

Village Hall Annual Events and Resource Planning

INTRODUCTION

All events run by the village need to be adequately planned, to ensure they:

- Are resourced to meet all statutory requirements for Health & Safety, including First Aid, Safeguarding, Hygiene, Fire Warden & Parking.
- Are planned with a minimum of 4 weeks between significant events, to allow for professional marketing, avoid confusion & mixed messages, coordination with other local villages and to avoid event fatigue.
- Can be adequately staffed by volunteers to meet maintain standards and not overload any individual volunteers, who may be required in other events.
- Adequate events are planned to meet the requirements of the most recent survey & financial plan.
- Are coordinated with events planned by the Castle/Rose Farm and where possible adjacent villages.
- Appropriate licences are purchased for the year, to remain compliant with regulations

SCOPE

This policy applies to the Village Hall & Community events.

Where possible coordination with St Andrews Church currently runs events as a separate group, Rose Farm/Castle & adjacent villages should be considered as part of the planning scope.

The events planning should also consider the financial plan and latest village survey.

The events planning should also consider the Beer Club & ladies Club planned activities.

The events planning should consider the annual need for a music licence vs planned events and planned annual sporting events and the support for voluntary contribution for TV licence

ANNUAL EVENTS PLANNING MEETING

A meeting of the Events Team shall be held each year before the end of February to plan out the events for the year.

Invites should be sent to the:

- Castle/Rose farm
- St Andrews Church group
- Beer Club
- Ladies Club

requesting attendance at the meeting for coordination of events.

A request to adjacent villages for information on planned events should be made in advance of the meeting and a subsequent copy of the plan sent out to them.

The Events Co Ordinator shall use the meeting to develop a schedule of events for the year and ensure that all planned events can be adequately resourced, including First Aid, Safeguarding, Hygiene, Fire Warden & Parking.

To avoid event fatigue and mixed marketing messages only one major event should be planned per month wherever possible.

The Marketing Co Ordinator shall prepare an annual calendar of events poster from the schedule and update the Village Hall website events page.

CHANGES TO THE EVENTS CALANDER

Any changes or additions to the annual calendar of events must be agreed in advance with the Events Coordinator. The Events Coordinator shall review the proposed change with the Marketing Coordinator & Village Hall Booking Coordinator to ensure no conflicts exist and to propose alternate dates if there is a clash.

EVENT MARKETING

It is considered a regulatory requirement that all event marketing should clearly identify where the event proceeds are going e.g. Village Hall & Community, St Andrews Church, other Charity etc.

EVENT RESOURCES

A list of people who are qualified in:

- First aid
- Safeguarding
- Kitchen Hygiene
- Fire safety

Shall be maintained on the village OneDrive by the RFO/Clerk. Appropriate supporting records of competence shall also be maintained.

The Events Co Ordinator shall identify any gaps in training vs a then annual calendar of events. Appropriate training plan shall be identified and a request made to the next Parish Meeting.

ISSUED

June 2026