

A community bulletin for and by the residents of Southwick

# THE Hub



**What is this new  
Community Hub?**

*Who's Who?*

**How can you get  
involved?**

**What the heck  
is going on?**

*Can I put on a  
function?*

All these questions  
and more are  
answered in this  
edition



## Welcome

It's time to share important updates regarding the Village Hall and Sports & Social Club, coming together to create one Community Hub.

After what has been a challenging period, we're excited to invite you all to be part of the bright new future we're building together.

At the well-attended AGM in April, some unexpected issues arose, leading the Parish Council to step in with guidance to ensure we could continue to operate within the rules set by the Charity Commission. We're happy to report that we're back on track and looking forward to a positive path ahead.

## Setting the Record Straight

In communities such as ours, rumors circulate, and we'd like to take this opportunity to clear things up. Furthermore, if you've read this and you still need answers, then come and talk to us. This is now all about the future. All our contact details are published on the last page.

In April, the AGM had to be moved to a larger room due to the strong turnout. It was clear from the attendance that many of you care deeply about the future of the Hall, which was wonderful to see.

At this meeting, key positions were filled, including Chairperson, Treasurer, and Secretary, ensuring compliance with Charity Commission rules. Special thanks to Anne Bourne, Colin Gittins, and Rob Wyborn, who all stepped up to take on these essential roles. Their commitment, along with support from the Parish Council's Chairman, John Eaton, has ensured the continuity of our operations during this transition.

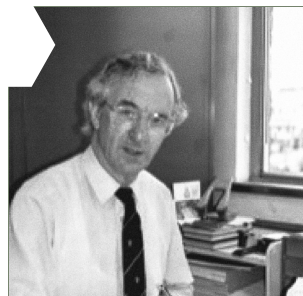
## A Call to Action – Get Involved!

Our Village Hall belongs to *you*—the residents of Southwick. The Trustees and Management Committee - made up of the Sports and Social Club Committee and that of the Village Hall - serve as guardians of this wonderful asset and are charged to ensure the facilities are well-managed, accessible and beneficial to all without discrimination. We are all volunteers, doing this because we care about our village.

At the next AGM all Trustee, Officers and Committee positions will be dissolved. Existing or new members can be elected to serve. In respect of the elected officer positions of Chairperson, Treasurer and Secretary, these posts are held by Trustees of the Charity, therefore, anyone wishing to be considered for election to these posts must first meet the criteria stated by the Charity Commission before being nominated. Please speak to anyone the existing Trustees for more information.

**We need your help!** The more hands on deck, the lighter the load. We have put together a 'shopping list' of roles and responsibilities, with more people involved, we can share the work and grow our community hub together. If you've ever wanted to have a say or lend a hand, now's the time.

Whether it's organising an event, helping with operations, or just sharing ideas, every bit of help is appreciated. We are keen to connect and build relationships with all residents. Whether you've been here forever, or moved in recently - everyone has a voice.



### In Memoriam

We also want to take a moment to remember the late Roy Butt, a true pillar of our community and known by many of you. Roy's decades of service to the village will be remembered fondly, and his contributions continue to inspire us as we move forward.

## The Future: Southwick Community Hub

Many meetings have been held about merging the Village Hall and the Sports & Social Club into one unified entity, the **Southwick Community Hub**. This will streamline management and better serve the residents of Southwick. We have been working through legal, financial, and logistical steps to make this happen, and we're optimistic about what this could mean for our village...

We hope you appreciate that we have not been able to communicate with you until now. A great deal of hard work, meetings, reports, compliance has been undertaken in recent months, and now we are able to announce the results of all this work and propose the way forward for our new Community Hub.

## Your Voice Your Hall Your Say

Do you want a run a function, a party, an exhibition, a gig, a play - come and get involved.



The Village Hall is yours—including the upstairs bar! If there's something you'd like to see here, whether it's a new event, function, or community project, let us know. More than that, why not get involved in organising? Have a cause you're passionate about? Let's work together to support it!

Whilst we're not administratively linked to the Playing Field Committee, we look forward to working closely with them on future events. The field is an important asset, and together we can make the most of it with more sports, shows, and community activities.

