|
| Proof of ID | <input type="checkbox"/> | Copies of any relevant PAT certificates | <input type="checkbox"/> |
| £50 Deposit | <input type="checkbox"/> | Payment | <input type="checkbox"/> |
| Temporary events notice for the sale of alcohol | <input type="checkbox"/> | | |

Confirmation:

I confirm that the information given on this form and supporting documents is current and correct

I confirm that I have received, read and understood the Terms and Conditions of Hire for
[insert name of hall] hall and agree to abide by them

Signature of applicant..... **Name of applicant**.....

Date of application

Once completed, please return to: [insert name and address of recipient here]

For office use only:

- | | | | |
|---|--------------------------|---|--------------------------|
| Copy of Proof of ID | <input type="checkbox"/> | Copies of any relevant PAT certificates | <input type="checkbox"/> |
| Hirer over 21 years old | <input type="checkbox"/> | Hire approved | <input type="checkbox"/> |
| £50 Deposit included | <input type="checkbox"/> | Payment included | <input type="checkbox"/> |
| Temporary events notice for the sale of alcohol | <input type="checkbox"/> | Confirmation Sent | <input type="checkbox"/> |

Signed on behalf of [insert name of parish] PCC

Name Date.....

Terms and Conditions of Hire

For [insert name and address of hall]

Occasional Hire

For the year [insert year]

1. Bookings

- 1.1 Any person or organisation who wishes to hire the hall for the same purpose or activity on more than one occasion in any one month is deemed to be a regular hirer and will therefore need to obtain the Terms and Conditions for Series of Engagements - Regular Hire and the application for regular hire.
- 1.2 The Parochial Church Council (PCC) is unable to take bookings from persons under the age of 21 years or from any organisation or group with an unlawful or extremist background.
- 1.3 The person named on the agreement ('the hirer') is responsible for these terms and conditions of hire being adhered to and must be present for the duration of each hire period.
- 1.4 The agreement is personal to the hirer and he/she must not assign or sublet any of the benefits granted by this agreement. Nothing in the agreement is intended to have any effect of giving exclusive possession of any part of the hall to the hirer or of creating any tenancy between the hirer and the PCC.
- 1.5 The regular hirer is to use the hall only for the purpose stated in the application form.
- 1.6 The hire period includes the setting up, preparation, clearing up, cleaning and exiting of the hall and grounds.
- 1.7 The use of the hall does not entitle the regular hirer to enter the hall at any other time than the specified hours for which the hall is to be used unless prior arrangements have been made with the PCC.
- 1.8 On safety grounds, and in accordance with the Fire Regulations, up to a maximum of 80 people can occupy the hall at any time during its use.
- 1.9 To ensure full compliance with the Premises Licence the PCC require the hall to be vacated by 23.00 hours.
- 1.10 The hirer will comply with the PCC's Child Protection Policy or with the latest Government Guidelines as at present set out in the document 'safe from harm' when the premises are to be used for purposes or activities involving children. The hirer shall be responsible for the safety of children in the hall and ensure that they are kept safe from harm at all times during the hire period.
- 1.11 Individuals may only hire the hall on 3 occasions in a year.
- 1.12 The PCC reserves the right to refuse admission to any person or persons.
- 1.13 The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations

2. Payments

- 2.1 The hirer is personally responsible for payment of all fees or other sums due in respect of the hire.
- 2.2 For a single hire a booking deposit cheque of £50 must be paid at the time of application and will be destroyed, if all hiring conditions are met, after the end of the hire period.
- 2.3 Charges for use of the hall are reviewed annually and new charges come into force on the first day of January each year. The present hourly rate for the use of the hall is as follows: Large hall, £15 (private/community use), £20 (commercial); [insert other rooms and costs]

3. Access to the Hall/Keys

- 3.1 The hall will be opened by a member of the Hall sub-committee or another specified member of the church.

4. Alcohol

- 4.1 Alcohol must not be sold on the premises without obtaining the appropriate Temporary Events notice from the licensing section of [insert name of your local council] If it is intended to sell alcohol on the premises the appropriate Temporary Events Notice is to be obtained, a copy supplied to the PCC prior to the event and the notice displayed on the premises during the event.

