



Sussex Village Halls Conference/training and networking event

Theme: encouraging, supporting and celebrating volunteers

Draft programme for the day

TIME	WHAT	WHO
9.30 – 10.00	Registration and refreshments	
10.00- 10.15	Welcome & overview of day Welcome & housekeeping Gavin Mitchell to introduce the Inspiration Awards	Alan West, Chair of SCBAG Chris Wood, Chair of Ashington CC Gavin Mitchell, Allied Westminster
10.15 to 10.40	Keynote speech <i>Halls for All</i> Louise and David will look at the vital role of community-led village halls over the past century and what the future might hold for them	Louise Beaton & David Clark
10.40 to 11.30	‘It’s not just a building’: engaging effectively with your community	Laura Heales/Julia Cameron, AirS
11.30 to 11.45	Refreshment break	
11.45 to 12.15	Recruiting and retaining volunteers (ideas in groups, continue to add to flip charts in lunch break)	Karen Laver, AirS
12.15 to 1.30	Lunch and networking Book signing: Halls for All - Amberley Publishing Talk to our sponsors and stallholders	Louise Beaton and David Clark

1.30 to 3.00	Workshops: 2 x 45 minutes	
Workshop 1		
Option a	Top tips for trustees	Angela Milligan & Louise Beaton
Option b	Insuring your hall – and trustees!	Gavin Mitchell, Allied Westminster
Option c	How to be an effective fundraiser	Chris Hobbs, Adastra Hall, Shelaine Siepel, Kingston Pavilion and Kat Jenner, Wealden DC (TBC)
Workshop 2		
Option d	Governing documents made easy: what are they, what they tell us, and when to update them	Angela Milligan & Louise Beaton
Options e and f	Group discussions – tell us 3 topics you’d like to discuss	TBC depending on topics
3.00 to 3.15	Feedback forms Wrap up, thanks to our sponsors, Allied Westminster and Hallmaster	Alan West, Chair of SCBAG

Further info

Keynote speakers

Louise Beaton has worked with village halls for over 40 years, for 16 years as national adviser (appointed by David Clark) and for 16 years with Action in rural Sussex, then as a consultant for ACRE and AirS. She played a key part in tackling issues affecting volunteers building and running halls and was awarded the OBE in 2021, which she credits to help from the Sussex Community Buildings Advisory Group and experience shared by Sussex halls.

David Clark headed up the Rural Department in the 1980s which provided the national village halls advisory service, transferring the service when he helped set up ACRE. He lived on the Hampshire border for many years but recently moved east to Northiam.

Louise and David will be bringing copies of their book for purchase and signing to the conference. More details of the book are here: [Halls for All - Amberley Publishing](#)

Workshops

Once you have booked, you will be sent a booking form to make your workshop choices. More info on options can be found below.

Option a: Top tips for trustees

For new trustees and a refresher for long-serving trustees. Top tips for trustees, including the key responsibilities of being a trustee and how best to meet them. Led by Angela Milligan, AirS Community Buildings Adviser and Louise Beaton, Community Buildings Consultant.

Option b: Insuring your hall – and trustees!

Overview of hall insurance from the perspective of protecting trustees from liability, including trustee liability insurance. What kinds of cover do different kinds of insurance provide and what else can you do to reduce risks. Led by Gavin Mitchell, Allied Westminster.

Option c: How to be an effective fundraiser

Chris Hobbs, Chair Adastral hall and Shelaine Siepel, Chair of Kingston Pavilion, both successful fundraisers, will share their top tips, including funding net zero/environmental projects.

Workshop d: Governing documents made easy: what are they, what they tell us, and when to update them

Governing documents often get lost or are couched in old-fashioned language which makes them difficult to understand and follow. Our session, led by Angela Milligan and Louise Beaton, will shed light on the different kinds of GD, what they tell us and when they should be updated.

Workshops e and f: tell us 3 topics you'd like to discuss and we'll pick the most popular.

Sponsors and stallholders

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Wealden District Council/Funding Officer [Community and Safety - Wealden District Council - Wealden District Council](#) (TBC)

Essis Acoustics [ESII | Commercial Interiors & Acoustic Systems | Lewes, Sussex](#) (TBC)

Any questions?

Contact Angela Milligan at villagehalls@ruralsussex.org.uk