



Community Halls Advice - Louise Beaton BSc

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www.communityhallsadvice.co.uk

Terms of Business

1. I aim to offer flexible support for community halls, parish councils, ACRE Network members and other organisations that need guidance or a helping hand in respect to managing, improving or building a community hall or similar community facility. I aim to help with the minimum of bureaucracy, through a telephone call and an exchange of Emails to identify what is needed and estimate/agree requirements and an appropriate charge.
2. I also offer:
 - strategic guidance for policy makers, planners and funders
 - assistance with research, preparation of written materials, etc.
 - guidance for developers relating to community facilities
 - support with fundraising strategy and grant bids.
3. I offer support either on a one-off or regular basis or for a defined project or period of time. Telephone or Skype consultations can be provided. Assistance with bids for funding, writing a business plan and governance/constitutional/trustee issues is available.
4. A summary of my experience and qualifications is at www.communityhallsadvice.co.uk. Please ask if you would like my CV.
5. I currently have two principle contracts, as consultant Community Halls Adviser to Action in rural Sussex and for the Community Council of Somerset. I will make clear if these or other commitments are likely to affect timing of delivery.
6. I charge a reduced fee for charities and parish councils plus any travel expenses (45p/mile and/or second class rail fare), minimum fee half an hour. VAT is not charged. Invoices are issued at the month end and payment due within 28 days unless otherwise agreed.
7. I will explain when matters more appropriately should be referred to ACRE, ACRE's legal adviser or elsewhere.
8. I carry PI cover of £1million and public liability cover, details available on request.

Louise Beaton

November 2016