

Sevenoaks District Council

Big Community Fund

Application form

- 1 **Name of ward: Hartley and Hodsoil Street**
- 2 Name of Member: James Gaywood
- 3 Name of delivery organisation: Hodsoil Street and Ridley Village Hall Association
Address of delivery organisation: The Village Hall, Hodsoil Street, Sevenoaks, Kent TN15 7LE
Name of the main contact who will be accountable for the delivery of the project: Dr F H Cottee
Telephone number of main contact: 01732 823 175
- 4 Description of Project:
Provision of new electrical supplies as part of a larger project to extend the existing Village Hall by 4m, for which we now have Planning Permission. The extension will provide a meetings room, storage room and new kitchen which are necessary to accommodate unmet need within the community.

5 **Total project cost: £ 75,572**

How will the money be spent? The SDC grant will provide the new electrical services for the extension. This will include modern low energy led lighting as part of the Hall's environmental policy.

If the total cost exceeds the amount requested from Big Community Fund, please state here how the remaining cost is to be met:

KCC	£37,786
Village Hall Association	£12,000
Biffa Award	£19,000
County Councillor	£ 3,500

Amount requested from the SDC Big Community fund:

6 Your community

How have you been able to involve the local community in planning this project?

A comprehensive survey of the whole community took place in late 2012, from which a five-year Business Plan was drawn up. At the same time the "Buy a Plank" fund-raising scheme raised over £3,500 towards the Phase I refurbishment of the Hall in 2013, which has generated greatly increased interest in the Hall as a community centre.

Through the refurbishment and beyond the community has been kept up to date by means of fliers distributed with other Village Hall information, through newsletters and via the Hall website (www.hodsollstreet-ridley.co.uk). In a community of this size the most important method of consultation has been by word of mouth and this has been greatly facilitated through innovations such as the "Big Breakfast", which attract a wide spectrum of the community. We work closely with the Parish Council, which has a nominated representative on the Management Committee, and have therefore also used the Parish Bulletin to engage the community.

The second phase of the development plan was announced at the last AGM in April. In the meantime the community has continued to raise funds through profits from Hall events such as the Fete and the "Big Breakfasts" and also through initiatives such as the Village Hall Calendar.

7 What is the need for the project?

Despite the greatly increased use of the Hall there are two sections of the community whose needs are under-represented, the younger generation and the small business units which have recently sprung up in the area to replace traditional agricultural jobs. The need was first anticipated in the Hall's 2012 Business Plan. The barriers to meeting increased demand have been identified as the lack of any internal storage space (we have been turned down as a play-group venue because of this), the inadequacy of the kitchen and the lack of flexibility resulting from the single room design.

The project will enable us for example to implement a planned series of cooking lessons for children and open the way to after-school clubs and games. Along with the introduction of WiFi it will make the Hall a more attractive training and conference facility for local businesses, which will also reinforce the financial stability of the Hall.

The trustees have received seven letters of support for the extension from existing and potential users of the Hall and over 80 signatures of support to date from the local community and local businesses. This represents over 50% of businesses in the area and over 60% of houses in the centre of this widely spread community.

8 Long term benefits

Please comment on the lasting effects of the project:

The project will deliver two major long term benefits, a younger generation which is more engaged with the local community and greater involvement of local small

businesses. The result will be a stronger community, both socially and civically.

9 The impact of your project

How will you know whether the project has been a success?

We will monitor the total bookings of the Hall and also review the type of booking. We expect an increase in bookings of 10% pa for the three years after project completion, at least one extra activity for children and a significant increase in business bookings.

10 Ongoing costs

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?

There will be no additional ongoing costs other than the standard maintenance of the Hall

The extent to which this project is in addition to usual maintenance arrangements and responsibilities that are more appropriately funded by the landowner, the delivery organisation or another agency.

