

Horton Village Hall

Policy and Procedure Review Policy

Introduction

The Village Hall committee will ensure that all policies, procedures and notices on display in the village hall reflect best practice and comply with current laws and legislation.

Procedure

A working group will be setup at the first meeting after the Annual General Meeting of the Village Hall Committee or as soon as is practical.

A listing of all policies, procedures and notices on display in the village hall, with the date at which they were last reviewed and a hard copy of each document will be maintained.

All documentation will be reviewed at least once a year by the working party looking at current practice, alternative best practices, all cross references to other village hall documentation, laws and legislation. The working group will make recommendations, if necessary, to the Village Hall Committee and any agreed changes will be minuted and implemented as soon as possible. All copies of any amended document will be immediately updated and the listing of all policies which is maintained will have the latest review date entered..

Alterations and Amendments to this Policy

This policy will be reviewed in line with the Village Hall Policy and Procedure Review Policy.