5. Smoking

- 5.1 All buildings are no smoking areas and therefore smoking is not permitted.
- 6. Decorations / Notices**
- 6.1 No advertisements, bills, flags, emblems or other decorations shall be displayed inside or outside the hall without previous written consent of the PCC.
- 6.2 No bolts, nails, tacks or screw bits, pins or other like objects shall be driven into any part of the hall.
- 7. Electrical Equipment**
- 7.1 All Electrical Equipment brought into the hall must have undergone Portable Electrical Appliance Testing (PAT Testing).
- 7.2 The regular hirer is to provide an up to date PAT Test Certificate.
- 8. Fire Exits and Regulations**
- 8.1 Fire exits must be kept clear at all times and an adequate gangway left between chairs and tables to allow easy exit from the hall.
- 8.2 The hirer must make him/herself fully conversant with the fire drill for the hall and the position of appliances and emergency exits. In the event of an evacuation of the building the regular hirer is responsible for informing the emergency services that everyone has been evacuated safely.
- 9. Cleaning**
- 9.1 The regular hirer shall, at the end of each hire period, leave all areas of the hall in a clean, tidy and orderly state as detailed in the separate Regular Hirer's Checklist which forms part of these terms and conditions of hire.
- 10. Exiting the Building**
- 10.1 The regular hirer is responsible for the security of the hall for the duration of each hire period. At the end of each hire period and before leaving the hall, the regular hirer must ensure that the hall is safe and secure as detailed in the Occasional Hirer's Checklist.
- 11. Cancellations / Changes to Bookings**
- 11.1 The PCC has priority use of the hall. If any changes to a confirmed booking are necessary, the PCC will endeavour to give at least one month's notice if at all possible.
- 11.2 If, due to an emergency or unforeseen circumstance, the PCC consider it necessary to cancel a booking, the PCC will refund the booking fee in full. However, the PCC shall not be liable to pay any compensation to the hirer or any other person due to cancellation.
- 11.3 The PCC reserves the right to terminate the hire or cancel the booking if it finds or suspects that the hirer is using or is intending to use the hall for any activity other than that stated on the application form.
- 11.4 If a hirer wishes to cancel a booking one month's notice is to be given to the PCC.
- 12. Lost or damaged property**
- 12.1 The PCC will not under any circumstances accept responsibility or liability in respect of any loss of or damage to any property, articles or items placed or left in the hall by or on behalf of the hirer or any other person, or in connection with the hire.
- 12.2 Cars and their contents are left on the car park at the owner's risk.
- 13. Damage, Loss, Injury**
- 13.1 It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk. The PCC accepts no responsibility for any injury to persons or damage to property arising out of the hire.
- 13.2 Any costs incurred by the PCC during the hire period eg breakages, cleaning etc. and any costs incurred as a result of the hirer's non-compliance with the Occasional Hirer's Checklist will be deducted from the deposit. Costs not covered by the deposit will be invoiced separately
- 13.4 Details of any accidents or incidents occurring during the use of the hall, including details of any witnesses, apparatus etc. involved, must be recorded in the Accident Book, located in the kitchen. This must be as soon as possible and in all cases within 24 hours. Any apparatus or equipment involved must be retained for inspection by law.
- 14. Failure to comply**
- 14.1 The PCC reserves the right to terminate any hire immediately in the event of the hirer's failure to observe or perform any of the conditions and terms of hire contained herein.

15 Hall Committee

The telephone numbers of the hall committee are as follows

Treasurer [insert phone number]

Chairperson [insert phone number]

Members [insert phone number]

[insert name of church]

Occasional Hirer's Checklist

Forming part of the Terms and Conditions of Hire

Date of hire _____

[Change these as appropriate to your situation]

	On arrival Keyholder	For Office Use Only	
		Before departure	Charges to be made to previous hirer
1. Open all curtains			
2. Check all windows are closed and locked			
3. Wipe tables and chairs if needed			
4. Put away tables and chairs into main hall:- Neatly stack all chairs in main hall Store tables in their trolley Put light tables on top of heavy tables			
5. Recycle all waste products into appropriate bins			
6. Wash and put away all kitchen equipment used, clean work surfaces			
7. Sweep floors, if necessary			
8. Empty full bins into appropriate recycling bins			
9. Mop floors if necessary			
10. Leave the entire hall clean and tidy			
11. Water boiler is left on			
12. Cooker control panel switched off			
13. Check taps in kitchen turned off			
14. Check taps in toilets turned off			
15. Turn other electrical items off			
16. Ready to leave hall at departure time on application form			

NB cleaning materials are [insert details]

Hirer Signature.....

