

## **Hallmark 1**

### **Charity Administration and Management**

#### **Introduction**

Hallmark 1 focuses on the internal workings of the management committee and the general maintenance to the fabric of the building. The majority of village halls and community buildings are registered as independent charities. Registration as a charity brings with it certain obligations that the management committee of the charity must fulfil for the charity to be operating legally.

Hallmark 1 highlights good practice in the village hall or community building and demonstrates that the management committee is fulfilling their legal responsibility. It also highlights good practice around hiring arrangements and booking procedures, insurance, accessibility general maintenance and the presentation of the building. ***At CCD we believe that every village hall and community building should be able to attain a Hallmark 1.***

In order to gain a Hallmark 1 you have to produce **evidence** that the committee is meeting the criteria specified. When your hall has collected all the evidence needed you can request for two peer visitors (representatives from other hall committees) to come and review the work undertaken.

If you would like any support in preparing for a Hallmark 1 visit, please contact a member of the Community Buildings Team who will be able to assist you. Telephone 01392 383343 or email [info@devonrccorg.uk](mailto:info@devonrccorg.uk).