We've created a list of proposed events and activities to get the ball rolling, but we'd love to hear your ideas too. With your input, we can make the Village Hall a vibrant community hub for everyone.

*We look forward to hearing from you and working together to make Southwick the best it can!*

There were many points to consider when merging the Social Club together with the Village Hall - each of these entail vastly different elements. It is important to recognise that the Community Hub will be operated as a single entity with charitable status. There will only be one management committee that needs to be responsible for all of the required roles.

Like many voluntary organisations, the management committee are extraordinarily grateful for volunteers to undertake these tasks. That said, it is vital that anyone that puts themselves forward, have either the experience, knowledge and or confidence and determination to

## Roles and Descriptions

Here are the current roles that we need to fill to ensure the Southwick Community Hub can thrive and be a great asset for everyone in the community. Please contact any officer or committee member to find out more what may be involved.

### Hall Bookings

Currently, hall bookings are managed superbly by Anne Aland and Barbara Vincent with assistance from Carole Watson. The booking system currently is purely manual and the committee have discussed how this can be integrated to an on-line system - we currently use Hallmaster to manage the administrative duties of scheduling and invoicing, and we are hoping to integrate this system in to the new Community Hub website, to help reduce the reliance on manual tasks where appropriate.

### Premises - Maintenance

Maintenance and repairs are currently operated on an reactive basis - we would like a volunteer(s) to take a more planned approach to this. To identify wear and tear and to be the contact point for anything identified that needs attention. We anticipate the role would be best suited to people who have DIY capabilities or have a building or similar background. The hall will compensate for any materials deemed necessary for any required task.

### Marketing

It's vital that the Community Hub markets itself to Southwick residents and the wider community. Designing a strategic campaign is paramount.

Publishing consistently up to date content keeps us in contact with our audience. Marketing covers many disciplines and we would like to find volunteers who have an interest and capability of managing the following.

### Social Media

We need to establish a strong and consistent program using Facebook and Instagram. If this your area of interest, please contact us.

### Email Marketing

It's important to keep residents informed and email marketing is a cost-effective way of doing this. If you have the skills to manage this, we would love to hear from you. We can implelemt Mailchimp or Brevo for our campaigns, if you know what those are, we need to chat :) We are well aware that Email is not used by everyone, so we intend to utilise SMS in addition.

understand what needs to be done and that they are able and willing to carry out the tasks and enjoy doing it!

If you wish to be considered for the role of Chair, Treasurer or Secretary, please contact the people currently in these roles to learn more about the work involved. It is our intention at the next AGM to pass a resolution that each of these roles can only be carried on by the same individual for a period of three years.

At our next AGM, there will be a formal process of nominating, proposing and seconding for each of these roles. If you want to get involved now - then contact us.

### Newsletter

To complete our reach, a physical newsletter has been sadly missed. We intend to resurrect this. Of course this requires not only relevant content from individuals, organisations and businesses, but needs to be collated and edited. This then needs to be added to a Newsletter design and before printing. After printing - this needs to be distributed throughout the village.

Some of the current offices have experience and skill sets in this area and would like to work with fellow residents to bring this project to fruition.

### Communications

This is a reactive role. We require the Community Hub email account to be monitored on a regular basis. Any general enquiries that can't be handled by this volunteer(s), need to be forward to the person(s) responsible for their enquiry.

### Key holders

Normally, a KeyCode is all that needs to be given out though there are still times when it's important that someone will need to attend the premises to allow access for deliveries and users. This role can be shared and may well form part of another role(s)

### Events

Events are recognised where the public have booked the facilities for their own purposes. These can be varied, but all fall within the license of the premises. Currently, these events are managed by the same team that manages the bookings. It would be desirable to have some 'extra hands' in this area.

### Functions

Functions can provide much needed funds for the hall's running costs and of course the local good causes and charities we support. Functions come in all shapes and sizes - from parties, live music, dances, plays, games (Bingo, Race Nights), arts, craft and book fairs, antiques, bring and buy sales, the list is only limited to your imagination. Whilst we have a list of possible functions, this is not exhaustive. Not only do we want your ideas, we want you. If you have an idea for an event and would like to organise it, then come and join in. We would love to have an event every week, but we need people who can set it up, organise it, advertise it. All of the facilities and support we have will be on hand to assist you.

