

# Lancashire Association of Village & Community Halls

Members Meeting 30 September 2023

Grimsargh Village Hall

Members met at 9.30am for start at 10.00am

**Present:** Eileen Murray (Chairman), Sian Middlebrough (LAVCH Trustee), Teresa Taylor (Treasurer), Elizabeth Morgan (Lancashire Environmental Fund Manager & Guest Speaker)

**Members:** Karen Durkin (LAVCH Trustee & Cowpe Community Hall), Brian & Ann Chiverton (Barton Village Hall), Niall MacFarlane (Hurst Green Memorial Hall), Peter & Barbara Higham (Whittle-le-Woods), Annette Patten & Audrey Pickup (Salesbury Memorial Hall), Barbara Baller & Morag Nuttall (Hutton Village Hall). Jean Hill (Longridge Civic Hall), Steph Hornby-Anyon & Andy Hall (Bryning-with-Warton Village Hall) Bilal Bham (LAVCH Trustee & Deepdale Catherine Becketts Community Centre), Richard Lea & Howard Davidson (Hoole Village Memorial Hall), Chris Singleton (Freckleton Village Memorial Hall), Mike Meredith (Whitechapel Village Hall) David Kay (St. John's School, Hurst Green) Alan Tomlinson (Ribchester Village Hall) & Simon Kirkman (Catterall Village Hall)

**Apologies:** Received from Anne Huson (LAVCH Trustee & Grindleton Pavilion)

Chairman opened the meeting and all noted the fantastic number of new attendees & the number of Halls represented.

**Guest Speaker, Elizabeth Morgan (Fund Manager, Lancashire Environmental Fund)**

introduced herself & explained what Lancashire Environmental Fund (LEF) does & how this can assist Village & Community Halls. (Urban as well as Rural) All were recommended to look at the website [Lancashire Environmental Fund - About \(lancsenfund.org.uk\)](http://lancsenfund.org.uk) but to ask if you cannot find what you want. There is a small team of 3, but they are happy to chat through proposals with potential applicants, visiting sites when applicable.

She then gave a presentation, slides are on LAVCH website [Members Meetings - Lancashire Association of Village and Community Halls \(lavch.org.uk\)](http://lavch.org.uk) She then responded to numerous queries, emphasising what they would expect, clarifying the different funding streams & timetable for applications. Elizabeth confirmed that applicants would need to comply with their own Constitutions, be able to demonstrate the need and supporting evidence e.g. energy & water efficiency reports would aid the process. There is a requirement for Third Party funding which cannot usually be given by the Hall, but potentially by Parish Councils, Local Authorities & Lancashire County Council has a discretionary fund which may be available. ***Post meeting updated – Elizabeth said she would get clarification on third party funding and has now advised that the applicant can be the third party contributor as long as they are not the Environmental Body registering the project.*** VAT was also discussed, noting that most Halls were not VAT Registered, but some Parish Councils (who may own Halls) were. Similarly it was felt that New Build regulations would not usually be applicable in order to gain VAT exemption. Members noted that it was vital for Halls to be open to

other users (e.g. a Scout Hut, but used by regular Pilates Class) in order to qualify for LEF Funding.

Elizabeth was thanked by Members for her most informative presentation.

**Health & Safety – discussion lead by Simon Kirkman (Catterall VH)** Simon showed the documentation used by Catterall VH as part of their management. It was emphasised that this was a discussion session, since none of LAVCH Members are qualified to give advice. Key points were to define responsibility e.g. weekly checks, with Risk Assessments to ensure all have their own tasks, and checklists: all is listed, documented & regularly reviewed and updated. The review date should be part of the documentation, providing a useful memo. Grimsargh VH & Catterall VH were both willing to share the documents they use (most are on their websites **with the caveat that these are for those particular Halls & would need amendment before use**). It was noted that HSE website “Managing Contractors” [Managing contractors: A guide for employers. An open learning booklet - HSG159 \(hse.gov.uk\)](https://www.hse.gov.uk/publications/contractors/) is useful. Members noted that a Fire Risk Assessment is necessary for venues acting as wedding venues, which may cost £300 + VAT, however can be done by “a competent person”. All noted that Trustees are responsible for Health & Safety, not as a single person, but as a corporate body. Members discussed how to ensure that Hirers were made to be responsible for their use of any Hall, noting that Grimsargh VH has a one page Hire Agreement, to be signed, including that all legal requirements are followed and hirers have adequate insurance. A comment was raised that, whilst Trustees have legal responsibility, they need to consider due diligence, rather than be overburdened with tasks.

