



Legal basics for community organisations

Summary of further information areas from presentation.
Community Matters information sheets can be found on the website www.communitymatters.org.uk for a small fee and are free to members

Legal Structures

Companies House www.companieshouse.gov.uk

Community Matters - see Information Sheet 14, Incorporation and Community Associations www.communitymatters.org.uk

ACRE www.acre.org.uk

Charity Commission www.charity-commission.gov.uk

Development Trusts Association www.dta.org.uk

Financial Services Authority website www.fsa.gov.uk

Occupation

Development Trusts Association offer advice and expertise on freehold ownership www.dta.org.uk
DTA publication 'To Have and to Hold'

Community Matters publication 'Occupying Community Premises' which includes a specimen lease.

Community Matters Information Sheet; No.8 Model Trust Deed and Conveyance for a Community Centre

Charity Commission publication; CC33 Acquiring land

Acre publications; Model documents: (A) for freehold properties and (B) for Leasehold properties

Ethical Property Foundation website www.ethicalpropertyfoundation.org.uk

Trading

Community Matters Helpline 0845 847 4253

Community Matters Information Sheets

- No 86 Trading in Community Centres
- No 62 Community Buildings and Taxation
- No 66 Community Buildings and Utility Charges

Charity Commission publications

- CC 20 Charities and Fundraising
- CC 35 Charities and Trading

Income tax, corporation tax and VAT www.hmrc.gov.uk

Licences

Community Matters, advice on how to implement a licence review 0845 847 4253

Community Matters Information Sheets

- No 20 The Licensing Act 2003
- No 87 Copyright Compliance + 87a PRS Music in Community Buildings
- No 24 the Gambling Act 2005
- No 26 Bingo
- No 30 Safeguarding Children and Young People

The Copyright Licensing Agency www.cla.co.uk

PRS www.mcps-prs-alliance.co.uk

PPL and VPL www.ppluk.com

Quality standards

- Community Matter's VISIBLE Communities™
- DTA Healthcheck
- ACRE's Hallmark tool.

Health and Safety

The **Health & Safety Executive** www.hse.gov.uk or 08701 545500

Community Matters 0845 847 4253 information sheets 12a, 12b and 12c

DDA compliance

Directgov legislation and advice on compliance in public spaces
www.direct.gov.uk/en/DisabledPeople/RightsAndObligations

Local authority Disability Officer

Centre for Accessible Environments www.cae.org.uk

National Register of Access Consultants www.nrac.org.uk

Employing staff

Department for Business, Enterprise and Regulatory Reform 0207 215
5000 www.berr.gov.uk

Department for work and pensions www.dwp.gov.uk

Community Matters information sheets 53 – 57 and 19