

# NEW TRUSTEE INFORMATION PACK



Stanton Village Hall  
Woodland Road  
Stanton  
DE15 9TJ

Registered charity number: 520520

## Thank You for your interest in becoming a Trustee at Stanton Village Hall

Stanton Village Hall 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, karate, art classes, slimming groups, infant massage and occasional/function hire (parties, meetings).

We've worked hard over the past year to improve the appearance and energy efficiency of the Hall, develop an online presence, cut costs without detriment to our services, as well as engaging with new hirers to increase the usage of the hall.

Whilst the priorities for 2020-2021 and beyond are at the discretion of the future committee, we would be particularly interested in exploring new revenue streams, reduce reliance on volunteers, and ways to better engage with our community. *We are especially interested in appointing Trustees who have skills and experience in business planning, facilities management, community development, marketing and financial management.*

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

## Being a Trustee

Being a Trustee is a serious responsibility with statutory duties including, ensuring:

- Stanton Village Hall complies with its governing document, charity law and other legislation and regulations;
- the charity and its resources are protected, used and managed effectively and in line with the Charity's purpose.

As part of the Committee of Management, a Trustee would also need to read any papers ahead of meetings, actively contribute to the wellbeing of the charity and demonstrate a commitment to it. You must be able to work selflessly and objectively.

Stanton Village Hall would benefit from Trustees who have strategic vision, are creative and proactive, and able to devote their time to this important community resource.

Trustees cannot be paid.

## Participation

**AGM:** Each July in line with the Governing Document (delayed in 2020 owing to COVID).

**Committee meetings:** Are generally held monthly or otherwise as agreed (min twice a year).

It would be beneficial for Trustees to take an active interest in the running of the Village Hall by joining us at volunteer get-togethers and maintenance days where possible.

## To Apply

- To apply please provide your full name, contact details (email and telephone) and a **short** description of yourself and the skills/experience you will bring to a Trustee position by the 16<sup>th</sup> September 2020.
- This can be submitted to [admin@villagehallstanton.com](mailto:admin@villagehallstanton.com) or posted at the Village Hall for the attention of the Secretary.
- You will also need to be eligible to be a Trustee according to the Charity Commission Trustee Eligibility Declaration (you do not need to complete or return this at this time):  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/820778/Trustee\\_Declaration\\_Form.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/820778/Trustee_Declaration_Form.pdf)

### Trusteeship not for you? How about volunteering?

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. Expressions of interest can be emailed to [admin@villagehallstanton.com](mailto:admin@villagehallstanton.com) or by leaving your details in our post box.

# The Governance Jigsaw – The Essential Trustee (CC3)



## It's about knowing:

- what your charity can and can't do within its purposes
- how your charity is fulfilling its purposes and benefiting the public
- what difference your charity is really making

## It's about being:

- familiar with your governing document
- up to date with filing accounts, returns and any changes to your charity's registration details
- aware of other laws that apply to your charity

## It's not about being:

- an expert - but you do need to take reasonable steps to find out

## It's about:

- making balanced, informed decisions
- recognising & dealing with conflicts of interest
- ensuring trustee benefits are allowed
- being prepared to question and challenge
- accepting majority decisions

## It's not about:

- preserving the charity for its own sake
- serving personal interests

## It's about:

- managing risks, protecting assets (reputation) and people
- getting the resources your charity needs
- having and following appropriate controls and procedures
- dealing with land and buildings
- responsibility for, and to, staff and volunteers

## It's about:

- using your skills and experience
- deciding when you need advice
- preparing for meetings
- getting the information you need (financial, management)
- being prepared in case something does go wrong

## It's about:

- meeting legal accounting and reporting requirements
- being able to show that your charity complies with the law and is effective
- being accountable to members and others with an interest in the charity
- ensuring that staff and volunteers are accountable to the board
- welcoming accountability as an opportunity not a burden