All Catterall VH’s policies can be found on their website:

<https://catterallvillagehall.co.uk/policies/>

Members then took a short refreshment break.

**PRS / PPL Forms** Chairman updated Members that Grimsargh VH had received a new Method of Income calculation in August 2023, which meant that “Friends & Family” type of event hire were no longer to be included in the calculation for PRS/PPL Levy. In Grimsargh’s case, this meant a 40% drop in levy. It was noted that each Hall may determine their own view of who is meant by “Friends & Family”. Members were asked to contact Chairman for further details, or if their Hall’s form did not have this amendment.

**Open Forum :** Two Member Halls had received remuneration (total of £900 for one, £400 for another) from Natwest following complaints made about Natwest banking errors.

A Hall was looking to source a few chairs with arms for those less able visitors; [Used Office Furniture | Coggin Sustainable Office Solutions \(thecoggingroup.com\)](https://www.thecoggingroup.com/) was highly recommended, sustainable, recycled, refurbished furniture at affordable prices.

Discussions followed on ways for a Hall which is sustainable to give back to its local community. Ideas included giving a grant, or discretionary rate to local users groups **if the Hall’s Constitution would allow this**, provision of IT classes, education for groups which may provide health benefits e.g. green issues, support & advice for diabetes / weight loss groups, provision of a Warm Space, possibly with tea & biscuits for those who may not be able to

socially mix much, Snack & Chat or Chocolate Bingo, bringing all age demographic into the Hall: a Quiz (funded to give back), Centenary Celebration Event (no charge), Talking Tables, FOC Book Exchange, Golden Cinema where local carers take residents to see films.

Brian & Ann Chiverton then updated all on Barton VH's £35k renewal energy project, funded by 80% LEF & 20% National Lottery. This included solar panels, with battery storage. LEF had allowed 5% contingency for inflation. Barton VH had a 12 month fixed electrical supply contract from July but would review this next year. It was noted that Octopus Energy has domestic & commercial tariffs for both supply and selling back, though the grid. Current "peak rate" for selling back is 4-7pm. A hall with solar panels, little used during that period may be able to sell back at the current rate of 30ppu. Alternatively, with battery storage, if there is excess electricity generated/stored, it can be sold back during that time, irrespective of hall being in use. There was further discussion on heat pumps, improved methods of insulation & ground source energy. All were reminded of the earlier video meeting on these topics by Kate Gilmartin 12 September 2022 which can be accessed via LAVCH website Members Meetings [Members Meetings - Lancashire Association of Village and Community Halls \(lavch.org.uk\)](https://www.lavch.org.uk)

There was further discussion regarding differences that some Halls were really struggling, especially in urban areas due to lack of support by Landowners who were unwilling to provide capital funding, but would not transfer ownership.

**Topics for next Meeting via Teams:** Members noted that meetings so far included Charging Structures & Policies, Energy, Bookings including increasing bookings, with website & social media use, all things Banking, then Insurance.

Topics then suggested, or requested but not yet done included Document storage (physical & Cloud based), Premises Licences, Facebook Training, Employment of Staff (**Bilal agreed to approach his contact on this**) Charitable Structures, their pros & cons.

**Constitution Update:** Chairman updated Members on the considerations Trustees were discussing with Charity Commission in order to ensure a concise Constitution could be agreed which reflected the true position of LAVCH. Members were content with the wording, suggested by Denise Partington at Community Futures, providing the word "rural" was excluded. Trustees will discuss this further & report back with a view to seeking formal Member approval.

**Members were then informed that LAVCH currently has 47 active Member Halls and noted that there are numerous links & meeting notes on the LAVCH website. There is also a Closed Facebook Group (Members must request access to the Group) which is used by many. It may be that a Representative cannot attend Meetings, but may still wish to join the FB Group. Alternatively, some prefer to attend meetings. It was noted that any Hall may join & there is no limit on number of representatives for each Hall. Currently & for the near future, LAVCH is in a strong financial position; therefore there is no Membership Fee**

**Next Physical Meeting, including AGM was agreed to be held towards end of April 2024, date TBC by Much Hoole VH who kindly offered to host. Longridge Civic Hall offered to host the following physical Members meeting in late September 2024.**

**Chairman thanked all for their attendance & participation & closed the Meeting at 1.12.pm**

# Grant Funding for Community Building and Community Environmental Projects

Elizabeth Morgan  
LEF Fund Manager  
[www.lancsenfund.org.uk](http://www.lancsenfund.org.uk)  
[general@lancsenfund.org.uk](mailto:general@lancsenfund.org.uk)  
Socials: @lancsenfund  
01772 317247 (Answer Machine)



