



Ravenstone Village Hall 2.

Trustee

Welcome Pack

Date: October 2019



Ravenstone Village Hall

Next Review Date: November 2021

1. Getting to Know Ravenstone Village Hall

Thank you for volunteering to join us as a Trustee of Ravenstone Village Hall. We hope you find the following information helpful.

Ravenstone Village Hall (RVH) formally known as Ravenstone Village Institute is a Registered Charity and as such is bound by the Charity Commission Rules.

1.1 The Purpose of the Institute

The Hall was built at the end of the First World War to provide care, education and training for returning service personnel. Throughout the years it has become a centre for the Local Community.

Regular Hirers of the Hall include Ravenstone Pre-School (TBC), The Women's Institute and several Fitness Groups.

The Hall is also available for hire for parties, events etc.

1.2 Understanding the Charities the rules

The Governing Documents:

These enable you to know and understand how RVH operates. The documents are listed below. It's one of the most important bits of information you will need.



Ravenstone Village Hall

Operational Policies and Procedures.

Charity Commissions Approval of Ravenstone Village Institute as a Charity.

1.3 Your fellow trustees

The Current membership (as at 01.08.2026) is as follows:

John Abbott-Honorary Secretary

Tracey Bates- Treasurer

Mary Danaher

Gemma Crawford – Vice Chair.

Bob White- Chair person.

Joy White.

Steve Sweet.

Holly Mayne

David Mayne

Get to know us because we are collectively responsible and accountable for the overall management of Ravenstone Village Hall. Our relationship as trustees is key to the Charity's success; even in times of challenge, we need to encourage and respect each other and the time and effort we are all prepared to give.

1.4 How does the Charity Operate?

You need to pay particular attention to the charity's finances:

- How much money do we have?
You can find this information from the most recent financial statement and the previous year end cash reconciliation.
All financial assets are currently held at Lloyds bank in Coalville.
- Income is generated through the regular and ad hoc room hire.
Fund raising events organised by the Trustees and 'one off' grants.

There are also regular out goings:



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Staff wages 1 cleaner and 1 Steward.
General Utility Payments
Insurance.
General maintenance

Make sure you are well informed about all the RVH policies.

2. What Does Being A Trustee Involve.

2.1 Attending trustee meetings and the Annual General Meeting

Meetings generally take place bi-monthly it is important to prepare for them and use them to contribute your views and ideas. Use these occasions to make sure that the charity is on track, and expect to be able to monitor its performance against plans and any key risks.

Be prepared to ask questions, particularly on things you are unclear about to increase your knowledge.

Trustees are also expected to give time to assist with fund raising events and undertake tasks as agreed at the general meetings.

The Annual Meeting is held in March each year. This meeting is open to the public and reports to the Community on the previous year's progress.

2.2 Make decisions

This is such an important part of your role. Some decisions will be straightforward, others more complex. Use this guidance to help you make sure your decisions are properly made, particularly when you are taking those more difficult strategic decisions, such as those affecting the charity's assets or future direction.

You should ensure that you have the information you need and that decisions are considered as a group. While some trustees may have



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specialist knowledge that you will want to rely on, be careful not to let any one individual dominate the actual decision making process.

2.3 Put the charity's interests first

At meetings and when making decisions – and in everything else you do for Ravenstone Village Hall – you must always put the charity's interests first. Be alert to those matters affecting the charity in which you personally may also have an interest – this could be a direct financial interest but also be more broadly a loyalty or commitment to another organisation or person.

Where such conflicts of interest exist, they can be relatively straightforward to manage. Declarations of interest are taken at each meeting

Getting this right is not just a matter of meeting legal requirements, it also shows integrity, honesty and openness about what the Trustees of Ravenstone Village Hall do and how they do it. These values influence the public's willingness to support the charity, and their trust and confidence that Ravenstone Village Hall is run for public benefit, not private interests.

The Charity Commissions web site (www.gov.uk/charity-commission) contains a wealth of information and guidance in respect of the roles of a Trustee. The Charity Commission also have an expectation that Trustees in all Charities read their guidance on Trustees Duties and Charity Governance Code.

Thank you once again for joining us as a Trustee of Ravenstone Village Hall. We hope you find the role enjoyable and rewarding.



Ravenstone Village Hall

Policy History

Agreed by Trustees	Review Date	Reviewed By	Review Date	Reviewed By
01.03.2021	1 st August 2026	J Abbott		