

## ORKNEY ANNUAL MEETING OF COMMUNITY ASSOCIATIONS

The tenth Annual meeting of Associations and Halls was held on 21 May 2011 in the Rendall Hall, jointly organised by VAO and OIC CLD Service. This is an informative and practical day for all halls and community associations around the County. Following the excellent inspection report from Her Majesties Inspectors of Education on the Learning Communities of the West Mainland, where community groups got special praise for their outstanding work, commitment and the significant input their work has on their communities, it was a very celebratory day. With over 20 people in attendance, the turn out was up on last year's event, with representation from 11 different halls and community associations. Participants enjoyed sessions on alternative energy sources, insurance for halls, licensing requirements, links with the police, SCVO Keystone Quality Award Scheme and a session on the new Scottish Charitable Incorporated Organisation (SCIO). Not to mention the invaluable opportunity to catch up with other halls from around the County. Thanks go to the Rendall Hall who stepped into the breach to provide a wonderful venue and a delicious lunch, also praise for the home bakes - they were a triumph!!!

### PROGRAMME

10.15am	Registration and refreshments
10.30am	Alternative energy sources
11.15am	Insurance costs and requirements
12.00pm	Licensing update
12.45pm	Lunch
1.30pm	Northern Constabulary links and working together
2.15pm	SCVO Keystone, a quality award for those who manage village halls and community buildings
2.40pm	The new SCIO (Scottish Charitable Incorporated Organisation)
2.30pm	Coffee, round-up, and evaluation
3.00pm	Close



### RENEWABLES

Mark Hull from Community Energy Scotland gave a presentation on the support and advice CES can give to community groups looking for alternative sources of energy and possible funding. CES are a charity operating Scotland wide and this talk looked at helping make halls more sustainable through support, energy efficiency and consideration of renewable energy technologies. With over 100 projects and nearly £2m in grant funding, there has been huge activity amongst halls in Orkney recently. It used to be mainly focused on the outer isles but now it is all over the County. It was recognised that there are uncertain and tough times ahead with reduced budgets and increasing energy and fuel costs, however, Community energy projects can improve facilities, generate revenue, protect from future energy cost increases, provide a basis for skills and training and raise local energy awareness.

Energy efficiency - All halls are different but there are 2 main types of energy loss, 1) fabric (lack of insulation) and 2) draughts, therefore consider draught-proofing, insulation and secondary glazing as an easy first step, then consider building alterations such as lowering ceilings, building porches and new windows.

Discussion on Renewable Energy looked at wind, solar, heat pumps, biomass and hydro. Perhaps the most worrying for halls is that feed in tariffs (FITS) can not be claimed if a public grant is used to fund an alternative energy source. The same applies to the Renewable Heat Incentive (RHI) due to be launched this summer, which gives money for the generation of heat. CES is committed in their work to support community facilities, run by volunteer committees, become more sustainable. They are currently running a pilot scheme in partnership with Shetland Islands Council to help embrace renewable energy solutions for community buildings – so watch this space!

Remember the cheapest heat is energy you don't use!!

Always remind people to switch off lights.

Replace with low energy light fittings.

Check your electric tariff is the best deal available.

Read the meter—don't work on estimates!

### SOME OF YOUR COMMENTS

#### What did you like about today's event?

- "The informal nature of it"
- "Really informative"
- "Found out a lot I didn't know"
- "Meeting other hall workers"

#### Do you feel you learnt anything today?

- "Yes, especially regarding required licenses"
- "Always learning about new ideas"
- "Yes – all topics were really useful"
- "SCIO information good and well timed for us"

#### What difference, if any, has attending this event made to you?

- "More aware of the role of the Community Association."
- "Reconfirmed and built confidence in what we are already doing"
- "Better informed on many issues affecting Community Associations"
- "Always a good day getting to know what other organisations are doing"
- "Has given me some good ideas"

## INSURANCE FOR HALLS

Euan Drysdale from insurance brokers, Keegan & Pennykidd in Edinburgh gave a presentation on the insurance issues that halls should consider:

**Property** can be the major cost and the major worry. Insure for FULL reinstatement value, otherwise you will lose out in any claim. Insure in categories. Keep up to date inventories. Ensure user groups have their own insurance. If equipment is loaned out, make sure there are systems and controls in place to control the loans and record and charge for any damages on return.

**Business Interruption** - have a disaster recovery plan – who are the plumbers, electricians etc to use? What will any disruption have on the finances of the organisation? What is the availability of alternative venues? What is the likely duration of the interruption? Consider the insurance solution for loss of revenue and any additional costs.

**Money** - Do volunteers carry a lot of money around after events? Does the Hall have money stored?

**Liabilities** - Employer's Liability - includes volunteers too! Covers injury or illness to an employee. Must be publicly displayed.

**Public/Products Liability** - for EVERY organisation, the premium is determined by the limit of indemnity and organisation's activities. Does it cover Fundraising events? Will hirer's or user groups be covered?