# Who We Are

- Established in 1998
- The Lancashire Environmental Fund (LEF) is a partnership between SUEZ Recycling and Recovery UK Ltd ( the Landfill Operator) , Lancashire County Council, The Wildlife Trust for Lancashire, Manchester and North Merseyside and Community Futures.
- Distribute Landfill Communities Fund (LCF) Landfill Communities Tax through grants to help environmental projects and those that support the amenities for local community groups **within Lancashire County Council Boundaries**
- Regulated by Entrust who are commissioned by HMRC

# Grant Schemes

Type of Grant	Funding Available	Cycle	Project Timeframe
Main Grants (Community Building or Environmental)	up to £40,000/No greater than 80% of total project cost which cannot exceed £400,000 25% upfront, interim payments available if required ,remaining payment on project completion	4 Rounds per year	No greater than 2 years
Small Grants (Community Building or Environmental)	up to £20,000/No greater than 75% of total project cost which cannot exceed £30,000 25% upfront, interim payments available if required, remaining payment on project completion	4 Rounds per year	No greater than 2 years
Green Grants	Up to £1,000	Anytime for small standalone project	Needs to be spent within the financial year – request projects are completed by 28 <sup>th</sup> Feb

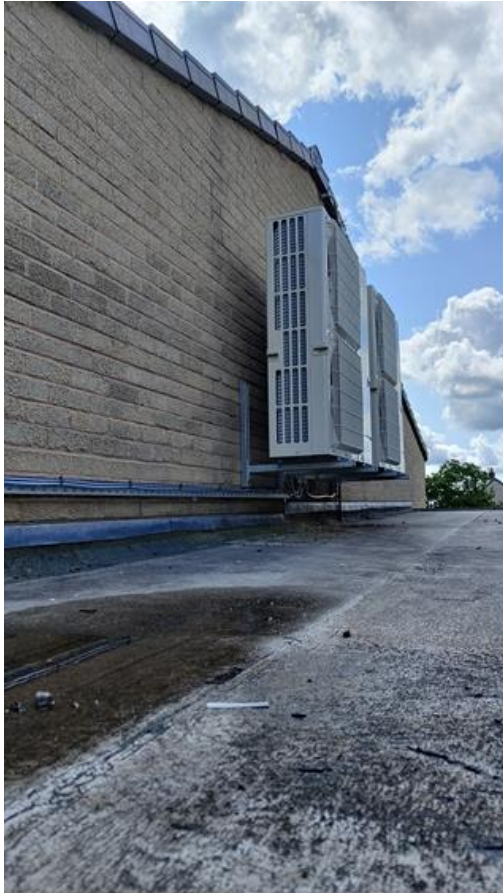


Meets the eligibility criteria



Project/Work already started

# Project Examples

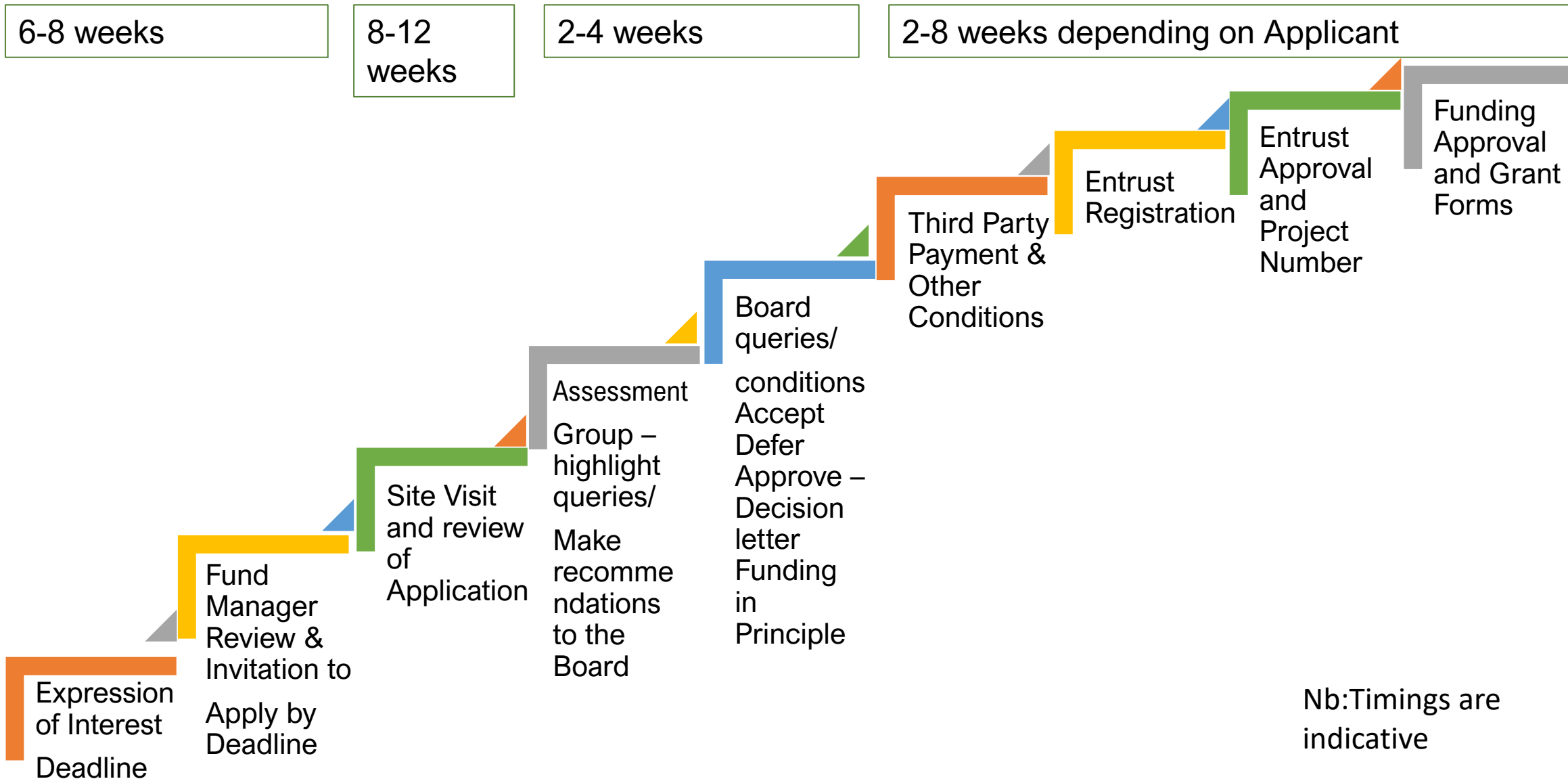


- Energy Efficiency projects – heating/solar panels/roof insulation (air to water heat pump and improved ventilation system to main sports hall).
- Facility improvements - Kitchen areas and toilets





# Process



# Licensed Landfill Sites

- Salt Ayre Landfill Site, Lancaster LA3 3PF
