

Thank you for your email. In terms of policies there are quite a few required e.g. Health & Safety Policy, Equality & Diversity Policy, Safeguarding Policy, Data Protection Policy, Financial policy etc.

We have some good practice guidance of the roles of a management committee which I can bring along next Monday, however the trainer that I will be bringing along will be able to provide advice, guidance and also deliver training to yourselves on both the role of a management committee and your responsibilities of managing a hall, including all the policies.

Pricing of the hall needs to be consistent, there is no difference if you are a member or non- member. The current pricing of our halls is £13 per hour for voluntary groups and £23 per hour for commercial/private companies to use. For parties from 11am to 11pm the rate is £230. When you provide the booking to your hirers you should be getting them to sign a hire agreement so that they have something showing their responsibilities and also this is their receipt of payment. We can build on this as part of the training with the committee.

Once you have confirmed if 13th October is good for you all, at this meeting, could you provide me with a copy of the minutes of your AGM and your accounts please.

Any questions then please let me know.

Regards

Monica Kaur

Community Engagement Manager Business Development & Community Support [Enfield Homes ee](#)

Direct 0800 40 80 160*

Fax 020 8375 8016

* This is a free phone so there is

no charge if you use a landline.

If you are using a mobile you may find it cheaper to call our landline number

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From: patsy yull [<mailto:patsyyull1@hotmail.com>]

Sent: 06 October 2014 12:36 To: Monica Kaur

Cc: laneslandscapes; Diane Claudia Williams; wNam@aol.com; hayleyjpage@hotmail.co.uk; rickjewell@blueyonder.co.uk; gary.nikki@talktalk.net; anamillwood@yahoo.co.uk;

lou.demseventmanagement@gmail.com; re_wired@ymail.com Subject: RE: Meeting with the Committee - Monday 13th October [SEC=UNCLASSIFIED]

Dear Monica,

Sorry for the delay in getting back to you. It was nice to meet with you and John, we appreciate you both giving up your evening to attend the meeting. We have the follow up meeting tonight at 6pm. I will inform them all tonight. and confirm the date with you tonight or tomorrow.

Can i please have copies of all the policies, procedures, good practice guides, and any other relevant paper work that we should be following.

Also have you got job descriptions for i.e Chair, and all the other positions for the committee.

Pricing for the Hall Hire. Members and non-members if this is different.

Regards

Patsy

From: Monica.Kaur@enfieldhomes.org To: patsyyull1@hotmail.com

Subject: Meeting with the Committee - Monday 13th October [SEC=UNCLASSIFIED]

Date: Thu, 2 Oct 2014 14:31:22 +0000

Classification: UNCLASSIFIED Hi Patsy

Hope you are well. When you meet with the Management Committee on Monday 6th October could you let them know that I have a trainer booked to come and meet with you all for Monday 13th October at 6pm. I will also be in