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**Trustees & Clerks Seminar**

**Thursday 10th October 2024, Tunbridge Wells**

**Venue:** Mercure Tunbridge Wells Hotel, 8 Tonbridge Rd, Pembury, Tunbridge Wells TN2 4QL

**Cost:** £95.00 per delegate. Includes refreshments and buffet lunch.

**Duration**: 09.30 – 15.30

**Confirmation:** The delegate willreceive an email confirming their place and 4 weeks prior an email with further information will be sent.

**Details:** This seminar will be held at Mercure Tunbridge Wells Hotel. Guest speakers and staff from The Almshouse Association will be in attendance and will be pleased to give guidance and information. There will be an opportunity to ask speakers questions after their talk and throughout the day and to ask The Almshouse Association any questions in the Q&A session.

**Parking:** Free onsite parking. Vehicles must be registered at reception upon arrival.

**Train Station:** Tunbridge Wells – 10-minute drive to Mercure Tunbridge Wells.

**Bus Stop:** Bus 297 from Railway Station stop D – 11 stops to Mercure Tunbridge Wells.

**Seminar Topics**

**Independent Living*:*** *What is meant by the term independent living. What is the procedure when trustees suspect a resident is unable to live independently. Case studies on independent living.*

**Trustee Recruitment & Understanding the Role**: *How to recruit successfully, where to advertise, the induction process and appointing a new trustee, understanding the role of a trustee and expectations of the role.*

**Good Governance:** *Understanding the key characteristics of effective governance of a charity by its trustees.*

**Resident Issues:** *The general principles of where a resident is becoming a nuisance to others.*

**Please return completed reservation form (overleaf) together with your cheque if applicable (please write your membership number and seminar date on the reverse) to:**

**Email:** admin@almshouses.org

**Post:** The Almshouse Association, Billingbear Lodge, Maidenhead Road, Wokingham, Berkshire RG40 5RU

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**Trustees and Clerks Seminar Reservation Form  
 Tunbridge Wells – 10th October 2024**

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| --- | --- |
| **Charity Name**  *Please print clearly* |  |
| **Member Number** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Delegate 1** | **A maximum of 2 delegates per charity** | | |
| **Delegate Name** |  | **Office Use Only** | |
| **Email Address** |  | CRM |  |
| **Contact Number** |  | Confirmation  Sent |  |
| **Dietary Requirements** (allergies/intolerances) | *If none, please state “none”.* | Payment Received |  |
| **Access Requirements**  (disabled parking, wheelchair access etc.) |  |  |  |
| **Delegate 2** | **A maximum of 2 delegates per charity** | | |
| **Delegate Name** |  | **Office Use Only** | |
| **Email Address** |  | CRM |  |
| **Contact Number** |  | Confirmation  Sent |  |
| **Dietary Requirements** (allergies/intolerances) | *If none, please state “none”.* | Payment Received |  |
| **Access Requirements** (disabled parking, wheelchair access etc.) |  |  |  |

**Cancellation policy -** If a delegate needs to cancel their booking, we require a minimum of 4 weeks’ written notice for a full refund. Otherwise, we will charge delegates the full cost.

*All delegates to sign below to confirm they have read and understood our cancellation policy.*

|  |  |  |
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| **Print name (delegate 1)** | **Signature** | **Date** |
|  |  |  |
| **Print name (delegate 2)** | **Signature** | **Date** |
|  |  |  |

**Payment** - £95 per delegate, please tick payment method below. If possible, please pay by BACS

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| **I have paid by BACS** |  | **Account Name**: The Almshouse Association  **Sort Code**: 18-00-02 **Account:** 00568716  **Ref:** please reference your membership number & seminar date |
| **I enclose a cheque** |  | Please make cheques payable to ***‘The Almshouse Association’***  Please write your membership number & seminar date on reverse of cheque |

**Reserve List -** Places are limited to 2 delegates per charity. If you have further delegates wishing to attend, please list below and if spaces become available, we will contact you. Please only pay for a maximum of 2 places when booking

|  |  |
| --- | --- |
| **Reserve name 1** |  |
| **Reserve name 2** |  |
| **Reserve name 3** |  |

Your Data: We will only retain your personal information for the purposes of this seminar and for communications linked to the seminar. For further information about our Privacy Policy please visit our website.