Hirer Name..... (please print)

For office use only

Keyholder's checklist

17. Time overran by

- 18. Firedoors fully engaged and locked
- 19. One exit door fully locked
- 20. Turn off lights
- 21. Exit and lock door

Keyholder Signature.....

Keyholder Name..... (please print)

**Application form for the regular hire
of [insert name and address of hall]**

Please fully complete the form below using the Terms and Conditions v1.0 as a reference

Name of organisation

Person arranging the hire:

Name

Role within organisation

Address.....

.....

Postcode.....

Date of birth

Contact numbers - Home Mobile Business

Email.....

Purpose of hire

Number of people expected to attend (please note the maximum number is [insert])

Day(s) of Hire - Monday Tuesday Wednesday Thursday Friday Saturday
Sunday

Specific Dates:

Please mark the dates you require

Jan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Feb	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
Mar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Apr	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Aug	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Sept	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Oct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Nov	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Dec	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Time of hire: Arrival time Event start time.....
Event end time Departure time.....

Facilities required: [adjust this according to what rooms you have to hire]

Hall YES/NO Room 1 YES/NO Kitchen YES/NO Oven/Hob YES/NO Stage YES/NO

Payment: Payment must be made in line with the Terms and Conditions

Hirer's Checklist

Hirer's checklist:

Please include the following documents / evidences with your application

- | | | | |
|------------------------------------|--------------------------|---|--------------------------|
| Proof of ID | <input type="checkbox"/> | Copies of any relevant PAT certificates | <input type="checkbox"/> |
| Copy of Child Protection Policy | <input type="checkbox"/> | CRB Disclosure(s) | <input type="checkbox"/> |
| Copy of Public Liability Insurance | <input type="checkbox"/> | | |

Confirmation:

I confirm that the information given on this form and supporting documents are current and correct

I confirm that I have received, read and understood the Terms and Conditions of Hire for
[insert name of hall] and agree to abide by them

Signature of applicant..... Name of applicant.....

Date of application

Once completed, please return to [insert name and address of recipient]

For office use only:

- | | | | |
|------------------------------------|--------------------------|---|--------------------------|
| Copy of Proof of ID | <input type="checkbox"/> | Copies of any relevant PAT certificates | <input type="checkbox"/> |
| Copy of Child Protection Policy | <input type="checkbox"/> | Copy of CRB Disclosure(s) | <input type="checkbox"/> |
| Copy of Public Liability Insurance | <input type="checkbox"/> | Hirer over 21 years old | <input type="checkbox"/> |
| Hire approved | <input type="checkbox"/> | Confirmation sent | <input type="checkbox"/> |

Signed on behalf of [insert parish name] PCC

Name Date.....

Terms and Conditions of Hire

for [insert name and address of hall]