**Product Liability** - If selling goods. The 1986 Consumer Act says that the ultimate supplier of the goods has initial liability for the goods, even if goods are free of charge, there is still a potential liability.

**Management Liability/Trustee Indemnity Insurance** - can cover the Charity Trustees, as long as there is no deliberate wrongdoing (recklessness, acting fraudulently, illegally or against the organisations purposes).

**Special Events (one off)** - consider Cancellation & Abandonment cover. If celebrities are attending consider increasing the limits of indemnity. Do risk assessments. You need to check other participants providing goods or services have appropriate insurance.



## SCIO

**What is a SCIO?** The Scottish Charitable Incorporated Organisation (SCIO) is a new legal form for charities registered in Scotland. The SCIO will be a corporate body able to enter into contracts, employ staff, incur debts, own property, to sue and to be sued. As such, it will provide a high degree of protection against personal liability for its charity trustees. It will also provide some reassurance for those entering into contracts with it, and for creditors. Unlike charities that are Companies Limited by Guarantee, SCIOs will have OSCR as a single regulator. The SCIO will provide another option for bodies wishing to register as charities, and for existing Scottish charities wishing to adopt a different constitutional form.

There are a number of important differences that set the SCIO apart. Firstly, unlike other charities, the SCIO's existence is dependent upon its charitable status. This means that the SCIO will cease to exist if it is removed from the Scottish Charity Register. This is a very important point to consider before applying to become a SCIO. Also, the SCIO's members are subject to some of the same duties as charity trustees.

You should carefully consider whether being a SCIO will meet the particular needs of your organisation, and the implications of such status. There will be some important differences between being a SCIO and any other kind of body with charitable status in Scotland. OSCR's guidance will set out some of the key differences and this may help you in deciding whether being a SCIO is suitable for your organisation. See [www.oscr.org.uk](http://www.oscr.org.uk) for further information.



## HMIe REPORT

Orkney's Community Learning and Development providers recently celebrated after receiving an extremely positive HMIe inspection report.

The inspection, which focused specifically on Stromness and the West Mainland, found all the quality indicators to be either 'good' or 'very good', with two rated as 'excellent', the highest possible level! These were the impact of provision on adults and on capacity building in communities. One of the main highlights though for the inspection team was the commitment of groups and organisations in helping to develop services across the wider West Mainland. It stated that Community organisations are highly successful in attracting funding to improve community facilities and support sustainable economic growth. They have a major positive impact on their communities and have a high level of participation. Inspectors found that community groups, organisations and agencies were very clear about the purposes of their activities and demonstrated a strong commitment to making Stromness and the West Mainland a great place to live and work.

Leslie Manson, the Council's Director of Education and Leisure Services, said:  
"This is an excellent report. I am pleased that the positive culture of inclusion and collaboration, and the effective contributions made by staff, partners and local communities themselves have been recognised."

## HALL AND POLICE LINKS

Ruth Ross - Community Liaison Officer with Northern Constabulary kindly agreed to come along and speak to hall representatives about the input the police can have at hall events and how they can be of assistance and support to hall committees. This topic was raised at last years event as many halls did not consider contacting the police ahead of large events or activities taking place in their hall. The police are made aware of all licensed events via the Licensing Board when you apply for a licence. Despite this, it is still good to get in touch with the police and let them know about large events taking place in your hall. The police can often arrange to show a presence or help with any safety aspects. Special constables on the isles could be arranged to be on duty that day / night. Often a police presence can be reassuring to those running an event. Being aware of events allows safety and emergency services to be well prepared.

People are often reluctant to speak to the police, but better communication will mean we all work well together and local police are always keen on getting public feedback. The main police issues at large licensed events are vandalism, assaults, drink driving and underage drinking. For day-time events the police could possibly help with traffic management and other safety measures. Ruth distributed some leaflets and posters and if anyone would like more of these to display in their halls, just get in touch and we can get them for you. Ruth encouraged anyone to call the police for help, support, information, assistance and advice. She directed people to the Northern Constabulary website which is a good way to contact the police and it provides general and Orkney specific information.



## KEYSTONE

A quality award for those who manage village halls and community buildings. It will help you look at what you do, identify what you could do better and give you the information and resources to improve. There is no charge for the pack to follow each level of the award. The award isn't about creating more work for halls, it is known that hall committees are already snowed under by red tape, however, it will assist in making sense of legislation and regulations, put systems in place to keep things running smoothly and allow you to concentrate on providing the best facilities you can for your community now and in the future. The award is based on a series of checklists on a number of different topics. These are supported by information and guidance in a section entitled "things to think about" and links to resources in "where to get help". There is space in the folder to keep important documents and a handy pull out sheet to record actions you need to take. You can get support from a mentor, possibly a support organisation or a hall committee member from a neighbouring hall. There is no time limit to complete the award, how long it takes depends on the starting point and how many actions you need to follow up. Level One focuses on keeping legal and looking after staff, users and volunteers, so is a good one to aim for. If you are interested in obtaining a copy of the pack, please contact Edwina at VAO and she will forward your names to Norman at SCVO.