- Clifton Marsh Landfill Site Freckleton nr Preston PR4 0XG
- Jameson Rd Landfill Site, Fleetwood FY7 8TW
- Whinney Hill Landfill Site nr Accrington BB5 5EN
- White Moss Landfill Site, Skelmersdale WN8 9TH
- Ulnes Walton Landfill Site nr Leyland PR26 8NE
- Henthorn Road, Clitheroe BB7 3BY
- Rowley Landfill Site, Burnley BB10 3JE
- Clayton Hall Landfill Site, Chorley PR25 5LX
- Abbey Village Landfill Site PR6 8BS
- Jacksons Quarry Landfill Site, nr Preston PR4 0AL ✓

within 10 miles



as the crow flies

# Guidance

- 4 cycles for Main and Small grants
- Quotes to demonstrate best value
- Can you recover VAT?
- Lease (min 10 years)
- Accessibility and Inclusivity
- Access to the public – Min 2 days
- Reports – Energy efficiency
- Assets will be registered - need to be secured
- Reapply after 1 year following completion (if phased works)

# Third Party Contribution

- To be paid before grant offer letter is issued
- Covers registration and administration costs
- Landfill Communities Fund money cannot be used to provide the Third Party Contribution.
- Can be private benefactor, parish council, Local Authority etc
- Third party cannot gain any “unique benefit” from the project
- **Post meeting clarification – can be the applicant, if not registered with Entrust as an Environmental Body**

## Example

LEF funding committed towards project	£20,000
Cost to LEF of administering the grant, including ENTRUST levy	£2,000
Total cost of grant	£ <u>22,000</u>
10% of gross grant payable to landfill operator	£ <u>2,200</u>

# Take a look at the latest Annual Report

[annual\\_report\\_2022\\_web.pdf \(lancsenfund.org.uk\)](https://www.lancsenfund.org.uk/annual-report-2022-web.pdf)

Thank you -  
any questions please