Series of Engagements - Regular Hire for the year

1. Bookings

- 1.1 Any person or organisation who wishes to hire the hall for the same purpose or activity on more than one occasion in any one month is deemed to be a regular hirer.
- 1.2 The Parochial Church Council (PCC) is unable to take bookings from persons under the age of 21 years or from any organisation or group with an unlawful or extremist background.
- 1.3 The person named on the agreement ('the regular hirer') is responsible for these terms and conditions of hire being adhered to and should be present for the duration of each hire period. If he/she does not intend to be present for a particular hire period, written details of the person acting as deputy must be supplied to the PCC for each and every occasion that the regular hirer is not present.
- 1.4 The agreement is personal to the regular hirer and he/she must not assign or sublet any of the benefits granted by this agreement. Nothing in the agreement is intended to have any effect of giving exclusive possession of any part of the hall to the hirer or of creating any tenancy between the hirer and the PCC.
- 1.5 The regular hirer is to use the hall only for the purpose stated in the application form.
- 1.6 The hire period includes the setting up, preparation, clearing up, cleaning and exiting of the hall and grounds.
- 1.7 The use of the hall does not entitle the regular hirer to enter the hall at any other time than the specified hours for which the hall is to be used unless prior arrangements have been made with the PCC.
- 1.8 On safety grounds, and in accordance with the Fire Regulations, up to a maximum of 80 people can occupy the hall at any time during its use.
- 1.9 To ensure full compliance with the Premises Licence the PCC require the hall to be vacated by 23.00 hours. If hire of the hall is required after this time, prior arrangements must be made with the PCC.
- 1.10 Regular hirers who work with children/young adults/vulnerable adults are required to provide a copy of their Child Protection Policy and copies of CRB checks for their employees/volunteers. The regular hirer will comply with the PCC's Child Protection Policy or with the latest Government Guidelines as at present set out in the document 'safe from harm' when the premises are to be used for purposes or activities involving children. The regular hirer shall be responsible for the safety of children in the hall and ensure that they are kept safe from harm at all times during the hire period.
- 1.11 The PCC reserves the right to refuse admission to any person or persons.
- 1.12 The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations

2. Payments

- 2.1 The regular hirer is personally responsible for payment of all fees or other sums due in respect of the hire.
- 2.2 Regular hirers will be invoiced in advance for all bookings made. Regular hirers are required to make payment by the first day of each month for all bookings to take place within that month.
- 2.3 Regular hirers who fall in arrears with monthly payments will be forwarded written notice of any outstanding balances. Interest on outstanding balances will be charged at 5% above the base rate. Unless any such outstanding balances are paid in full within 14 days of such written notice, the PCC reserves the right to cancel future hires until such time as payment in full is received. If a regular hirer's cheque is represented or returned by the PCC's bank a charge of £25 will be made to the regular hirer.
- 2.4 Charges for use of the hall are reviewed annually and new charges come into force on the first day of January each year. New charges will be communicated to regular hirers one month before the new charges are applied. The present hourly rate for use of the hall is as follows: Large Hall [insert amount] (private/community use), [insert amount] (commercial); [insert name of any other rooms you may hire

out] [insert amount] (private/community use), [insert amount] (commercial);

3. Access to the Hall/Keys

- 3.1 Regular hirers will be issued with keys. These keys can be retained by the regular hirer for the duration of the hire period providing that all hire fees are paid by the required time. The keys will only be issued on receipt of the £50 cash returnable deposit and signature from the regular hirer. The deposit will be repaid upon return of the key on the completion of the hire period.

4. Alcohol

- 4.1 Alcohol must not be sold on the premises without obtaining the appropriate Temporary Events notice from the licensing section of [insert name of your local council] If it is intended to sell alcohol on the premises the appropriate Temporary Events Notice is to be obtained, a copy supplied to the PCC prior to the event and the notice displayed on the premises during the event.

5. Smoking

- 5.1 All buildings are no smoking areas and therefore smoking is not permitted.

6. Decorations / Notices

- 6.1 No advertisements, bills, flags, emblems or other decorations shall be displayed inside or outside the hall without previous written consent of the PCC.
- 6.2 No bolts, nails, tacks or screw bits, pins or other like objects shall be driven into any part of the hall.

7. Electrical Equipment

- 7.1 All Electrical Equipment brought into the hall must have undergone Portable Electrical Appliance Testing (PAT Testing).
- 7.2 The regular hirer is to provide an up to date PAT Test Certificate.

8. Fire Exits and Regulations

- 8.1 Fire exits must be kept clear at all times and an adequate gangway left between chairs and tables to allow easy exit from the hall.
- 8.2 The regular hirer must make him/herself fully conversant with the fire drill for the hall and the position of appliances and emergency exits. In the event of an evacuation of the building the regular hirer is responsible for informing the emergency services that everyone has been evacuated safely.

9. Cleaning

- 9.1 The regular hirer shall, at the end of each hire period, leave all areas of the hall in a clean, tidy and orderly state as detailed in the separate Regular Hirer's Checklist which forms part of these terms and conditions of hire.

10. Exiting the Building

- 10.1 The regular hirer is responsible for the security of the hall for the duration of each hire period. At the end of each hire period and before leaving the hall, the regular hirer must ensure that the hall is safe and secure as detailed in the Regular Hirer's Checklist.

