

2023-24 Trustee Information Pack



Trustee application deadline 2023



A place for social,
physical, recreational
and educational
pursuits.

Welcome

Thank You for your interest in Stanton Village Hall.

Village Hall Stanton (Stanton Village Hall) is a registered charity (no 520520) and exists to fulfil a charitable purpose of providing a venue for social, physical, recreational and intellectual training and pursuits in the village of Stanton and immediate vicinity.

We mostly achieve this through hire of the Village Hall to a variety of classes and workshops including yoga, tai chi, dancing, karate, slimming groups, amateur dramatics, singing, and occasional/function hire (parties, meetings).

Many are surprised to learn we are not a Council-run or -owned resource. We are self-funded and the Hall is held in trust by unpaid Trustees and members of our community for the local community.

We've worked hard over recent years to:

- improve the interior of the Hall (this has included repainting)
- improve the safety of the Hall (acting on our risk assessments)
- improve the energy efficiency of the Hall (new LED lighting and heating)
- develop an online presence (website and FB presence)
- attract hirers and offer events that engage our community (village pantomime, Christmas concert, resident Christmas drinks).

The current Committee is small and below the number we should have. We're a dynamic team open to new ways of working together.

Being a Trustee is a great way to gain valuable skills and experience, build your CV and give back to your community.

Challenges for 2023 and beyond include:

- Financial pressures resulting from a range of issues (such as energy prices).
- Other privately-run venues/spaces opening locally and in competition
- Improving trustee numbers to ensure good governance and, ultimately, the survival of the Hall.
- Financial pressures creating a greater workload for trustees and volunteers.

You can learn more about Stanton Village Hall at
www.villagehallstanton.com

Being a Trustee

Being a Trustee is a great way to gain valuable skills and experience, build your CV and give back to your community. It demonstrates that you've worked with a wider team to make important decisions and achieve successes. Being able to work as part of a team is important.

It's a great opportunity to meet new people and extend social opportunities.

Being a Trustee carries statutory duties including, ensuring the charity and its resources are protected, used and managed effectively and in line with the Charity's purpose. This means ensuring that Stanton Village Hall complies with its governing document, charity law and other legislation and regulations.

Trustees cannot be paid for being a trustee.

It's important that Stanton Village Hall recruit trustees (we've currently the permitted minimum). Without Trustees the Village Hall would be forced to close.

There are a host of resources online to support new trustees, and the Charity Commission have invested a great deal in developing support and guidance. Our current Trustees can also lend support.

We've invested in systems to make running things easier, particularly digitally, and can provide a village hall email address if you'd prefer to keep your Trustee role separate. We can provide support if you don't feel particularly digitally 'savvy'.

Eligibility

There are certain circumstances where an individual is not eligible (according to the Charity Commission) to be a trustee. This is often in the event of previous company or charity disqualification. You must also be over 18 (but we'd welcome younger board members to act alongside our Committee)

We'll require you to declare your eligibility. We won't need the form from you immediately but you can explore eligibility further here:

<https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>

Participation

Basic Participation

As part of the Committee of Management, a Trustee would be expected to:

- Attend meetings where possible - these are usually held four times a year. There are usually light papers to consider ahead of meetings, distributed electronically. However, we do also have several significant financial pressures this year which may demand a little more in the short-term.
- Attend the AGM each summer.
- Make decisions about the direction and management of the charity. You should work selflessly and objectively, and will need to declare any perceived conflicts of interest.
- Respond remotely to *occasional* issues and queries that require consideration outside of meetings.

Around 10 hours a year.

Additional Opportunities

Further participation in special projects such as reviewing policies and processes and applying for funding is welcomed but not expected. We would particularly welcome those with funding experience.

If a trustee role is not for you but you'd like to contribute to these projects then you can help as a Volunteer.

Trustee versus Operational roles

Day-to-day volunteering and the operational management of the charity is not expected. Some of our trustees choose to.

Applying to be a trustee (AGM 2023)

Our AGM is held annually. At least 28 days prior to that, we provide notice of the AGM. According to our Governing Document (the document that outlines how we should work), all Trustees should step down each year and then (if they wish) stand to be re-elected.

Applications are not onerous and can be made by providing:

- your full name
- contact details (email and telephone)
- and a short description/bio of yourself and the skills/experience you will bring to a Trustee position.

You should take note of the eligibility information mentioned earlier in this pack before deciding to apply.

Applications can be submitted via:

Online Form: <https://forms.gle/hRiy4nxrjioPTtyb7>

By email to admin@villagehallstanton.com.

Alternatively, they can be posted to the Village Hall for the attention of the Secretary.

Applications should be received by the 14th August 2023

We'll acknowledge receipt of your application, check all is in order and send a reminder of the details for our AGM. Please note: your name and the descriptions/bios are circulated more widely with the agenda pack (available online and at the AGM). This is to ensure transparency of trustee recruitment decisions.

Your application, and all others, will be discussed at the AGM. Once elected, new Trustees will be asked to complete their eligibility questionnaire and further contact/personal details for onboarding. At the AGM, Trustees will have the opportunity to assume formal roles such as Chair, Secretary and Treasurer. Together, the new Committee of Management will agree a date for their next meeting.

There may be opportunities throughout the year for new trustees by agreement of the Committee and where vacancies remain.

AGM - Annual General Meeting

The 2023 AGM is scheduled for **18th August 2023. 6.30-7.30pm** at Stanton Village Hall.

Attendance by potential Trustees is preferred but not essential.

Applications for role of Trustee should be submitted by the **14th August 2023**

Not for you?

We'd be interested in hearing from members of our community who are interested in contributing positively to our Charity but in a less formal capacity than that of Trustee.

Volunteers fulfil important roles in our community and help to keep the hall and its activities running. This includes mowing our lawns and doing maintenance, organising and volunteering at events, and helping us with advertising

Expressions of interest can be emailed to admin@villagehallstanton.com or by leaving your details in our post box.

[Click to submit your application](#)

[Email your questions or queries](#)

THANK YOU FOR YOUR INTEREST