

## Appendix 1 - Village Hall Management and Marketing

FULL CURRENT NAME:-	CORFE CASTLE VILLAGE HALL CIO
ADDRESS:-	67 EAST STREET, CORFE CASTLE, DORSET, BH20 5EE
TRUSTEES:-	George Preston, Pete Smith, Alan Clevett, Angela Reed, Carole Speed, David Atkin, Mike Spinney, Barry Walton, Chris Finch, Phil Carter, Penny Barker, Ken Hill
COMMITTEE:-	George Preston, Pete Smith, Alan Clevett, Angela Reed, Carole Speed, David Atkin, Mike Spinney, Barry Walton, Chris Finch, Phil Carter, Penny Barker, Ken Hill, Lil Gibb, Ron Gibson, Juliet Glover, David Grinsted, Cheryl Thake, Tony Bryan, Donna Bickerstaff, Chris Kemp, Jill Revans
LAND OWNERSHIP:-	The charity owns three adjacent pieces of land. All are registered at Land Registry and vested in the name of the Official Custodian for Charities. The title numbers for these pieces of land are DT255496, DT312906 and DT409346
WORKING GROUP:-	Alan Clevett, David Atkin, Penny Barker, Pete Smith
PLANNING PERMISSION DETAILS:-	Grant of Planning Permission Application number 6/2013/0523 Decision Date: 20 November 2013 Purbeck District Council granted planning permission for the development comprising "erect two-storey side extension and rear conservatory, modify entrance porch and install solar photovoltaic panels to front roof elevation."

The responsibility for ensuring that activities met the CIO's objectives, as set out in its Governing Document, rests with the Trustees. The Governing Document clearly sets out the mechanism by which Trustees are chosen – some are elected, others are appointed by organisations within the local community, and there is the provision in the Governing Document for others still to be co-opted. At present there are twelve Trustees, six of whom were appointed by approved local community organisations and six who were elected at the last AGM. All inhabitants of Corfe Castle Parish are entitled to attend the AGM and those aged 18 years and over can participate in the election of Trustees.

There is some delegation of responsibility to the CIO's Management Committee. This comprises representatives from approved local community organisations not wishing to be Trustees, all current Trustees and also two retired former Trustees. This group meets several times a year, discussing matters of mutual interest to the various user groups. Acts and proceedings of this committee are brought to the attention of the Trustees as a whole as soon as is reasonably practicable.

At the annual AGM, five Officers are appointed. These are Chairman, Vice-Chairman, Secretary, Bookings Clerk and Treasurer. All these are honorary positions. Day to day decisions that need to be taken before the next Management Committee or Trustees Meetings are taken by the Officers. Usually the Officers have time to liaise with each other by email before reaching a consensus. Officers report to the Management Committee meetings and to Trustees.

This list shows the roles and responsibilities of individual Trustees, Committee Members and helpers:

	Trustee	Committee	fundraising			maintenance	marketing	improvements	strategic overview	officer role	miscellaneous jobs
			coffee morning	Artsreach	100 club						
George Preston	yes	yes					yes (policies)	yes (lead)	chairman		
Pete Smith	yes	yes	yes (lead)			yes	yes (various)		vice-chairman	1st contact problems; bins	
Alan Clevett	yes	yes	yes (set up)				yes (lead)				
Angela Reed	yes	yes	yes (catering)	yes (catering)							
Carole Speed	yes	yes				yes (gardening overview)	yes (website)			bookings	
David Atkin	yes	yes	yes (set up)	yes (lead)			yes (CVN)	yes (governance)	treasurer	2nd contact problems	
Mike Spinney	yes	yes	yes (stall)								
Barry Walton	yes	yes						yes (accessibility?)			
Chris Finch	yes	yes						yes (PCC & Library links)			
Phil Carter	yes	yes	yes (set up & raffle)			yes					
Penny Barker	yes	yes	yes (100 club)		yes (lead)	yes (risk assessment)	yes (various)				
Ken Hill	yes	yes						yes (bidding expertise)			
Alison Palmer		yes	yes (stall)						secretary		
Gena Gumbrell			yes (stall)								
Mary-Rose Bray			yes (stall)								
Ann Swaine			yes (stall)								
Linda Stocks				yes (catering)							
Barry Stocks				yes (catering)							
David Grinstead		yes									
Cheryl Thake		yes									
Tony Bryan		yes									
Donna Bickerstaff		yes									
Chris Kemp		yes									
Jill Revans		yes									

The Village Hall has a comprehensive website (<http://corfecastlevillagehall.co.uk>) which is our primary marketing source. The webpage includes practical details about the hall, the booking process and rates, the calendar for the year showing current availability, a gallery of photos and useful links. Once the village hall developments have been implemented we plan to update the gallery of photos and other web content to further promote and market the village hall. The village hall is an approved venue for Dorset County Council, and our website and booking process have enabled us to retain that accreditation.

The Village Hall has a noticeboard situated on the main road, where posters of planned events are displayed.

The Corfe Valley News, a free monthly magazine distributed to every household in the village and beyond includes a round-up of activities in the area. The Village Hall takes a full page every month to update readers on past and planned activities, including detail of regular events at the hall.