The project is a one-off capital construction project

11 Supporting statement from the sponsoring Local Member:

I BELIEVE THIS TO BE A HIGHLY WORTHY APPLICATION AND DEMONSTRATES THAT IT WILL BE OF MAJOR BENEFIT TO THE LOCAL RESIDENTS AND OTHERS

Signed [redacted] (sponsoring Local Member)

12 Agreement of other Local Members that they are happy with the proposed project:

SIGN NAMES:

PRINT NAMES:

[redacted] .. (Local Member)

CLER L. ABRAHAM

[redacted] ... (Local Member)

CLER B. H. RAMSAY

13 Declaration by project delivery organisation:

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed [redacted] Date 8/01/15

PRINT NAME: F. H. COITEE

Please remember to include the following documents with your application:

- A copy of the constitution of the delivery organisation
- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy


EQUAL OPPORTUNITIES STATEMENT

Hadcroft Street and Ridley VHA (Insert name of organisation) recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- ❖ Race, colour, nationality, ethnic or national
- ❖ Sex, marital status or caring responsibility
- ❖ Sexuality
- ❖ Age
- ❖ Physical or mental disability or mental health
- ❖ Political belief or religion
- ❖ Class
- ❖ Health status
- ❖ Employment status

Please note that if you have an Equal Opportunities Policy you may prefer to enclose a copy instead of signing the Equal Opportunities Statement.

I confirm that my organisation is committed to equal opportunities

Signed (on behalf of the organisation)	
Designation:	<i>TRUSTEE</i>

Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: Fawkham & West Kingsdown

2 Name of Member: Cllr Pat Bosley

3 Name of delivery organisation: West Kingsdown Village Hall Management Committee

Address of delivery organisation: The Pavilion, London Road, West Kingsdown TN15 6JJ

Name of the main contact who will be accountable for the delivery of the project:
Cllr Ian Bosley

Telephone number of main contact: 01474 852924

4 Description of Project:

To provide a baby changing unit in the disabled toilet area.

5 Total project cost: £ 135

How will the money be spent? To purchase a baby changing unit. Installation will be by local volunteer free of charge

If the total cost exceeds the amount requested from Big Community Fund, please state here how the remaining cost is to be met:

Amount requested from the SDC Big Community fund:

£ 135

6 Your community

How have you been able to involve the local community in planning this project?

The local community are users of the new hall. Use of the hall is growing and we have groups that include carers with young children. The hall is also being used on a regular basis for children's parties.

7 What is the need for the project?

To provide a safe and secure area for parents and carers to tend to the needs of babies and young children

8 Long term benefits

Please comment on the lasting effects of the project:
To provide a facility which will encourage more use of the hall and a safer and hygienic facility

9 The impact of your project

How will you know whether the project has been a success?
By increased use of hall by young families

10 Ongoing costs

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?
by West Kingsdown Village Hall Management Committee

The extent to which this project is in addition to usual maintenance arrangements and responsibilities that are more appropriately funded by the landowner, the delivery organisation or another agency.


The hall is in its first year of operation and finances are being carefully monitored to ensure that the hall is self supporting and at the present time funds are being used only to cover day to day expenses. The support from the Community Fund in funding this changing table will support the local community in this new venture and encourage greater use of the facilities.

11 Supporting statement from the sponsoring Local Member:

I fully support the need for this changing table in the hall and the prudent measures by the Management Committee in not over committing finances in this first year of operation. The provision of the table will enable marketing to baby/toddler groups as the hall will provide all requirements of young families.

Signed  (sponsoring Local Member)

12 Agreement of other Local Members that they are happy with the proposed project:

SIGN NAMES:
 (Local Member)

 LOCAL Member
5

PRINT NAMES:
FAYGA PARKIN
I T BOSLEY

13

Declaration by project delivery organisation:

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed Date 5/15

PRINT NAME:

IAN BOSLEY

Please remember to include the following documents with your application:

- A copy of the constitution of the delivery organisation
- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy

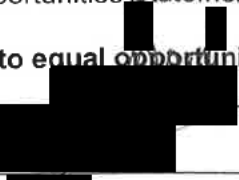
EQUAL OPPORTUNITIES STATEMENT

WEST KINGSDOWN VILLAGE AALL M.C (Insert name of organisation) recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- ❖ Race, colour, nationality, ethnic or national
- ❖ Sex, marital status or caring responsibility
- ❖ Sexuality
- ❖ Age
- ❖ Physical or mental disability or mental health
- ❖ Political belief or religion
- ❖ Class
- ❖ Health status
- ❖ Employment status

Please note that if you have an Equal Opportunities Policy you may prefer to enclose a copy instead of signing the Equal Opportunities Statement.

