



Rural Community Council of Essex



Training event for Trustees and Parish Councillors

Please add your details below and return with your payment to:

Sue Sheppard, Village Hall & Community Building Adviser, RCCE, Threshelfords Business Park, Inworth Road, Feering, CO5 9SE **by Monday 9th March 2015**

If more than 2 attendees, please continue on a separate sheet

Name

Address

.....

Tel Email

RepresentingVillage/Community Hall

Any special requirements

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Name

Address

.....

Tel Email

RepresentingVillage/Community Hall

Any special requirements

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Please make cheques payable to 'The Rural Community Council of Essex'

RCCE Training Event: Understanding Trust Deeds & Trustee roles & responsibilities

Essential training for all Trustees of Hall management committees, Parish Councillors who attend hall meetings and Sole Trustees.
An opportunity to examine and understand your governing document/trust deed and your responsibilities as trustees

Morning session 10am to 12.30pm will include: *looking at your governance and trust deeds (PLEASE BRING A COPY OF YOUR DEED/CONSITUTION/GOVERNING DOCUMENT WITH YOU); how to make amendments*

Afternoon session 1pm to 3.30pm will include: *Trustee roles and responsibilities; personal liability; Charity Commission guidance; new members to your committee*

Trainer: Sue Sheppard

Wednesday 11th March 2015

9.30am to 3:30pm

RCCE Offices, Threshelfords Business Park

Inworth Road, Feering CO5 9SE

Members: £35 half day session;

Non Members: £70 half day;

£70 full day inc lunch

£150 full day inc lunch

10% discount for 2 or more attendees from the same hall