



CROCKENHILL VILLAGE HALL SMALL SOCIETY LOTTERY

Local Authority Reference: 25/04171/LOTTER

Rules and Regulations

(created 2025)

Introduction

1. Crockenhill Village Hall is a registered charity (Registered No 302724). Under the provisions of the Gambling Act 2005 relating to Small Society Lottery Registration. Crockenhill Village Hall has been registered by the Licensing Partnership (Sevenoaks District Council) to conduct the Village Hall Lottery ("the scheme") as a lottery within the terms and conditions of the Regulations made under that Act.

Membership

2. Eligibility for membership of the Crockenhill Village Hall Lottery shall apply to inhabitants and friends of Crockenhill Village Hall. No membership may be sold to a person under the age of 16. Should a prize winner be found to be under the age of 16, Crockenhill Village Hall Management Committee will refund the entry money and withhold any prize money for use in carrying out its charitable objects.
3. Trustees and anyone directly involved in managing or overseeing the lottery will not buy tickets or receive prizes.
4. The maximum number of tickets that can be purchased under the small lottery scheme cannot exceed £20,000.00 (twenty thousand pounds) a year. This equates to a maximum of 384 tickets a year being sold.
5. Each member will be allocated a number for each new year, which shall be chosen at random. The year will commence 1st February annually, and this number will represent the member in each draw during their membership of the scheme.



At the discretion of the Managers, a member cannot participate in a draw unless by the date notified each year, they have paid to the managers of the scheme the sum of £26.00 (twenty six)

for a six month period, or £52.00 (fifty two) for the twelve month period of the draw. Proof of posting is not proof of delivery.

Inclusion of the scheme is only valid once confirmation of entry into the scheme has been received and a lottery number allocated.

6. **By agreeing to be a member of the Scheme an individual is expected to remain a member for the unexpired portion of the period of 52 (fifty two) weeks.** At the discretion of the Managers, a member may be permitted to resign membership before the expiry of the 52 (fifty two) week period.
7. In the event that a member fails to pay the amount payable in respect of the relevant six or twelve month period of the draw, the Managers may terminate that member's membership on 5 days' notice.
8. At the discretion of the Managers, further members may be added at any time and they will participate in the scheme for the unexpired period of 52 (fifty two) weeks.
9. Based on there being 100 participants in the scheme, the structure of prizes will be as follows;
6 prizes of £100.00 (one hundred pounds),
24 prizes of £50.00 (fifty pounds), and
36 prizes of £25.00 (twenty five pounds) each year.
10. In the event that the number of members is less than or more than 100, the prizes may be reduced or increased in value pro-rata to reflect the actual number of



participants at the date of each draw. The number of actual participants and the prize structure shall be notified to each member of the scheme prior to the first and fourth draw. In any event, there is a legal requirement to ensure that no more than 80% of the actual proceeds are used to provide prizes and pay expenses.

11. There will be six draws per year, normally held in February, April, June, August, October and December. Draws will be held during the fourth week of these months, or within a reasonable period thereof, at the discretion of the managers. Each draw shall take place in the presence of not less than two witnesses at a public gathering and who will certify the result in writing to the Managers who in turn will publish the result on the Crockenhill Village Hall website.

At the discretion of the managers, should there be insufficient fully paid members, the first draw can be delayed to no later than the date of the second draw in order to facilitate sufficient paid members.

12. As soon as is practicable after the completion of each draw, results will be published on the Crockenhill Village Hall website and Crockenhill Fundraising Face Book page.
Successful participants will be notified by email and prizes distributed by BACS within a week.

Funds

13. Crockenhill Village Hall Barclays Community Current account and Reserve Bank account are aligned with the Charity mandate.
The Trustees that occupy the following positions are currently authorised signatories; Chair, Vice Chair, Treasurer, Secretary and Fundraiser
Two signatories are required to release payments separate to the person, in this case the Managers of the scheme, authorising payment.
All Crockenhill Village Hall Lottery activity will be conducted through these Accounts.
The online QuickBooks accountancy package allows for the separation of income streams.



Activity will be reported at the Village Hall Committee meetings where the business of the Charty is conducted and regular reports will be provided to the Managers of the scheme by the Hall administrator.

14. All surplus funds will be used by the Charity, in fulfilling its objects, whilst maintaining the hall and ensuring it is fit for purpose.

Promoters and Managers

15. The Promoter of the Scheme is Ruth Fluin-Hardy Chair of Crockenhill Village Hall Management Committee.

The Accountant of the Scheme is Maggie Hirsch, Treasurer of Crockenhill Village Hall Management Committee.

The appointed Managers of the Scheme are;
Steve Wells and Sam Sharpe.

All can be contacted via the Village Hall Committee Office, rear of the Village Hall, Stones Cross Road, Crockenhill, Kent BR8 8LT.

Returns

16. The Promoter, Treasurer and or Managers shall compile and submit the return relating to a "Small Society Lottery Gambling Act 2005- schedule 11 as required by Sevenoaks District Council. Currently the statement must be submitted no later than three months beginning on the day on which the draw (or last draw) in the lottery took place.

General

17. The Promoter on behalf of the Trustees of Crockenhill Village Hall Management Committee, reserves the right to add to or amend these rules and regulations at any time on giving two months' notice to the members.