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| **CCS WORKSHOP: MANAGING YOUR COMMUNITY BUILDING**  **13th July 2017: 10am - 1pm**  **Edington Village Hall**  **Lippetts Way, Broadway, Bridgwater TA7 9HA** |

**A practical workshop delivered by Robert Horn, Community Buildings Advisor, CCS.**

This workshop is for anyone who is involved with a community building, from a village hall to a community centre, sports pavilion, church hall, parish room or even a scout/guide hut. It will be an interactive session with plenty of opportunities to ask questions and a chance to share ideas, experiences and best practices.

The main topics are:

 What it means to be on the committee: the roles and responsibilities of Trustees

 More practical management tips – efficient meetings, booking procedures, insurance etc

 Dealing with Conflict: recruiting and retaining the right volunteers and trustees

 CCS Community Involvement Officer discussing Funding

 CCS Communications Officer - Effective marketing of your hall.

Refreshments will be provided.

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| **BOOKING FORM**  **Workshop 13th July 2017** **10am - 1pm** |

Please tick appropriate box:

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|  | **CCS MEMBERS:** £10 for first person, £5 for each additional attendee from same organisation. |
|  | **NON-CCS MEMBERS:** £15 per person. |

**Main Contact Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organisation Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Number**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of places to be booked:**\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Cheque Enclosed: payable to** Community Council for Somerset |
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|  | **Pay via BACS:** Account no: 81168152. Sort code: 09-01-27 |

**Please email form to:** info@somersetrcc.org.uk **or post to:** Caroline Gough, Management Support Officer

Community Council for Somerset, Victoria House Victoria Street, Taunton, TA1 3JZ

***Please return by Friday 7th July. Thank you - we look forward to seeing you there!***