I confirm that my organisation is committed to equal opportunities

Signed (on behalf of the organisation)	
Designation:	FLBASURER

Sevenoaks District Council

Big Community Fund

Application form

1	Name of ward: Fawkham and West Kingsdown
2	Name of Member: Councillor Faye Parkin
3	Name of delivery organisation: Fawkham Parish Council Address of delivery organisation: [REDACTED] Name of the main contact who will be accountable for the delivery of the project: Glenn Back, Clerk to Fawkham Parish Council Telephone number of main contact: [REDACTED]
4	Description of Project: Installation of public access automated external defibrillator within the parish.
5	Total project cost: £ 1,500 + VAT How will the money be spent? The money will be spent purchasing an AED and box and installing it, plus (the capital expenditure of) installing an electricity supply to the box/AED. All items will be as approved by the Kent Association of Local Councils and the South-East Coast Ambulance Service. All running costs, including the development of a "replacement fund" to replace the AED at the end of its life-cycle will be provided either by the Parish Council or by private donation. If the total cost exceeds the amount requested from Big Community Fund, please state here how the remaining cost is to be met: From the Parish Council's balances.

	<p>Amount requested from the SDC Big Community fund: £ 1,000</p>
6	<p>Your community</p> <p>How have you been able to involve the local community in planning this project?</p> <p>The Parish Council has persuaded the Rising Sun public house to host the AED and cover the routine running costs of electricity supply. The intention is that training in use of the AED will be delivered in the pub periodically, and that future fund-raising events may take place in the pub.</p>
7	<p>What is the need for the project?</p> <p>The Parish of Fawkham is some distance from the nearest NHS Accident & Emergency services and some distance from the nearest public access AED. Furthermore, the village is only really accessible via Valley Road, because the roads that cross the valley are extremely narrow in places and unsuitable for use by emergency vehicles. Many Parish Councils in Kent have taken the initiative to supply public access AEDs, which allow untrained members of the public to administer emergency first aid in response to cardiac arrest. This project has the support of the Gravesend Emergency First Responder Team, which has offered to facilitate the local training in use of the AED. The project is also supported by the Sevenoaks District Seniors Action Forum.</p>
8	<p>Long term benefits</p> <p>Please comment on the lasting effects of the project:</p> <p>This project can literally save lives - thus it contributes to the "safety and well-being" theme of SDC. There is growing evidence of public access AEDs having been used prior to the arrival of emergency services keeping casualties alive until the arrival of an emergency ambulance.</p>
9	<p>The impact of your project</p> <p>How will you know whether the project has been a success?</p> <p>Ideally, one would hope that a public access AED never has to be used. But in the event that it does need to be used, effectiveness could be measured in terms of whether members of the public did indeed have the confidence to use it, and ultimately whether such use contributed towards the saving of lives.</p>
10	<p>Ongoing costs</p> <p>If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?</p> <p>The Parish Council will cover such costs.</p> <p>The extent to which this project is in addition to usual maintenance arrangements and responsibilities that are more appropriately funded by the landowner, the</p>

delivery organisation or another agency.
None - the South East Coast Ambulance Service actively encourages the installation of public access AEDs to complement their services, and has developed the Community First Responder Service to support that.

