

## Friends of the Guildhall—Volunteering

*Please complete the personal details overleaf but preferably complete a form available in Reception and also ask for a sheet giving the details of what's involved. You can also send an email to the Friends' email address (fotguildhall@gmail.com) asking for the information.*

There are two areas of help needed:

1 Front room (help with staffing reception area). These are in 2 hourly slots from 10 am—4.00 pm weekdays

YES/NO..... If yes, indicate your availability .....

2 Back room i.e. Financial, administration, publicity, fund-raising and maintenance.

YES/NO.....If yes, what skills are you able and willing to offer .....

*Under the terms of GDPR all personal data will be retained and used solely for the purposes of the Friends of the Guildhall and not shared with any other party.*

Friends' address:  
The Guildhall, High Street,  
Newcastle, ST5 1PW



**This town seal is in the floor of  
the entrance lobby**

### To hire the premises

Contact the **Friends** to book Reception  
(available for evenings or weekends)

Email: [fotguildhall@gmail.com](mailto:fotguildhall@gmail.com) or  
or tel: 07983 983840

Contact **Support Staffordshire** to book the  
remainder of the building (interview rooms and  
upstairs space)

Email: [info@supportstaffordshire.org.uk](mailto:info@supportstaffordshire.org.uk)

For further information about the Friends visit  
our **Facebook** page (Friends of the Guildhall)  
or **Web-site** (<https://fotguildhall.org.uk>).  
Volunteer and hire forms are on the web-site.

*N.B. The attached slip can be returned in the  
post (address given above) or popped  
through the letter box at the southern end of  
the building*



Are you interested in the Guildhall being  
maintained as a public building?

The Friends were established for this purpose.

If so, then become a Friend and/or volunteer or  
just give us a donation.

See inside for more information.



## Friends of the Guildhall—Membership Form

*Please complete the personal details if you're interested in becoming a volunteer and/or Friend*

Name ..... Email address .....

Postal address ..... Tel no. ....

Amount of payment ..... (*£10 for a single person, £15 for a couple*)  
*Please consider giving any extra amount as a donation. Amounts up to £30 can be included in the annual Gift Aid submission although your membership fee cannot be included unless you sign up for Gift Aid. See below.*

Method of payment (*please tick whichever is appropriate*)

- Cheque ..... (*please enclose, made payable to Friends of the Guildhall*)
- On-line payment ..... (*sort code: 30-90-89; account no. 54196268*)
- Please tick if willing to set up a Standing Order ..... (*preferred payment method*)
- Please tick if Gift Aid can be claimed and a form will be sent to you or collect one from Reception

Office use      Renewal date ..... Card no. ....

### Donations

Although the Friends do not have responsibility for the building there are costs such as insurance, mobile phone and computer costs plus printing and publicity and refreshments and the need to build up reserves so we are always grateful for **donations**. There is a collection box and a card reader for card payments and you can also pay direct into the Friends' account. The account details are given on the attached slip.

### Volunteering

We are nearly always looking for new **volunteers** to staff Reception. Please complete the attached form if you can spare any time and want to get involved. There are also opportunities to help with backroom activities.

### How to become a Friend

There is the opportunity to sign up as a member. Please complete the Membership side of the attached form. As a Friend you will receive updates and are entitled to attend the AGM and can hire Reception at a reduced rate.

You do not have to be a Friend to volunteer and you do not have to take an active role to be a Friend.

### Legacy

Don't forget that it is also possible to leave money to the Friends in your will.

The Friends were established to keep the Guildhall as a public building. At present we have responsibility for the Reception area alone. Support Staffordshire have the lease but the Council continues to own the building and are committed to external maintenance.

The Friends provide the reception service for users of the building and also serve as a one-stop shop for information. There are leaflets about support organisations, two notice-boards for events and groups and wall displays with historical information. There are two computers which can be used for searching and a printing and photocopying service. Reception is also a Place of Welcome.

The Friends' principal charitable objective is to provide advice and information to the public. (We acquired status as a CIO (Charitable Incorporated Organisation in 2019) and there is also a heritage interest and events are arranged.

Reception is open each weekday from 10 am to 4 pm and on Saturdays until 2 pm when there is an Art & Craft club in addition. The reception area can also be hired out at other times in the weekend and in the evenings.

The Friends look after the hiring of the reception and foyer area and Support Staffordshire the rest of the building. See overleaf for the contact details. The hire form, conditions of hire and list of rates are also available in Reception or on the website: <https://fotguildhall.org.uk>