

Demonstrating good practice in your village hall



- Is your community building/
village hall operating legally?
- Can you demonstrate good
practice to potential
funders?
- Are your users safe and
protected when using your
facilities?
- Is your hall management
committee doing a good job
and do you celebrate your
achievements?

For more information contact:

David Kinross (Senior Projects Officer)
tel: 01392 383 315 or
davidk@devonrcc.org.uk

Terry Black (Rural Officer)
tel: 01392 383 345 or
terry@devonrcc.org.uk

To join
the **Hallmark** scheme and receive your
information pack contact:

Cara Stobart (Administration Assistant)
tel: 01392 383 443 or
cara@devonrcc.org.uk

CCD
County Hall
Exeter
EX2 4QB
tel: 01392 383 443
f: 01392 382 062
info@devonrcc.org.uk
www.devonrcc.org.uk

**This document is available in
large print and alternative
formats upon request.
Please ring 01392 383443**



INVESTOR IN PEOPLE



HALLMARK

Hallmark Awards for Village Halls and Community Buildings



Hallmark Awards for community buildings and village halls

The aim of the awards is to recognise the good work undertaken by volunteer village hall management committees throughout Devon, and to encourage improvement across all their work and activities.

Your hall committee will receive a **Hallmark Award** in recognition of your achievement in managing your hall to a nationally recognised standard.

The aims of the **Hallmark Awards** are to:

- Encourage, establish and reward good practice
- Encourage improvement in established customs and procedures
- To obtain recognition from other bodies of the standard of management of community facilities

An award will complement the work your village hall is already doing.



How does it work?

The **Hallmark Awards** are open to all village halls and community buildings in Devon. A free information pack, checklists and supporting information are available when your hall decides to undertake the process.



There are three **Hallmarks Award** to achieve:

- The first **Hallmark Award** focuses on the management and administration of the charity
- The second **Hallmark Award** focuses on health, safety, security and licenses
- The third **Hallmark Award** focuses on communication with the community and users, alongside general social awareness, forward planning and development

One **Hallmark Award** must be achieved before the next level can be awarded. Set your own pace, as a hall committee you can decide how many **Hallmark Awards** you want to achieve and in what timeframe!

Peer review

Instead of external evaluators the **Hallmark** scheme will use “Peer Visitors” from other Devon village hall management committees to assess award applications against set criteria. They will visit hall committees entering the **Hallmark Scheme**. The hall committee will need to show evidence to the peer visitors that they are fulfilling the requirements of the **Hallmark Award**.



When to enter

Entry can be at any time throughout the year, however the year end is March and no visits will take place during that month. Applications for a visit must be received before the end of January to receive an award for that year.

Receiving an award

A **Hallmark** certificate will be presented at the Annual Devon Conference for Community Buildings. A **Hallmark** certificate will be valid for three full years from the date of the official visit.