

## ORKNEY ANNUAL MEETING OF COMMUNITY ASSOCIATIONS

The eleventh Annual meeting of Associations and Halls was held on September 22nd in Sandwick Hall. A big thank you to the Sandwick Community Association for hosting this year's event. As usual there was a packed programme with the Agenda based on issues raised by you and recent topical interests.

17 People attended, representing 12 Community Associations. All agreed that it had been a worthwhile day and reported that it had been an excellent networking event; good to meet people from other halls and share ideas; and had been an excellent source of vital information.

### PROGRAMME

- 10.00am Registration and refreshments
- 10.15am Welcome and Introductions
- 10.30am Health and Safety, from Healthy Working Lives. *H&S for your Hall—Risk Assessment, what they can do for you*
- 11.00am What's New for You?  
Current issues for your Hall/Info sharing
- 11.45am Volunteers, Fraser Devine, VAO  
*The \$65million question: How to attract and retain committee members*
- 12.30pm Lunch
- 1.15pm Community Association in Community Schools  
*Relevant issues—Operational Plan and Handbook, attended by CLD workers from OIC*
- Independent Halls  
*Relevant issues—including Keystone: building quality in rural Scotland. A quality award for those who manage village halls and community buildings. Keystone Handbook now available.*
- 2.00pm Funding, funding, sustainability turbine wheel  
Meghan McEwen, VAO
- 2.45pm Evaluation and close



### Healthy Working Lives, Health & Safety assistance for community buildings

The Scottish Centre for Healthy Working Lives is the national centre of expertise in Scotland in relation to protecting and improving the health of those in work. Their principal focus is to work with employers, to enable them to understand, protect and improve the health of their employees. (Count volunteers and all those who use your facilities). The Centre has staff based in each of the 14 territorial Health Boards across Scotland.  
[www.healthyworkinglives.com](http://www.healthyworkinglives.com)

Services they offer:  
Free National Adviceline 0800 019 2211  
Free face to face workplace visits  
Advice on many topics and downloadable resources

Contact at HWL is Susan Birse, email: [susanbirse@nhs.net](mailto:susanbirse@nhs.net)

If your Hall would like a visit from a HWL advisor to look at the Health & Safety of your Hall, we could arrange this on a group basis to make the most of their visit here. They are advisory and supportive – not legislative, so anything they suggest is intended to help. One local Hall already had a visit and found it very useful. Contact Edwina at VAO.

### Your comments about the day

- Very worthwhile!
- Really good—informative
- I found it very worthwhile and useful
- Good to meet other people from other community associations and share ideas
- Too short!
- Well structured but, as always, once we start could fill a few days rather than a few hours.

### Any other comments?

- Special thanks to our hosts in Sandwick for a lovely lunch.
- Thanks - See you 2013!
- It would be good to have a group contact list.
- Should we donate for our delicious lunch, very much appreciated. Thank you.

## WHAT'S NEW FOR YOU? - CURRENT ISSUES FOR YOUR HALL

### What's Going On?

**St Andrews** had extensive refurbishment and a new turbine, are applying for a SCIO.

**Holm** - Online booking planned. Charge a different rate for user groups IF they attend committee meetings.)

**Stenness** Hall linked to the school, school threatened with closure but reprieved, therefore current CA structure fine. Play group, whist drives.

**Sandwick** are planning an extension, have hired a consultant to undertake a feasibility study, business plan, community consultation.

**Longhope** – becoming a sub group of the Development Trust. Refurbish, upgrade, extension. Playgroups, Hoy Hounds, dancing, quizzes.

**N Walls** – football team, swimming pool, lunch club, committees.

**Sanday** – Quiz night, dances, Souka.

**Cromarty Hall** – thinking of the SCIO.

### What's Good?

**Orphir** – all user groups send a rep. to the committee, works well.

**Longhope** – change will enable access to more funds, less paperwork for the group that just want to run the Hall

**St Andrews** – newly refurbished hall. Lessening personal trustee liability via the SCIO.

**Stenness** – Family Sports day- young people/family focus.

**Cromarty Hall** - Film Club, book sales, gigs, Big Breakfasts

**Harray Hall** – good, private hall – good for wedding bookings.

**Shapinsay** – new windows (Community School)

### Any Issues?

**Stenness** having problems hiring a caretaker/cleaner/keyholder. Their user groups should send a rep. but don't, sometimes struggle for the committee. New committee, worry about being too ambitious. Charity perception – do folk realise that Halls are Charities? CLAN, Macmillan etc are obvious.

Adult events that work? Thinking of other themes- Valentines/Burns? Attracting people to use the Hall.

