

## ORKNEY'S ANNUAL COMMUNITY HALLS EVENT 2016

Following on from the event some information has already been sent out to those who were present on the day, but we attach the following with this report for your information:

- ◆ The leaflet you designed on the day if you were able to come along, or templates for you to create your own and share with other halls when completed.
- ◆ Three sections of the keystone award on: Legislation and Regulations, Working with Users, and Managing Resources.
- ◆ Useful information on the 5 Steps to Fire Risk Assessment for your halls.
- ◆ Information on funding from the Bags of help scheme.
- ◆ Information on running a community cinema.
- ◆ Choose Life leaflet

**Some final bits of information that are in no particular order:**

### Sharing contact details

Hall representatives at this year's event suggested it would be useful if hall secretary's details could be shared amongst hall committees. CLD are currently updating Hall committee details and will share these details in the New Year. If you would prefer your details not to be shared please contact: [kerry.spence@orkney.gov.uk](mailto:kerry.spence@orkney.gov.uk)

VAO has developed a community hall specific section on its website, this can be found [here](#), or in the 'information' section under 'community halls'. We have also begun to populate this in an A-Z format but need your help to keep going, what is missing? What do you want to see? Is the information that is there useful to you?

### Orkney Fair Trade Group

If your Community Association would be interested in speaking to someone about Fair Trade products and opportunities please phone Gill Smee on 741328 or email [gillsmee@gmail.com](mailto:gillsmee@gmail.com).

**Thank you** to all who attended on the day and made it a huge success. Special thanks must be given to the Firth Community Association for the use of their fine hall and the wonderful cakes and lunch on the day. We also wish to thank Paul Evans from the Fire Service and Liam McArthur for their contributions on the day. We all went away from the event, much better informed and very well fed indeed.

Please stay tuned for further information on next year's Annual Halls Event



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This popular event is run jointly by Voluntary Action Orkney, in partnership with Orkney Island Council's Community Learning and Development Sector.

On 24<sup>th</sup> of September, 2016 the 15th Annual Community Halls Meeting took place in the Firth Community Centre.

On what was quite a chilly Saturday morning, 15 folk from 12 halls turned up to be greeted by hot tea/coffee, homemade shortbread and biscuits, all excellently and skilfully prepared by members of Firth Community Association. This year's event was primarily a networking session where attendees were invited to work together to produce leaflets about their halls, learn useful information from the Fire Service and share the successes and challenges their halls had experienced during the past year.



**The group of hall representatives listening intently during one of the morning sessions**



The first activity of the day was based around creating a promotional leaflet for all their halls. A template for this leaflet had been created by Isla Rosie from iDesign, with the session being delivered by Meghan and Kara from VAO. Firstly we discussed what sort of information it would be good to have in a leaflet, e.g. opening hours, up to date contact details, facilities and equipment available such as wi-fi connection digital projector etc. People were then invited to pair up with someone not from their hall to upload photos they had brought with them into the template and to complete the text sections of the leaflet. Whilst this was taking place we also had a wider discussion and created a list of who the leaflets should be sent to, why and when. For those who attended, the leaflet you produced, along with the aforementioned list, has been sent out to you. For halls who were not in attendance, we will be sending you the leaflet template along with a full list of hall contacts with whom you can share the information leaflets you all produce.

That session was quite intensive and took the



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Just before lunch we were joined by Liam McArthur who came along to discuss the implications in the changes to the dispensation on water rates for organisations with a permanent licence. If anyone would like to know more about this, or would like to discuss it with Liam, please do get in touch with him. He also wanted to hear about any major issues affecting community associations. There was some information shared about challenges faced by community school based associations in improving their facilities and the challenges around who to contact in the council, the different approaches applied and on-going insurance for material improvements as well.



Following Liam's input and the ensuing discussions, came the most anticipated part of the day: lunch, which again had been wonderfully prepared by ladies from Firth Community Association. Lunch was enjoyed in a room just across from the main hall with lovely big windows and a view over Finstown village out over the Bay of Firth. The food was excellent as always, with the cheese pate being especially tasty and we are looking forward to getting the recipe for this from Hilda!



**LADIES & GENTS,  
LUNCH IS SERVED.  
"BON - APPETIT"**



We were joined at lunch by Paul Evans from the Scottish Fire and Rescue Service, who gave us a very informative talk immediately afterwards, about his offer to come to halls and deliver CPR training to not just for community associations but any community member. There is also a programme ongoing to get defibrillators in community buildings and Paul is going to provide us with the information needed to move this along in our halls. Paul's session was very informative and some important lessons we learned were that in Europe the survival rate from cardiac arrest is 1:4, but in Scotland it's 1:20 so there is a big push from the Fire Service and others to improve that figure. There is also a 5 Steps to Fire Risk Assessment leaflet that will go out with this report. We also learned that after a cardiac arrest the last sense to go is hearing, so if you come upon someone in difficulty don't shout "Oh heck! He's a goner" ! We are very grateful to Paul for coming along and giving us a lot of information in a very friendly way, and if any of the halls would like to invite the Fire Service out for training please do get in touch.



### "QUICK FIRE" INFORMATION UPDATE - MEGHAN AND EDWINA

Following Paul's session it was the 'Quick Fire' Update part of the day, which commenced with Meghan providing information on funding opportunities for Halls and gave information on the Tesco Bags of Help scheme, and it was really wonderful to hear that St. Andrews has already benefited from a Bags of Help grant. LEADER is strongly encouraging any group thinking about applying to get an Expression of Interest to them ASAP! Finally the new-ish Community Assets fund from the Big Lottery, which will fund large improvements and purchases for halls. Details of all of these funds can be found on the 'Funding News' section on the VAO website.

Edwina then gave us some useful information on meeting legislation, governance and managing resources from the Keystone Award. This was provided to answer questions raised at the last Annual Community Halls Meeting and to give you the tools to do it yourself, and in manageable bite-sized chunks. The three sections covered on the day are going out along with this report. Don't be overwhelmed! It's not for you to do all at once and all on your own, these checklists are for the entire committee to go through at a pace that is comfortable and achievable for them. Any further information on Keystone can be found on the 'Community Halls' section of the VAO website OR contact Edwina or Meghan and they will be more than able to help you individually.

### FEEDBACK SESSION FROM HALLS - SUCCESSES & CHALLENGE

The last session 'What's Happening in Your Hall' which was facilitated by Ernie Skea, saw some key successes being highlighted, for example: funding applications for hall improvements from three halls, and in one case a very large project. Plans for Harvest Homes were well underway in many halls and invitations were extended to one and all, what fun a Harvest Home tour would be! Key challenges included integrating new people into our communities and engaging them with the hall and all its benefits. Some halls were looking for funding to make improvements and were finding this difficult. Finally there are the continuing challenges in recruiting new members and then enthusing them to become committee members.



For your interest and information the full feedback from this session is available from:  
ernie.skea@orkney.gov.uk or phone 873535

### FEEDBACK AND EVALUATION OF THE DAY - WHAT WAS GOOD & WHAT WAS LEARNED

#### Bits folk liked:

Sharing ideas and working with others was great.  
Leaflet design, fire risk assessments and lunch.  
Working with others and leaflet design was good.  
Very useful, informative and enjoyable sessions.  
Thank you to all who provided the teas and lunch.

#### Bits folk learned

Ideas on how to design leaflets for our halls.  
CPR information and how to use defibrillator.  
Lots of information on the leaflets provided.  
Great to get leaflets on risk assessments etc.  
Other halls have problems like ourselves.