11 **Supporting statement from the sponsoring Local Member:**

Signed (sponsoring Local Member)

12 **Agreement of other Local Members that they are happy with the proposed project:**

SIGN NAMES:

PRINT NAMES:

..... (Local Member)

..... (Local Member)

13 **Declaration by project delivery organisation:**

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed Date 15/2/15

PRINT NAME: GLENN BARK

Please remember to include the following documents with your application:

- A copy of the constitution of the delivery organisation
- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy


EQUAL OPPORTUNITIES STATEMENT

FAWKHAM PARISH COUNCIL (Insert name of organisation) recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- ❖ Race, colour, nationality, ethnic or national
- ❖ Sex, marital status or caring responsibility
- ❖ Sexuality
- ❖ Age
- ❖ Physical or mental disability or mental health
- ❖ Political belief or religion
- ❖ Class
- ❖ Health status
- ❖ Employment status

Please note that if you have an Equal Opportunities Policy you may prefer to enclose a copy instead of signing the Equal Opportunities Statement.

I confirm that my organisation is committed to equal opportunities

Signed (on behalf of the organisation)	
Designation:	PARISH CLERK

Sevenoaks District Council

Big Community Fund

Application form

Name of ward: HARTLEY

2 Name of Member: Councillor Brian Ramsay

3 Name of delivery organisation: Hartley Village Hall Trust

Address of delivery organisation: C/O Hartley Parish Council, The Parish Council Office,
Ash Road, Hartley, Kent

DA3 8EL

Name of the main contact who will be accountable for the delivery of the project:
Julie Hoad

Telephone number of main contact: 01474 709441

4 Description of Project:
Internal/External Improvements to Hartley Village Hall

(1) Repairs and redecoration to main meeting room including making good to walls where movement cracks have been identified.

(2) Removal of unsafe and unsuitable storage facilities to improve available space.

(3) Redecoration/repairs to internal rear wall of main hall.

(4) Installation of Water Dispenser in main kitchen area (Zip Hydroboil) To alleviate the use of portable electrical appliances by hall users.

(5) To widen the vehicular access to the front of the building to enable more vehicles to park off main road improving safety for other road users and visitors to the hall.

(6) Widening and re-laying of pathway to the side of the hall to improve the access facilities for those using walking aids or wheelchairs and improving safety and helping vulnerable persons access all areas.

(7) To install further blackout blinds/curtains throughout the hall- replacing inadequate curtains and fixings improving the heating retention and light filtration to and from the hall and all round energy efficiency.

Performance monitoring

- 7 Performance monitoring will be 'light touch'. The Project Appraisal Group will set simple performance indicators for each project recommended for approval and the grant will be conditional upon those indicators. At the end of the 12 month period following approval, the project delivery organisation will be asked to report back on the achievement of the performance indicators and the spending of the grant. Any funding not spent on the project should be returned to the Council.

Submitting completed application forms

- 8 Please note that original signatures are required on the application form.

Please return this form by post or by hand to:

Simon Davies
Partnership & Project Officer
Communities & Business Team
Council Offices
Argyle Road
Sevenoaks
Kent TN13 1GP

5

Total project cost: £ 5,072

How will the money be spent?

The following figures are approximate where indicated with *and tenders accepted/ approved on one portion of the overall project are as stated.

Repairs and redecoration to main meeting room and internal wall in main hall £700

Widening the front vehicular access * £1,050

Replace side pathway and relaying wider path £1,302

Purchase of hot water dispenser *£ 720.00

Installation cost for water dispenser *£ 300.00

Purchase of blackout blinds *£1,000

If the total cost exceeds the amount requested from Big Community Fund, please state here how the remaining cost is to be met.

Funds will be allocated to the overall project from working reserves held within the Trust's bank account. It is hoped that future receipts will continue to exceed outgoings and these will be built up to deal with more long term costs to the building such as roof, flooring and main structural repairs. The Trust will also continue to seek external grants, wherever possible, and work with other partner organisations to ensure every funding opportunity is explored.

Amount requested from the SDC Big Community fund:

£ 3,000

6

Your community

How have you been able to involve the local community in planning this project?

Hartley Parish Council, acting as the sole trustee, assumed responsibility for the Charity, now known as the "Hartley Village Hall", in 2011. Previously the Charity, which was then known as the "Hartley Womens' Institute Hall", was run by the Hartley Womens' Institute. The Charity is registered with the Charity Commission; its registered number is 1043030.

The objective of the Charity is to let the Hall for educational, social and recreative purposes without distinction of sex or of political or other opinions.