**Longhope** - Getting affordable bands to come to Hoy.

**Holm** – unsatisfactory heating problem (turbine OoA)

**Harray, Longhope and Cromarty Hall** – heating an issue. Overload on volunteers.

**Harray** – more motivation and initiative.

**Shapinsay**—heating and general decoration.

Many buildings and Halls competing? Too much RED TAPE!!

Should Halls be sharing resources, exchange info., share events (rotate Harvest Home etc?).

You have to be passionate about the Hall to keep it going.

### **DON'T FORGET!! TIME DEFINED FUNDING!!**

Orkney Islands Council has agreed, for a limited period, to enable Community Hall Associations to apply for CDF support to help offset the legal costs involved in resolving property title deeds prior to converting to become a Scottish Charitable Incorporated Organisation (SCIO) or company limited by guarantee.

Speak to Edwina or Meghan at VAO for more information, or phone the Council's Business Gateway service on 01856 886666

## Independent Halls session, facilitator Edwina Lloyd VAO

**Issues:** Ongoing costs and funding issues!

**Heating** – solar panels but roof not strong enough and for other renewables there may be grid issues. Is energy being used wisely? – insulation – balance of spend to save. Turbine at St Andrews now working well with an air source heat pump. Harray has oil (1400 litre tank) and very expensive (£4,000 p.a.) also electricity and LPG gas for the kitchen making a total of £5,500 on utilities and £2,000 on insurance. They saved **insurance costs** by going to a different broker. **PRS/PPL** costs are high and based on income levels, not profit. Apportion the costs of this on to the hire for the groups who use music. See this link for some helpful advice on lessening the costs where possible. <http://www.communitymatters.org.uk/content/350/Music-Licensing>

**Hiring** – is there a check list for opening/closing etc? Some have a cleaning charge attached to the hire. St Andrews have a checklist for what the charges include, who is responsible for what, that they don't supply various items but the hirer must supply their own and the responsibilities for obtaining requisite licences rest with the hirer. Holm – each year send out to user groups the booking information sheet, the current committee with contact numbers, the user group roles and responsibilities, the fire safety plan etc. All groups to sign and return that it is read and understood. Who takes the bookings and opens up? Some have caretakers, some do not.

**Payments to Charity Trustees** (if a registered charity) discussion. Claiming legitimate expenses absolutely fine. Check the constitution – what does it say? If remuneration is allowed - then check that any payments for work done are minuted carefully, are correct for the type of work to be done, that any conflict of interest is declared and that committee members do not vote on the discussion if they have any connection with the paid work. Less than half of Charity Trustees can receive remuneration under Charity law at any one time and that includes wives, husbands, children, partners etc etc and any business in which a Trustee is employed.

Hoy wondered if there could be a **list of bands** – or could Halls share?– costs of getting bands to Hoy is expensive.

Edwina introduced the **Keystone Quality Award for Village Halls** again. Looking for guinea pigs to try a self-assessment on their Hall. St Andrews and Longhope agreed to trial this. <http://www.scvo.org.uk/about/scvo-rural-communities/keystone/>

## ATTRACTING AND RETAINING VOLUNTEERS by Fraser Devine, VAO

### Attracting Volunteers

From the 'introductions sessions' at the start, it was evident that most if not all the halls had difficulties in recruiting enough volunteers. The group first looked at the barriers to stopping people being a board/committee member of a hall. Things which came up were - existing long-time members resisting change and putting new people off, volunteer fatigue, fear of large commitment, people being out of pocket, lack of welcome, time and local personality clashes.

We then looked at some of the responses from VAO's annual volunteer reviews, as to why people say they stopped volunteering. Things which were reported back to us were - poor organisation of task, lack of supervision/feedback; lack of recognition, being isolated and not part of a team. We then looked at how we could overcome some of these barriers. Some of the ideas were - structure meetings so they don't go on for hours, ease people in gradually, have all the info and paperwork to hand; join in with other groups and halls (consolidate activities); make people welcome; committee skills training (VAO); balance of fun and structure; don't neglect the social side; target individuals for specific roles within your hall and be proactive.

We then looked at some ideas to recruit new board/committee members. Suggestions were – Word of mouth probably the most successful way of getting new volunteers, targeting specific people for specific skills; new people to the parish don't always know how to get involved with the community (welcome pack?); use VAO to help recruit volunteers; use local press and radio – good news stories.

We also looked at "being positive" and selling the benefits of being a committee member – i.e. you're helping shape your local community, allowing activities to happen which might not be able to otherwise etc..

