



CROCKENHILL VILLAGE HALL SMALL SOCIETY LOTTERY

Local Authority Reference: 25/04171/LOTTER

Rules and Regulations

(Village Hall 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. All applicants must complete and sign the approved Lottery Application Form and make their initial payment before membership is accepted.



6. Each member will be allocated a number, which shall be allocated in numerical order and confirmed by email once payment has been received. 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.

7. **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.
8. 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.
9. 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.
10. 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.

11. 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.
12. There will be six draws per year, normally held in February, April, June, August, October and December. Draws will be held during the third 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.

13. 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 aim for prizes to be distributed by BACS within a week.

Finance

14. 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 Charity is conducted and regular reports will be provided to the Managers of the scheme by the Hall administration.

15. To meet accounting standards and prevent potential for fraud, only trackable payment methods of individual transactions like bank transfers, standing orders and cheques can be received. Cash will NOT be accepted.
16. Lottery winners will be contacted by email after the draw by the Village Hall Charity Treasurer to confirm winnings. Funds to be paid within 1 week after the lottery draw to allow time for contact to be made.
17. All surplus funds will be used by the Charity, in fulfilling its objects, whilst maintaining the hall and ensuring it is fit for purpose.

Supporting Operating Documents

18. Operational guidelines available and approved by Trustees and their appointed internal auditor.
19. Treasurer to maintain the sole membership register and to circulate to all connected parties.
20. Treasurer to verify the draw, reconcile payments received and confirm eligible Membership.
21. Treasurer to maintain all draw records and ensure uploading onto website.

Promoters and Managers

22. The Promoter of the Scheme is the Chair of Crockenhill Village Hall Management Committee.

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

There are 2 appointed Managers of the Scheme that operate under the authority of the Crockenhill Village Hall Management Committee and Crockenhill Village Hall



Volunteer Policy guidelines and shall administer the Lottery in accordance with the approved Rules, Regulations and Procedures.

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

Returns

23. 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.

Governance

24. 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.
25. To establish version control, Crockenhill Village Hall Management Committee review all policies and procedures annually as a matter of course at the April AGM.
26. Crockenhill Village Hall Management Committee display all their policies and procedures on their website.
27. Any changes to policy or operational guidelines must be signed off by committee first. If and once approved, it becomes part of the agreed process. This allows for initiative while ensuring the Committee retains ownership and remains in control of the administration of the Lottery.