



Durham Rural
Community Council

VILLAGE-VOICE

Welcome to the third edition of VILLAGE-VOICE
an email bulletin specifically for management committee members and user groups
of village halls and community buildings across County Durham

New Health and Safety Checklist for Management Committees of Community Buildings

Information from the Health and Safety Executive (HSE)

HSE have developed a simple checklist which summarises the areas you may need to consider if your organisation has responsibilities for managing a hall. The checklist can be accessed here:

<http://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>

An organisation staffed entirely by volunteers may still have duties under health and safety law if it has responsibilities for non-domestic premises (such as a village hall). They have provided more detailed information on the legal responsibilities owners and management committees may have:

<http://www.hse.gov.uk/voluntary/village-legal.htm>

Book-Keeping for Beginners Free Training Courses

Community Accounting in collaboration with DRCC are providing free (light touch) outreach training courses in the Durham area. Each course (part 1) provides four days of training delivered over a number of weeks. Part 2 provides an additional two days of training on computerising accounts; flexibility is at the core of the training to ensure none of the trainees are disadvantaged (a free buffet lunch is included)

The coursework is generic in its content, providing the trainees with skills that can be applied to the Public, Private and Third Sector; the skills learned will significantly improve the likelihood of gaining employment across the job market as a whole.

The training will be delivered by Paul Brown-King FCCA; Paul is a Chartered Certified accountant who has many years' experience of working both in the private and the community/voluntary sectors.

Each course (part 1) will cover training and practical exercises on the following:

Preparation of Cash Flows; Setting a Budget and Budget Controls; Bank Reconciliation's; Preparing a Book-Keeping System; Accounts Preparation for the Charity Commission and Companies House and The Need to Keep Accurate Accounts. Part 2 will cover the Practical Implementation of Computerising Accounts.

The courses are informal and do not require the trainees to have any formal qualifications; on successful completion of the courses each trainee will be provided with a certificate of achievement.

Course dates are 3 May, 16 May, 17 May, 23 May, 24 May, 31 May; other dates to be agreed subject to demand, course time 10.00am-3.00pm

Courses are limited to seven trainees per course; to register your interest contact Community Accounting on 0191 3874469 or DRCC on 01207 529621 or email community_accounting@yahoo.co.uk

Advance Notice - Minimum Wage Increases Announced

If your community building employs any staff please note the adult national minimum wage is to increase by 15p an hour to £6.08 from 1st October 2011. For 18 to 20 year olds the change is 6p to £4.98, 16 to 17 year olds add 4p to get £3.68, apprentices up 10p to £2.60.

Royal Institution of Chartered Surveyors – Charity Property Help

Charity Property Help is a pro bono service designed to assist charities and voluntary organisations by providing free support and guidance on all property matters in the UK. Many charities and voluntary organisations, from village halls to multinationals, need advice on property matters. Charity Property Help is designed to ensure that these organisations are able to manage their property assets more effectively.

I am from a charity/voluntary organisation how can Charity Property Help assist me?

All charities are able to access this scheme free of charge. To register simply complete the online form http://www.rics.org/site/scripts/xforms_form.aspx?formID=47. Once they have captured your details onto their database they will be able to find a suitably qualified firm in the vicinity which is able to assist you further. The advisor will then provide you with the name of the key contact at the company and a method for contacting them. Once you contact the company they will provide your charity with an initial consultation of a minimum of one hour. This consultation will be free of charge. NB After this consultation has taken place you may negotiate with the firm for any additional advice on a chargeable basis.

What are the benefits to the charity/voluntary organisation?

During the difficult economic climate that we are currently operating in all companies are focusing on their operational spending. It is therefore important that as a socially responsible organisation RICS are offering as much support as possible to charities who are struggling due to decreases in funding created by the recession and its effects on the populations disposable income. The charity will be able to secure the services of a firm of Chartered Surveyors, who will operate with professionalism and integrity.

The surveyor will be able to advise the charity on one or more of the following areas of specialism:

Repair Disputes	Rates
Disputes with Builders	Council Tax
Insurance - Advice on dispute Insurance claims	Environmental Issues
Service Charges	Leasehold Acquisition
Landlord and Tenant Disputes	Rent Reviews
Planning Issues	Dilapidations
Boundary Disputes	Property Strategy
Dilapidations	DDA
Lease and renewals and tenancies	Risk and Disaster Management
Health & Safety	Project Management
Service Charges	Capital Additions
Office Relocation	Property Maintenance
Grants - help with preparation of information for home improvement grants	
Freehold and Leasehold disposals - Charity Act Requirements	

What happens after my charity has had an hour's free consultation?

All firms that are registered to Charity Property Help have agreed to provide a minimum of one hour's free consultation to selected charities in certain geographical locations.

After this consultation has been provided any additional services that are required in regard to the matter must be negotiated with the company and any charges will be agreed at this stage if applicable

For more information about Charity Property Help please visit <http://rics.org/charitypropertyhelp> or telephone 0870 333 1600

Charity Commission publishes CIO Guidance and Constitutions

The Charity Commission has published the first part of its guidance for anyone interested in setting up a Charitable Incorporated Organisation (CIO), together with two model constitutions for forming a CIO.

A CIO is an incorporated form of charity which is not a company. It only needs to register with the Charity Commission (not Companies House) and is only created once it is registered by the Commission. The guidance together with the model constitutions will enable charities, advisers and anyone else interested in setting up a CIO to decide if this structure is the right one for them. It will also enable them to familiarise themselves with the guidance and constitutions ahead of implementation.

For more information, please click http://www.charitycommission.gov.uk/RSS/News/pr_cio.aspx to visit the Charity Commission website.