### Retaining Volunteers

Once you've got your volunteers – you need to keep them! The most important element is the initial welcome and induction. Make people feel welcome. Provide new volunteers with on the job learning; let people know what is required from them, and allow people to develop their roles in areas that are of particular interest to them (within parameters!)

### Summary

We have no magic wand for recruiting and retaining volunteers, and there were lots of concerns during the session around volunteer fatigue etc.. Saying that, we have to encourage and enthuse people to volunteer for our halls. We have to take the lead, be positive, target specific people for specific roles within the committee, and sell the benefits of being able to shape your community and to make things happen. We have to welcome new people with open arms; be open and transparent, and resolve any issues and conflict quickly. We must make sure meetings are organised, structured and planned and that all the relevant information and documents are to hand. Also, don't forget the social side, the reason why people have volunteered in the first place and most importantly don't forget to say thanks!

**The Third Sector Forum** is an independent network of Third Sector organisations, organised and chaired by Voluntary Action Orkney. The Forum provides a co-ordinated voice for Orkney's third sector, allowing all of us to have a stronger influence in the issues that affect groups in Orkney. **We're always keen to welcome new members to the Forum - you don't have to be a member of VAO to join** - just come along to the next meeting, or contact us for more information. Please email [enquiries@vaorkney.org.uk](mailto:enquiries@vaorkney.org.uk) or telephone 872897.



### Stop! Talk! Plan! Presentation by Meghan McEwen, VAO

The presentation was about all the work and planning that goes into your organisation's finances. It is important that good financial planning is an integral part of your meeting cycle. Perhaps setting up a finance subgroup is a good idea if you are managing a big project or thinking of applying for funding. A review of your organisation's finances should be happening at least three times a year to go over the bank accounts, projections vs. realities, any increase in on-going costs and charges to use your facilities or services.

It's important that the whole Management Committee is aware of where your organisation gets its income and how this fits in with the organisation's overall purpose. It's also important to know what risks are facing your organisation; these could be competition from another hall or increases in utilities or insurance costs. **DON'T LEAVE IT ALL UP TO YOUR TREASURER.** It is important that treasurers know they are supported by the rest of their management committee, it also means there will be no nasty surprises when the annual accounts are pulled together.

Having good financial planning and reviewing in place means you are in the best possible position to apply for funding and manage a project if you are successful. If you have any questions about financial planning or applying for funding please contact Meghan McEwen at [meghan.mcewen@vaorkney.org.uk](mailto:meghan.mcewen@vaorkney.org.uk)

## SESSION ON COMMUNITY SCHOOLS

The session on Community Schools was, attended by representatives from North Walls, Sanday, Shapinsay, Stenness, and Westray Community Associations and presented by Ernie Skea, Community Learning and Development, Orkney Islands Council.

The purpose of this session was to discuss two documents which are key to the running of a Community School, which members of Community Associations (in particular Office Bearers) within these facilities should be aware of. These documents are:

1. The Community Schools Operational Agreement.
2. The Community Schools Handbook.

Firstly members of the group were asked if they were aware of the aforementioned and once it was established that some were and others were not, Ernie went on to outline some of the key content of both documents and the purpose they each served. He further explained, for those who didn't know, that the Community Schools Handbook was a lengthy but useful document and suggested that it would be beneficial for themselves and other members of their Community Associations, particularly Office Bearers, to familiarise themselves with the content.

Participants were then asked to share and discuss their thoughts and understanding of "What is a Community School"? and raise any questions they had about the management running of the facility. The following are just a few of the comments and queries folk contributed:

- A school with community facilities partly under management of Community Association (C.A. programmed activities and events, rentals, bookings, meetings etc)
- Establishment management overall rests with Head Teacher out-with school hours the Community Association .
- Evolution of different procedures in some Community Schools (Pools, Procedure)
- Community Association pays an annual levy to OIC (Facility insured by OIC)
- A lot depends on the particular Head Teacher as to whether strong Community connection.
- Head Teacher provides link between Orkney Islands Council and Community Association along with the Community Learning and Development Officer.
- Insurance requires a key holder or janitor/caretaker to be present at all times.

Everyone felt the session was useful but were aware that they would need to know more about the roles and responsibilities of Community Associations in relation to managing and programming the Community School for which they are partly responsible. If you have any questions or require advice on this matter please contact your local Community Learning and Development Officer at OIC on 01856 873535.

### NEXT YEARS EVENT—2013

#### WHERE? WHEN?

Would you like to host the meeting next year in your Hall?

Then contact Edwina or Meghan at VAO or Kerry or Ernie at OIC

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

- First Aid courses.
- Joint (with all halls) meetings, more often!

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

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