*For more details speak a member of the committee.*

Functions are fun ways for local people to gather, meet and mix, at the same time as raising funds for valuable local organisations.

### Compliance

This role is to ensure that every aspect of what the Hub does is compliant. Most of this responsibility will be undertaken by any external HR and legal contractor we may appoint. However, we provide equal opportunities to all and are focused on being inclusive regardless of age, sexual orientation, binary self identification, religious or beliefs or cultural origination or identification.

In this role we believe we require somebody with the experience and skill set to be the first point of call for any issue arising and to report to the committee of any situation that may require attention. This may include knowledge/experience of GDPR and compliance as a data controller as required by the Information Commissioner's Office (ICO).

### Minutes Secretary/Clerk

This role will involve attendance at all meetings where accurate recording of discussions shall be recorded. Subject to committee acceptance, we are willing to allow audio recordings of meetings, so as to more accurately be able to record these activities in writing, which can then be published where required.

### Fundraising

Whilst events and functions are primarily fundraising activities, in addition to income from bar sales, we believe there are numerous opportunities for additional fundraising activities to take place throughout the year. These may include arts and crafts, auctions, bake sales, film nights or competitions (subject to appropriate licenses). We would like people to co-ordinate these and work with individuals and organisations to facilitate.

### Hub/Bar Manager

We anticipate that this role will evolve into a full-time remunerated position. Whilst our Community Hub is a registered charity, the marketing, operations and responsibility needs to be run professionally. Whilst it is a not for profit organisation, meaning there are no shareholders who benefit from profits, it needs to be run like a business. The profits made are reinvested into the community and facilities, to further its development and increase the use and service to the residents of Southwick.

We are particularly interested in talking to local people who feel they may have the experience to take on such a role and the determination to see the project make a positive impact in our village. This may well start as a part-time time role and ideally would incorporate some of the roles listed here.

### Funding Team

We need to establish a small but dedicated team to be the first point at which applications from local groups and organisations can apply for a grants or donations from us. We are currently updating our funding structure, taking into account our costs, overheads and savings. A generous proportion of our income is used to support other good causes in Southwick. It's important that this group can assess applications and make recommendations to the trustees and management committee.

### Sports clubs

We have access to wonderful playing fields and would love to see this utilised on a regular basis. Whether it's sports clubs for children or adults. How about Southwick Football Club? Cricket Club? or any other suitable sports. There are fully equipped changing rooms and of course there are rooms to hold your club meetings.

## Who's Who?

Hi, I'm Anne and a resident of Southwick Village. and Chairperson of the newly formed Community Hub.



My two children attended the local school and I'm a 'Greater Good' enthusiast and now, with much excitement, our new Community Hub Manager.

I look forward to drawing upon my project management and team leadership skills, time working in the Police, and management roles paired with my extensive voluntary background to fulfil this role to the best of my ability. I am here to support this exciting journey we are all headed towards.

We will be focusing on the greater good for the residents of the village through providing a safe and welcoming environment, reliable and proactive team and a go-to venue for bookings, parties and events.

## Officers, Trustees and Committee Members

- Chair:** Anne Bourne-Tilton  
Email: tilymail31@gmail.com  
Tel: 07764 559232
- Treasurer:** Colin Gittins  
Email: colin@premierangling.com  
Tel: 07866 140260
- Secretary:** Rob Wyborn  
Email: robwyborn@mediafresh.co.uk  
Tel: 07734726304
- Trustees:** Anne Bourne-Tilton  
Colin Gittins  
Rob Wyborn  
Katherine Noble

### Managing Committee:

- |                 |                 |
|-----------------|-----------------|
| Mark Boorman    | Anne Aland      |
| Barbara Vincent | Jeff Bendell    |
| Carol Watson    | Paul Ralph      |
| Max Ralph       | Chris Chappell  |
| Paul Young      | Katherine Noble |