



Durham Rural
Community Council

VILLAGE-VOICE

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

Premises Licences – Frequently Asked Questions

Why should a community building hold a Premises Licence?

Most village halls, community centres, church halls and similar community buildings are likely to need a Premises Licence. There is often a misconception that this licence is only needed if you are selling alcohol but it is actually needed for a variety of regulated entertainment which most centres host (as detailed below). It can be useful to hold a Premises Licence because it avoids doubt about particular hirings and avoids the need to obtain a Temporary Events Notice (TEN) which has a cost implication.

Other benefits are:

- It ensures public safety provisions are met
- There are penalties for allowing licensable activities to be held without a licence
- There is no fee for a Premises Licence for community buildings
- It does not need to be renewed.

What is a Premises Licence needed for?

The licence authorises your premises to be used for one or more of the following activities:

- A performance of a play
- An exhibition of a film
- An indoor sporting event
- A boxing or wrestling entertainment
- A performance of live music
- Any playing of recorded music or a performance of dance
- Entertainment of a similar description
- The provision of entertainment facilities for making music
- The provision of entertainment facilities for dancing
- The provision of entertainment facilities for entertainment of a similar description

Which types of entertainment need a licence?

A licence is needed for an entertainment provided

- For purposes which include entertaining an audience
- For members of the public or a section of the public
- Exclusively for members of a qualifying social club or members and their guests
- For a charge and with a view to profit

Applications for Premises Licences are made to the local authority.

Free Support from DRCC to apply for a licence

If your building does not have a licence and you carry out any of the above activities, we can offer you free support to apply for a licence; we can come out to your premises with the relevant paperwork and go through the application form with you.

For more information please contact Helen Brown on 01207 529621 or email

helen.brown@durhamrcc.org.uk

Buy It, Swop It or Flog It....

Westgate Village Hall in Weardale has an indoor bowls mat to dispose of; if you are interested in this please contact David Heatherington by email dtheatherington@ormail.co.uk

This is a regular item in VILLAGE-VOICE so please send details of any items you are looking to sell or dispose of, swop or details of any items you require to helen.brown@durhamrcc.org.uk

Is your committee considering tendering for contracts as a way of generating income?

The Sustainability and Funding project run by One Voice Network is designed to help voluntary and community sector organisations in County Durham to become 'tender-ready' and increase their chances of winning public sector contracts.

The project offers organisations in County Durham interested in tendering for contracts a free Tender Readiness Health-Check.

The process is designed to diagnose and address any support needs your organisation may have. Should your support needs require specialist attention (i.e. from a legal professional or consultant) the project has a small budget that may be able to pay for this.

If your organisation is interested in the Health-Check then please contact Peter Locke on 01207 529621 or peter@onevoice.co.uk

Free Hiring Agreement template available for your community building

Whenever the management committee of a community building hires out any part of its premises, a written agreement should be in place so that both the management committee and the hirer know their rights and responsibilities. The use of a hire agreement establishes a clear contract between the two parties and acts as a legally binding agreement should any issues or disputes occur.

If you do not currently have an agreement in place or are looking to update yours, DRCC can provide you with a free template that can be adapted to suit the needs of your building.

If you would like a copy of the template or would like any more information please email helen.brown@durhamrcc.org.uk

Community Buildings – Free Support for Financial Management

DRCC, with partners in Northumberland and Tees Valley, has secured funding from the Big Lottery Fund to deliver free training courses. The BOSS (Back Office Support Services) project is helping management committees in community buildings to learn about financial management and easy accounting.

Two training sessions held in April were very well received and we are now inviting people to register their interest for a new round of courses in September. If you think your group might benefit from the training, please contact Carl Marshall on 01207 529621 or email carl.marshall@durhamrcc.org.uk Further courses may also be arranged at a later date subject to demand.

For more information please visit www.durhamrcc.org.uk/bossproject

Latest DRCC Community News available online!

The latest version of Community News, the magazine packed with news and information about DRCC's work across County Durham is now available online at www.durhamrcc.org.uk Find out about DRCC's health and wellbeing project, support for community buildings, help with community planning, help and advice for affordable warmth and much more including updates from One Voice Network and East Durham Leader.

Make sure you keep in touch - as well as viewing the newsletter online you can also register your details to receive information direct to your inbox – please visit www.durhamrcc.org.uk/updates

Information Updates

Payments Council to keep cheques and cancels 2018 target

The Payments Council has announced that cheques will continue for as long as customers need them and the target for possible closure of the cheque clearing in 2018 has been cancelled. The Payments Council Board will continue to focus on security, efficiency and encouraging innovation in all types of payments to ensure customers have options best suited to the 21st century.

Free online resource for organising community activities

Community Toolkit is a free online resource for people who want to get involved in organising smaller, more straightforward community activities. They have created a website that could give you some guidance, inspire you and, most importantly, provide you with some information you may need to get started. It includes guidance on some legal, health and safety, insurance and planning issues. There's also a useful tool that creates a free Community Toolkit Pack adapted to the kind of activities you want to carry out with handy information sheets that may help you make your activity a success.

For more information visit www.communitytoolkit.co.uk

Free IT 'How To' Guides for voluntary and community groups

CITA is a registered charity based in Newcastle that offers quality affordable IT service, training and support to organisations in the North East of England. There is a very useful section on their website featuring How To Guides aiming to help voluntary and community groups – topics include buying IT, website design, IT health and safety, database design and much more. To access the free guides please visit

http://www.communityitacademy.org/index.php?option=com_content&view=article&id=32&Itemid=96

BT Community Connections Award

Currently there are nine million people in the UK who have never used the internet. BT Community Connections is an award scheme which offers community groups the chance to get online and help people discover the wonders of the internet. If your group helps the community access the internet and improves people's ICT skills, you could be eligible to apply for a year's free broadband.

For more information please visit

<http://www.btplc.com/Responsiblebusiness/Supportingourcommunities/Digitalinclusion/BTCommunityConnections/ApplyingforaCommunityConnectionsAward/index.htm>

Charity Commission publishes information on risk specifically for small charities

The Charity Commission has published information on their website around 10 useful questions that small charities should ask themselves to avoid problems. The information covers areas such as making sure your charity is working in line with its governing document, ensuring that all trustees are properly appointed, how to assess risk and the importance of preparing accounts and trustee reports. It also covers simplified risk management for small charities as well as how small charities can avoid typical risks.

The new pages are part of the Commission's web-based resource area for small charities, whether they are above or below the £5,000 registration threshold. The resource area includes guidance on setting up small charities and running them, including a copy of the small charities constitution.

To access the information please visit

http://www.charitycommission.gov.uk/Charity_requirements_guidance/Specialist_guidance/Small_charities/default.aspx

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

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