The Trust consists of the thirteen elected members of Hartley Parish Council; the Trustees have equal responsibility for ensuring the objectives of the Charity are achieved. The day-to-day running of the Hall is delegated to a management committee, which consists of six elected parish councillors and three key Hall users, (Womens Institute, Hartley Players and Hartley Gilbert & Sullivan Society). The Hall users have no voting rights on the management committee. All Trustee and management meetings are open to the public attend if they wish. The Annual General

Meeting is held in November at which the Annual Report and Accounts are presented to Hall users and the community.

The Hall is extensively used by a diverse number groups and organisations offering a wide range of opportunities for all ages from the local and wider community such as, the local active retirement association SHADARA, two local Womens' Institutes, Art Groups, local amateur dramatic groups and societies, and children's organisations such as the local RAINBOWS. The Hall is also used by a plethora of classes, including Kettleball, Pilates, Yoga, Keep Fit, T'ai Chi and dance groups such as Line Dancing, Sequence Dancing, Irish Dancing and Zumba. Other community organisations make use of the Hall on a more occasional basis including the Hartley & District Horticultural Society and the local Church. The Hall is also used for private bookings, including for family celebratory occasions, and is particularly popular for childrens' birthday parties. In the past the Hall has been used as a venue for a youth club through the HAWK Partnership Project, which was dissolved in 2014 and more recently with CXK Ltd, who are commissioned by Kent County Council to deliver a youth sessions in the rural areas. However the use of the Hall for the deliver of a youth club has been suspended, but the Trust is determined to positively pursue the reinstatement of youth meetings if, in the future, partner organisations can identify funding to instigate those sessions.

The Trust is confident that the Hall users are a fair representation of the community and will continue to seek additional users that bring greater social cohesion through all age ranges, abilities and without discrimination or exclusivity.

The Hall's facilities and regular events are advertised through a dedicated website for the Hall and the Parish Council's website, the Parish Council's quarterly newsletter which is delivered to every house in the parish and on local notice boards, as well as appearing in other localised publications. The Trust feels that, through these mediums, it is engaging with all aspects of our community. In addition to regular hirers the village has held other events where the community has come together, the most recent of those being the event put on to mark the start of WW1. The memorial service was attended by local primary schools, youth groups and residents, and culminated in the hall being set up with displays of historical artifacts and a presentation/slide show put on by a local historian. This was followed by free refreshments served and supplied by local people.. The event was so succesful that it was repeated again on Armistice/Rememberence Sunday with much enthusiasm and once again it demonstrated how the opportunities and events held in the Hall are inclusive, across all age ranges and abilities.

7

What is the need for the project?

The Trust needs to attract external funding in this way to help deal with an increasing demand on its finances. The site is situated centrally in what is a rural community and the Hall is a focal point for people to gather together for a variety of purposes.

The Trust needs to start the projects and commence the work required to bring the building up to a reasonable standard of repair:-

- (1) To improve the ambiance of the building for its users;
- (2) To improve the access ways to alleviate possible hazards to users with impaired mobility;
- (3) To ensure that all areas are fully accessible to all without hindrance or danger;

(4) To ensure that the hall remains a viable/suitable venue for hire in line with other venues within the area.

This would be the first tranche of investment in repairs and maintenance over and above normal annual R & M costs that deal with potential Health & Safety issues, to ensure the building does not deteriorate in its appearance and consequently affect the source of its main income stream with loss of hirers. The Trustees have additional long term commitments that will place a heavy burden on the finances such as:-

- Repairs/potential replacement of flooring;
- Potential Roof replacement/repairs;
- Upgrading of kitchen/toilet facilities;
- Improving lighting internally and externally;
- Seating;
- Staging.

All of these will require huge investment and the current level of net revenue generated from an average year is only just over £2.5K after spending as little as £1.3K in running R & M in a year. To enable the Trust to build up sufficient reserves to deal with the more expensive improvements, it will need to seek other sources of funding such as lottery funding or grants from other bodies. None the less, the Trustees face a hefty task to generate sufficient funding in a short or reasonable period of time. An alternative would be to increase fees charged above acceptable levels to hirers. There is a likelihood for this option to affect users ability to continue functioning, especially the smaller groups who reach a lesser number of local people such as keep fit classes or Pilates, both of which should be supported as they are encouraging more healthy lifestyles. In addition the Trust wishes to protect its users from considering going to alternative venues.

