



## INFORMATION SHEETS & MODEL DOCUMENTS

As a member of the national ACRE Network we have access to fifty information sheets and model documents covering a wide range of management and governance issues for village and community halls.

Ref	Information Sheets
1	Planning fees
2	Parish council help
3	Providing services
4	Data protection
5	Safeguarding
6	VAT
7	Insurance
8	Storage
9	Entertainment
10	Alcohol
11	Charities Act
12	Car parks
14	Asbestos
15	Health & safety legislation
17	Trustees
18	VAT on building work
19	Marketing
20	Health and hygiene
21	Overnight accommodation
22	Managing employees and volunteers
23	Planning an extension, refurbishment or new build
24	Rates, waste and water
25	Accessibility
26	VAT on fuel and power
27	Social clubs
28	Business plans
29	Bingo
30	Heating
31	Flooring
32	Volunteers
33	Gaming and lotteries
34	Sale of goods
35	Trustee liabilities
36	Sole trustee
37	Fire safety
38	Security
39	Incorporation
40	Governing documents and title deeds
41	Accounting
42	Equality

Ref	Model Documents
AOA	Articles of Association
DOT	Preliminary Declaration of Trust
OL	Occupational Licence
LOL	Lease of land and trust deed
FOL	Transfer of freehold land and trust deed
MHA	Model Hiring Agreement
CIO	Charitable Incorporated Organisation (CIO) Constitution
CIOL	Charitable Incorporated Organisation (CIO) Constitution and Lease

## **HOW TO ACCESS THESE RESOURCES**

### **A. Facilities in Leicestershire or Rutland**

Members of the RCC (Leicestershire and Rutland) can access all the information sheets and model documents via the link included within your welcome pack (received when joining or renewing your membership).

If you have lost the link or think you did not receive the link please e-mail us on [halls@ruralcc.org.uk](mailto:halls@ruralcc.org.uk).

If you are not a member of the RCC you can [JOIN TODAY](#)

### **B. Facilities in Warwickshire or Solihull**

WRCC apply a small charge for access to each information sheet or model document. To request a copy please email us via [halls@ruralcc.org.uk](mailto:halls@ruralcc.org.uk) with:

1. The document(s) you require
2. Your name and the name and address of your facility