11. Cancellations / Changes to Bookings

- 11.1 The PCC has priority use of the hall. If any changes to a confirmed booking are necessary, the PCC will endeavour to give at least one month's notice if at all possible.
- 11.2 If, due to an emergency or unforeseen circumstance, the PCC consider it necessary to cancel a booking, the PCC will refund the booking fee in full. However, the PCC shall not be liable to pay any compensation to the regular hirer or any other person due to cancellation.
- 11.3 The PCC reserves the right to terminate the hire or cancel the booking if it finds or suspects that the regular hirer is using or is intending to use the hall for any activity other than that stated on the application form.
- 11.4 If a regular hirer wishes to cancel one occasion of hire and gives notice of 4 or more working days, no charge will be made. Cancellations made within 3 or less working days will be charged the normal hire fee. If a regular hirer wishes to terminate the series of engagements agreement one month's notice is to be given to the PCC.

12. Lost or damaged property

- 12.1 The PCC will not under any circumstances accept responsibility or liability in respect of any loss of or damage to any property, articles or items placed or left in the hall by or on behalf of the regular hirer or any other person, or in connection with the hire.
- 12.2 Cars and their contents are left on the car park at the owner's risk.

13 Damage, Loss, Injury

- 13.1 It is the regular hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk. The PCC accepts no responsibility for any injury to persons or damage to property arising out of the hire.
- 13.2 The regular hirer is responsible for making sure the PCC is indemnified against any damage, loss or injury that may arise as a result of their hire. Regular hirers are required to take out Public Liability Insurance of £2 million. Small community groups can apply to the PCC to become a named group on the PCC's insurance policy. The extra premium incurred by the PCC will be invoiced to the group concerned.
- 13.3 Any costs incurred by the PCC during the hire period eg breakages, cleaning etc. and any costs incurred as a result of the regular hirer's non-compliance with the Regular Hirer's Checklist will be invoiced to the regular hirer.
- 13.4 Details of any accidents or incidents occurring during the use of the hall, including details of any witnesses, apparatus etc. involved, must be recorded in the Accident Book, located in the kitchen. This must be as soon as possible and in all cases within 24 hours. Any apparatus or equipment involved must be retained for inspection by law.

14 Failure to comply

- 14.1 The PCC reserves the right to terminate any hire or series of hires immediately in the event of the regular hirer's failure to observe or perform any of the conditions and terms of hire contained herein.

15 Hall Committee

The telephone numbers of the hall committee are as follows

Treasurer [insert phone number]
Chairperson [insert phone number]
Members [insert phone number]

[insert name of church]

Regular Hirer's Checklist

Forming part of the Terms and Conditions of Hire

Day of hire _____

Date of hire _____

On **arrival** the regular hirer is advised to confirm that the hall has been left safe, secure, clean and tidy by the **previous hirer**.

Before **departure** the Regular Hirer is required to leave the hall safe, secure, clean and tidy **ready for the next user**.

	Keyholder Tickboxes		Office use only Charges to be made to previous hirer
	On arrival	Before departure	
1. Open all curtains			
2. Check all windows are closed and locked			
3. Wipe tables and chairs if needed			
4. Put away tables and chairs into main hall:- Neatly stack all chairs in main hall Store tables in their trolley Put light tables on top of heavy tables			
5. Recycle all waste products into appropriate bins			
6. Wash and put away all kitchen equipment used, clean work surfaces			
7. Sweep floors, if necessary			
8. Empty full bins into appropriate recycling bins			
9. Mop floors if necessary			
10. Leave the entire hall clean and tidy			
11. Water boiler is left on			
12. Cooker control panel switched off			
13. Check taps in kitchen turned off			
14. Check taps in toilets turned off			
15. Turn other electrical items off			
16. Check firedoors fully engaged and central locked			
17. One exit door locked at top, bottom and centre			
18. Turn off all lights			
19. Exit through final exit door and lock			
20. Leave hall at departure time on application form			

NB cleaning materials are [insert details]

Keyholder Signature

Keyholder Name (please print)

Example of an information sheet which could be given to hirers

(taken from the Churchcare website)

This is an information sheet, which can be issued to a hirer. Obviously, this is just an example and the information may need to be amended in accordance with the particular hire.