## LICENSING

The OIC has now introduced the **Public Entertainments License** for community groups who undertake exhibitions, discos, dances, musical performances, lectures and illustrated talks and concerts. The PEL guidance notes issued were approved April 2011 at Licensing sub-committee. The charges are being re-evaluated and the license will last for 3 years, see [www.orkney.gov.uk](http://www.orkney.gov.uk)

**PRS and PPL licence** - the UK government has amended the music licensing rules for not-for-profit organisations. The new rules will come into effect on the **1 January 2011**. These changes will bring music licensing in line with the rest of Europe. From then on, not-for-profit organisations (charities, community halls, voluntary organisations, social enterprises, student union nightclubs and government and local authority buildings) using recorded music will need a licence from PPL. These changes will provide remuneration to performers and record companies. The law changed on 1 January 2011 but PPL is giving a grace period of one year for charities to allow them time to adjust to the new arrangements. **Payment of fees will start 1 January 2012**. The Community Sector Law Monitoring Group (**CSLMG**) is fighting for a fair deal for small community charities paying music licenses. They believe the change in licensing may affect thousands of small community charities' activities such as tea dances for older people, youth clubs, children's music and movement groups, fundraisers and fetes and festivals. CSLMG welcomed the delay in implementation until 2012 as this allows time for negotiations to continue and for the sector to argue for affordability. The concessions CSLMG have so far achieved are:

- A single scheme to collect the fees for both PRS for Music and PPL.
- A £40 flat fee for each licence for groups with incomes under £10,000 a year.
- The license will apply only to community buildings and most groups using the building would be covered, not third party hire that receives commercial benefit from the hire
- The licence will cover the land immediately around the building and any vehicles the group may own.

**Alcohol Licensing** - A briefing paper is available from VAO. This gives detailed instructions on how to fill in the application for a license. Remember, if you're a community group, an occasional licence can be obtained for activities that fit the organisations purposes. If the hall wants to run a bar for a wedding, then they should consider getting a member trained as a Personal Licence Holder.

A table stating which types of licence may be required is enclosed but can also be found

[www.ppluk.com/en/Music-Users/Information-for-Charities/Community-Buildings/](http://www.ppluk.com/en/Music-Users/Information-for-Charities/Community-Buildings/) takes you to the FAQ on music licensing.



## COMMUNITY ASSOCIATIONS/HALLS, REVIEW OF 2010-2011

### SOME OF THE PROBLEMS AND ISSUES ENCOUNTERED BY THE COMMUNITY ASSOCIATIONS/HALLS

- Health and safety issues
- Low usage of some halls, need to encourage more users
- High insurance costs
- High heating costs
- Problem fixing through 'official channels' not working as well as it should
- Issues with turbines
- Attracting volunteers
- Football pitch needing work
- Play areas need upgrading

### SOME OF THE POSITIVE OUTCOMES REALISED BY COMMUNITY ASSOCIATIONS / HALLS AND SOME HOPES FOR THE FUTURE

- Some football pitches being re-levelled and/or developed
- Hall refurbishments in progress
- Hoping to get wind turbines erected
- Campsites making money, more halls should consider 'hard standings' as a means of raising money
- Grant funding secured, always worth a try
- Some volunteers been found through advertising
- Two tier committees working well
- Keyholder system working well
- Hoping to attract funding to upgrade play parks
- Some committees considering becoming a Company Limited by Guarantee or a SCIO

### NEXT YEARS EVENT—2012

#### WHERE?

As Sandwick Hall Committee were very disappointed when we could not hold this years event in the newly refurbished Sandwick Hall as planned, they are keen to act as hosts next year. So for the eleventh Annual Meeting of Community Associations we will be in Sunny Sandwick – we hope to see you there!

#### WHEN?

We will look at the end of May 2012 avoiding the majority of lambing, calving and of course the folk festival but is there a better time of year for such an event to take place? Please e-mail Edwina or Kerry with your thoughts and suggestions.



### SUGGESTIONS FROM YOU FOR NEXT YEAR'S EVENT

- Reviewing the highs and lows of the past year
- Refurbishing buildings
- Licensing update
- Volunteer recruitment
- Health & safety requirements

Please contact us with any ideas or suggestions of things you would like to see discussed at the event or topics you require information on and we will try and include it in the programme.

### CONTACTS FOR OAMOCA

If you have any further comments, suggestions or ideas for future events please get in touch with Kerry Spence at:

**Community Learning & Development, Council Offices, Kirkwall. Tel: 01856 873535**  
[kerry.spence@orkney.gov.uk](mailto:kerry.spence@orkney.gov.uk)

or

Edwina Cook at:

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