



## JULY UPDATE FROM THE TRUSTEES OF THE LEIGH AND BRANSFORD MEMORIAL HALL

### WILL YOU BE OUR NEXT BOOKING SECRETARY? PLUS A NEW SUMMER SCHOOL AND HENRY'S PARTY AT THE HALL

#### WE HAVE A VACANCY FOR A NEW BOOKING SECRETARY

Those of you who regularly read this column will know that the Memorial Hall is managed by a small team of volunteers and our duty as trustees is to maintain the hall as a viable, attractive and safe place for everyone in our community and beyond.

**One of the important volunteer roles that helps to support that duty is BOOKING SECRETARY** – as the hall relies on the income it generates from hires to remain financially viable. And this important volunteer role is now vacant.

**Can you, or someone you know, offer two or three hours a week of your time to respond to email enquiries from potential hirers?** Full training will be given, and the role itself can be done entirely from home – no handling of money is involved and the responsibility for making bookings rests solely with the hirers themselves who must book and pay online.

**As Booking Secretary your primary role is to be a first point of contact to acknowledge and then reply to their queries in a timely way.** We normally receive an average of 4 email enquiries a week – and follow-up queries that might need a more detailed response you would then forward to the chair for further action.

**All you need to fulfil the role is access to a home computer or tablet and a mobile phone.** What's important is the timely acknowledgment of every enquiry, so you would need to log in to our Hall email account daily, but that can be at a time that fits around your schedule. **As a registered charity we will pay you a small, annual honorarium to cover your expenses.**

**If you, or someone you know, would like to find out more, without obligation, please text or call me on 017776 225408 or you can email me at [info@leighandbransfordhall.co.uk](mailto:info@leighandbransfordhall.co.uk)** And please do pass on this information to anyone else you know who you think may be interested in the role. By joining our small team of volunteers as BOOKING SECRETARY, you'd be making such a valuable contribution to the future viability of our Memorial Hall.

#### NEXT, NEWS ABOUT A FORTHCOMING SUMMER SCHOOL

During the forthcoming school holidays, *Stagecoach Performing Arts, Malvern* is putting on their first week-long Summer Workshop at the Hall for young people aged between 6 and 18 years – where they will learn a show in a week!! The dates and times are Monday 5 August to Friday 9 August from 10am until 4pm each day. And then on the Friday between 4 and 5pm the show they have been learning will actually be performed by them. No experience is necessary just lots of enthusiasm!

This is a new enterprise for Stagecoach, and they are really keen to give our young people an opportunity over one week of the summer holidays to have fun, make new friends and memories whilst singing, dancing and acting!! You can find out more and book your

place by contacting Stagecoach Malvern at [www.stagecoach.co.uk/malvern](http://www.stagecoach.co.uk/malvern).



#### AND FINALLY, HENRY'S CAR PARTY!



Just lately our Hall inbox has received several emails from people who tell us their fond memories of events they attended at the Hall when they were younger. Your Memorial Hall is a great place to hold your child's birthday party – so they too can start to make their own happy memories of magical moments.

One such party that took place recently was for Henry – that's him looking so happy in his oranges and lemons shirt. He had a Cars theme party (we're told Henry just loves cars) complete with a Cars cake (on the table behind him), monster truck bouncy castle, lots of chequered flags and some ride-on cars which, as you can see, were also loved by the other children there. Becca, Henry's mum, sent us a stack of photos and told us that in total 14 children attended and they all had the best time.

To book your child's party simply visit the booking page on our website: [leighandbransfordhall.co.uk](http://leighandbransfordhall.co.uk) and start to help making those precious early memories! You'll be glad you did!

Jon Gamble, Chair of Trustees