1 Safety

In the event of a fire, the [Premises] should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the Telephone, Fire Exits and Fire Extinguishers must be noted before the [Premises] is occupied and the manner of opening Fire Doors should be made known to your guests. [(A sketch plan showing these is shown on the following page)]

2 Power Circuits

The power points are timed to turn off at 11.45 p.m. Please warn your guests, band or disco of this.

3 Telephone

A list of contact numbers is situated by the [Premises] Telephone. These are intended for emergency use only.

4 Car Parking

The roadway leading to the [Premises] must not be obstructed. The [Premises] car park will accommodate [] number of cars. Any over flow should be diverted up the roadway and may park []. [Cars are not allowed on the [].]

5 Licence

The Premises Licence is to 11.45 p.m. only; this coincides with the end of your period of hire. After midnight only those helping to clear up the [Premises] should be in the [Premises]. Failure to comply with this will result in the forfeiture of your deposit.

6 Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to the local residents.

Any comment or observation that you may have regarding your hire should be addressed to [].

WE WISH YOU A HAPPY AND SUCCESSFUL FUNCTION

Section 4 - Guidance and Advice

Parish Buying Guide - Electricity and Gas

Summary

When buying gas and electricity, parishes are classed as business customers. This means that:

- Many parishes have contracted with their current supplier, usually for a fixed time period,
- Switching suppliers is possible, but it isn't as easy as for domestic customers.

Gas and electricity are major areas of cost for parishes. This, coupled with volatility in pricing, suggests that it would be good practice to monitor this regularly (at least once a year, unless you are contracted for a longer time period.)

This guide aims to help you manage your electricity and gas effectively.

Five Steps for Successful Utilities Management

1. Know your present situation.

Many parishes are contracted to their current supplier, but don't realise it. Unless you are certain of the nature of your deal with your current supplier, we suggest that you contact them to find out

- Whether you are in a contract with them
- How the contract can be terminated – whether it is a fixed term contract, or if it is a rolling contract, the length of the notice period.
- Ensure that your utility supplier has the correct contact details for the person managing the parish's utilities. This will mean that letters regarding the contract are delivered to the appropriate person promptly.

Note:

Some contracts automatically “roll over” into a new contract period if notice is not given during a specified time-window. This time window can be short, can close three months before the contract ends, and under some contracts, the supplier does not need to write to notify you of this period.

2. Review the market

You should review the market at least annually unless you are in a longer contract. Prices and available tariffs change, and you are advised to review what is available. To do so, you should use the last year's bills to gain an accurate picture of your annual consumption.

- Many parishes with low daytime use have found that they are better off using a tariff with a low rate for evenings, nights and weekends. There may be a one-off cost for switching tariffs.
- The importance of the standing charge will vary according to how much energy you are using. If you use relatively little energy, finding a tariff with a low daily standing charge will be important.
- Fixed-term contracts can often enable you to access prices that are cheaper, but will tie you in for an extended time period. In determining whether this is a good buy, you will need to make a judgement on the future direction of energy prices.
- Prices do vary by supply region, so check that you are getting a price comparison for your region. You will also need to know your 'Supply Number' as it contains profile information that will enable you to get an alternative quote, and will be needed to switch supplier if you decide to do this.
- Don't necessarily accept the first quote you are offered. As a business customer, there is considerably more scope for negotiation than on domestic tariffs.

3. Determine your environmental strategy.

Every parish is encouraged to audit its activities and have a strategy for reducing its carbon footprint. Choice of the right energy tariff (together with improvements in energy efficiency and managing use of buildings) can produce significant reductions. The best of green tariffs - where the energy supplied is from sustainable or renewable sources - will currently be more expensive than most 'normal' energy tariffs, but are one of the most cost-effective means for parishes to reduce their carbon footprints (e.g. by comparison with micro-generation schemes or offsetting). (For more information visit www.shrinkingthefootprint.cofe.anglican.org).

4. Decide whether to switch

If you do decide to switch, you will need to plan it carefully, and ensure that you give your existing supplier appropriate notice as determined by the contract.