Health Trainer in Rural County Durham

DRCC has secured funding from NHS County Durham and Darlington to operate a Health Trainer programme in rural parts of the county. Charlotte Bates, who also delivers a number of other health and wellbeing initiatives, is already working with clients in the Stanley area and plans to extend the service into other areas very soon.

If you, or someone you know, would like the opportunity to work with Charlotte on a one-to-one basis to improve any aspect of your general health or wellbeing then contact her at our offices at Park House. She will be offering a wide range of help and advice including:

- Help to give up smoking
- Help with weight loss
- Help to increase activity levels
- Referrals to other NHS services

For more information please contact Charlotte on 01207 529621

A Message from Blackhall Community Centre (The Old Miners Welfare)

“Our Community Centre was once the old Miners Welfare Hall. It has recently had a quarter of million pounds spent on it and has just celebrated being open for 50 years.

We have been reborn as the Community Centre and we now serve the community with meals, events, functions, entertainment and fitness opportunities. We have become the hub of our village when other organisations have gone by the way side.

We are the only multi-functional facility in the village and are now the only venue suitable to hold weddings, birthday, functions etc. for up to 200 people.

We are, like everyone else struggling with our core funding and could do with a good news story to keep morale up in these dark and dreary days.”

If your group has any good news stories that could be included in future editions of VILLAGE-VOICE please email them to helen.thistlethwaite@durhamrcc.org.uk; any accompanying photographs would also be appreciated.

An Introduction to Capital Development Workshop (*part of the Places for Everyone programme*)
Thursday 9th June 2011 10.00am – 4.30pm The Glebe Centre, Murton, Co. Durham

This workshop is aimed at third sector organisations in the North East that are considering, or in the process of, refurbishing or redeveloping a building or starting a complete new build.

The workshop covers a range of topics from identification of need through to the building process, putting together a business plan, and where to go for funding. It has been designed to give you an overall introduction to the capital development process. You will be supported to consider the viability of your own plans and it's a great chance to build links with other organisations in a similar position. The workshop forms the initial phase of the Places for Everyone programme.

Following the workshop you could access one-to-one support and specialist expertise to help you to move your capital development plans forward. Along with the one-to-one support, the longer term aim of the programme is to help organisations to secure funding towards feasibility studies and enable access to our Bank of Expertise.

The Places for Everyone programme is delivered by PNE Development, Locality, Mosedale Gillatt Architects (MGA) and Pentagon Partnership, and is supported by One North East. To apply for the programme and book your place on the workshop, please visit www.placesforeveryone.org/workshop or call Anne-Maria on 0191 438 7999

Healthy Eating for Older People in Teesdale

Our Healthy Eating project for older people in Teesdale continues until June. Do you know of a group or an individual who would enjoy taking part in fun and friendly cooking sessions where everyone sits down to eat what they have prepared at the end of the sessions? The sessions are free and flexible and will be organised to meet the needs of local people, at local venues.

We have already held a number of sessions in and around Teesdale. They have been very well received and people have learned more about eating healthily on a budget as well as finding out more about what support is available locally to help them lead healthier lifestyles.

For more information or to book a course in your area please contact Charlotte on 01207 529621

New Markets New Opportunities - New FREE Workshops

The above programme of workshops will be running between May and November this year to support Social Enterprises and Voluntary & Community Organisations in the North East.

Following the success of the Business Link Built to Achieve Workshops, Business to Business will be running a series of workshops throughout the Region, looking to help organisations understand Performance Management, Leadership Management and How to Develop New Income Streams.

The initial workshop programme for the 'New Markets New Opportunities' service is as follows:

Date	Time	Workshop Title	Venue
11th May	9.30- 12.30	Understanding Performance Management	Glass Centre, Sunderland
24th May	9.30- 12.30	Understanding and Implementing Outcomes	Dance City, Newcastle
25th May	9.30- 12.30	Monitoring and Evaluating Performance	Dance City, Newcastle
26th May	9.30- 12.30	Understanding Performance Management	Thistle Hotel, Middlesbrough
2nd June	9.30- 12.30	Understanding Leadership	Dance City, Newcastle
7th June	9.30- 12.30	Understanding and Implementing Outcomes	Thistle Hotel, Middlesbrough
9th June	9.30- 12.30	Strategic Planning	Dance City, Newcastle
14th June	9.30- 12.30	Monitoring and Evaluating Performance	Thistle Hotel, Middlesbrough
16th June	9.30- 12.30	Understanding Leadership	Thistle Hotel, Middlesbrough
23rd June	9.30- 12.30	Strategic Planning	Thistle Hotel, Middlesbrough
7th July	9.30- 12.30	Managing Volunteers	Glass Centre, Sunderland
14th July	9.30- 12.30	Developing Skills/Skills Audit	Dance City, Newcastle
18th July	9.30- 12.30	Managing Volunteers	Thistle Hotel Middlesbrough
20th July	9.30- 12.30	Developing Skills/Skills Audit	Thistle Hotel Middlesbrough

To book a place at the workshops or if you have any queries, please call Lyndsey or Karen on 0191 2815777 or email lyndsey@btob.co.uk or karen@btob.co.uk

Your Views and Comments

We would welcome your views and comments on this e-bulletin; please also let us know if there are any topics you would like covering in future issues. Please feel free to circulate this e-bulletin amongst your committee members and if anyone would like to receive it directly in the future please ask them to contact me on the details below.

VILLAGE-VOICE Contact

Helen Thistlethwaite, Rural Development Officer

Email: helen.thistlethwaite@durhamrcc.org.uk Telephone 01207 529621

Happy Easter from
all the DRCC Team!