If the Trustees were not to initiate this first tranche of works then the building would become less desirable to hire; would limit the activities that could be held; would restrict users ability to access all areas and would add to the speed of decline to the fabric of the building and its immediate access ways.

8 Long term benefits

Please comment on the lasting effects of the project:

The funding support will enable the Trustees to earmark future funds to other areas of concern that require considerable investment. In addition, the project will kick start the whole refurbishment programme and Trustees can demonstrate they are taking a responsible approach in protecting the buildings long term future. It will aid more rapid progress in dealing with longer term projects and help to protect the facility in this rural area for local residents as well as the wider community. The community will have a sense of pride in its village hall and will continue to attract other users to help establish events, groups or gatherings that can be held within a comfortable, safe and welcoming environment and thereby being as diverse in its service facility as possible. The investment in the re-furbishment will be an outward demonstration of the Trust's ability to act responsibly, be prudent and dilligent in its use of funds and show that the village resources are being protected.

9 The impact of your project

How will you know whether the project has been a success?

The measure of this projects success is not easily measurable. It is hoped that the visual impact of the redecoration will improve the users experience of holding their meetings/events at Hartley Village Hall. However, the ultimate test of success would be that the hall continues to be used, is being booked regularly by a wide variety of groups and organisations and is a safe and pleasant environment in which to come together as a community group. If the Trustees fail to address reasonable repairs and re-decorations with suitable speed it will lose the hirers to other venues and will see a decline in revenue as a result and a domino effect will be felt, leading to income not covering the expenditure and the Trustees will be faced with increasingly difficult choices. Ultimately it is hoped that by investing in repairs, redecoration and upgrading the facilities, it will encourage others to commit to long term bookings. Many residents of Hartley are supporting the need to upgrade the Hall and many offer help to undertake small projects in attempts to save funds for larger issues.

10 **Ongoing costs**

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?

The ongoing needs for maintenance are part of the Trust's obligation under the its governing documents and Charitable status. The Trustees will continue to address these ongoing R & M costs for the premises as a whole, within its existing budget availabilities or will seek support from other grant funding for larger needs.

The extent to which this project is in addition to usual maintenance arrangements and responsibilities that are more appropriately funded by the landowner, the delivery organisation or another agency.

The cost of this project will be met from revenue generated from the hire of the Hall under its normal spends year on year. If match funding is not obtained it will increase the time scale of works and possibly lead to further deterioration of the fabric of the building. The Trust will then have to seek alternative options if its available funds prove to be insufficient to carry out any urgent works that then arise.

11 **Supporting statement from the sponsoring Local Member:**

Signed ... (Sponsoring Local Member)

12 **Agreement of other Local Members that they are happy with the proposed project:**

SIGN NAMES:

PRINT NAMES:

(Local Member)

CUR JAMES GAYWOOD

(Local Member)

CUR ABRAHAM

13 **Declaration by project delivery organisation:**

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed: [REDACTED]Date 9/2/2015

PRINT NAME: JULIE HOAD

Please remember to include the following documents with your application:

- A copy of the constitution of the delivery organisation
- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy


EQUAL OPPORTUNITIES STATEMENT

HACTLEY VILLAGE HALL TRUST (Insert name of organisation) recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- ❖ Race
- ❖ Disability
- ❖ Gender
- ❖ Age
- ❖ Religion/belief
- ❖ Sexual Orientation
- ❖ Pregnancy and maternity
- ❖ Marital or civil partnership status
- ❖ Transgender

Please note that if you have an Equal Opportunities Policy you may prefer to enclose a copy instead of signing the Equal Opportunities Statement.

I confirm that my organisation is committed to equal opportunities

Signed (on behalf of the organisation)	
Designation	CHAIRMAN
Print Name	A. OXTOPY