For some fixed period contracts which automatically "roll over", the short length of notice period in the interim can mean that there isn't time to go back to the PCC to authorise a change of supplier or tariff. If necessary, gain pre-approval of the PCC to switch.

5. Ensure you are paying no more VAT than necessary

Business customers who use more than the monthly equivalent of annual usage of 12,000 kWh of electricity and/or 54,750 kWh of gas, pay a commercial Climate Change Levy (CCL) of 0.456p per kWh. VAT is charged at the standard rate (usually 17.5%, now 15%) on the total (Energy + CCL). These charges apply to all types of fuel; gas, electricity, oil, coal etc. However no CCL is made, (and the VAT remains at 5%) for charitable "non-business" use.

Charities:

The rules distinguish between "Charitable Non-Business Use" and "Business Use". "Charitable Non-Business Use" is typically church worship and church related activities, where income is by voluntary contributions and donations. "Business Use" is typically use of church or church hall for non-church purposes, and where income is generated from hiring or renting out facilities.

In the absence of a "Customer Declaration Certificate" the supplier will assume all supply is for "Business Use". Where 60% or more of the supply is for "Non-Business Use" and a valid "Customer Declaration Certificate" has been submitted then the whole of the supply will be billed at the 5% rate of VAT and excluded from CCL.

Where less than 60% of the supply is for "Non-Business Use" and a valid "Customer Declaration Certificate" has been submitted then the reduced rate of 5% VAT and zero CCL will be charged on the declared percentage of "Non-Business Use", the remainder will be charged CCL and standard rate VAT.

This guide has been produced by the Procurement Group - a task group representing dioceses and the national church, who seek to enable the church to carry out their purchasing more effectively. Thanks are also acknowledged to Graham Kemp, a treasurer in the Guildford Diocese for the guidance on VAT.

Community Building Project Toolkit

Building Success is a toolkit to help anyone planning a community building project. Visit www.building-success.org.uk

Halls for Hire - Advertising your hall

Parishes can advertise their halls for hire free on the Diocesan Website - <http://www.manchester.anglican.org/churches/halls-for-hire/tell-us-about-your-church-hall>

You may also advertise in mailings, articles in the local press, interviews on radio, leaflets, posters or a regular newsletter.

Requirements on Disabled Access

See details on the Churchcare website - <http://www.churchcare.co.uk/legal.php?GL>

Employing people and managing volunteers

It is important that the law is followed when employing people in any capacity, or in taking on volunteers. See the Employment Guidance section of the Diocesan Website for guidance.

Grants and Funding

The Grants Handbook gives details and application forms for Diocesan Grants and contains details of other grants, together with lots of other useful information about grants and funding.

Parish Audits

There is an audit pack available online and the Church and Community Development Officer can assist parishes with Audits. The Mission Development Officer can assist with local statistics.

Training Available

Regular training sessions are available around Grants and Funding and community work. Details of all of these are published on the Church and Society section, and in the Diary on the Diocesan website - www.manchester.anglican.org.

Section 5 - Useful Sources of Online Information

Where	What For	Website address
Churchcare	Developing your church building section and Disabled Access section	www.churchcare.co.uk http://www.churchcare.co.uk/legal.php?GL
Manchester Diocese	Advertising your hall, information on fundraising and Grants, community development and employing people in your parish	www.manchester.anglican.org
EIG Insurance	Church hall and liability insurance (<i>there are other insurance companies which do this and we are not specifically recommending this one</i>)	www.ecclesiastical.com
Centres for Voluntary Services	See the list in the Grants Handbook on the Diocesan Website	www.manchester.anglican.org or through search engine
Local Councils	Planning consent, local advice, licenses	Through search engine

Church House Staff Contacts

Mike France, Church and Community Development Officer

0161 828 1475 mfrance@manchester.anglican.org

Alison Peacock, Mission Development Officer

0161 828 1447 apeacock@manchester.anglican.org

Dian Leppington, Parish Resources Advisor 0161 828 1446

dleppington@manchester.anglican.org

Sue Heil, Resources Assistant 0161 828 1445

sueheil@manchester.anglican.org

Christine Marshall, DAC Secretary 0161 828 1419

For advice on community projects and Parish Audits

For advice on local statistics

}
} For Funding Advice

}
}

For advice about Faculties