

All About GREYFRIARS



Ringwood and District Community Association

www.greyfriarsringwood.org.uk



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GREYFRIARS - What is it?



Greyfriars, “The lovely Georgian building opposite the Memorial Gardens on the Christchurch Road in Ringwood” is the home of the Ringwood and District Community Association.

Formerly known as “Lonnens” the house was privately owned until 1958 when it was bought from Miss Hilary Christy to be used as a community building for the benefit of the people of Ringwood. It is a

beautiful listed building with additions so that the complex has become a vibrant mix of halls and rooms available for hire and an established regular meeting place for many clubs and societies.

GREYFRIARS - How is it organised?

The Officers (all Honorary) are the President, Chairman, Secretary and Treasurer of the Association.

The Council is the governing body of the Association and responsible for policy. It comprises the Officers, twelve elected trustees from the membership (elected at the Annual General Meeting) and a representative trustee from each of the Greyfriars clubs, affiliated organisations and from the town and district councils. The Council meets three times a year and every constituent body should do its best to make sure its representative attends every meeting.

The Executive Committee comprises the Officers, six elected trustees (elected by Council) and up to three co-opted trustees. The Executive Committee meets every second Monday evening each month (with the exception of August) and is responsible for all matters concerning the day to day running of Greyfriars.

There are six sub-committees and all report regularly to the Executive Committee. The Officers and Managers are ex-officio members of all sub-committees.

The Office – the Centre Managers are responsible for the day to day management of Greyfriars, carrying out the policies of Council and decisions of the Executive Committee. The Office is supported by a team of volunteers who cover Reception, dealing with enquiries and assisting with the administration of this very busy heart of the Centre.



The Caretakers – there is a team of dedicated caretakers who, every day, keep the Centre spotlessly clean and set up and clear away for the many users of the rooms and halls.

GREYFRIARS - What happens here and when?

“The Week at Greyfriars” - many club and affiliated organisation activities and classes take place throughout the week and month at Greyfriars. Please do pick up the latest “The Week at Greyfriars” leaflet which will tell you who and what meets when and gives you the contact name and telephone number of the organiser of each activity/event so that you can get more information for those things in which you are interested.



Greyfriars Minibuses – Greyfriars runs two minibuses for the purpose of providing a service to the Community. Supplied and serviced regularly by local firms, each bus is fitted with a wheelchair lift enabling easy access for passengers with mobility difficulties.

Drivers and escorts - the minibuses could not operate without the voluntary support of the drivers and escorts who give freely of their time to run the weekly shopping trips and whose services are occasionally called upon by different groups in need of transport. Each driver must be qualified to drive the minibuses and undergoes training and assessment every four years by a MiDAS examiner.

Shopping Trips - in conjunction with the Old People's Welfare Association, Greyfriars provides weekly shopping trips to Ringwood for local residents who would otherwise find it difficult to travel in to town. Having pre-booked their seat, passengers are picked up from their home and taken in to Ringwood to shop independently for between 1 and 1½ hours, after which time they are taken home with their shopping. The minibuses are designed to provide safe carriage of passengers' shopping and walking aids and the escorts are always at hand to reassure passengers boarding and alighting from the vehicles, helping with trolleys and bags.

Hiring - any Greyfriars club or affiliated organisation may hire the minibuses when available. All drivers must be MiDAS trained and hold a current certificate. There is no hire charge for the minibus but mileage is payable.

Coffee Lounge - the Megan Holman (Founder Chairman) Coffee Lounge is open daily to the public (except at weekends) between 10.00 am and 12.00 noon. It is manned by a team of volunteers and serves teas and coffees at very reasonable prices. It is a good excuse to take a break or meet up with friends for a chat.

It is also a space for informal meetings, exhibitions of work: paintings, drawings, photography, spinning, weaving etc - an opportunity for groups who meet in the Centre to show and sell their work. It is the intention to change the exhibitions each month so there is always something new to enjoy.



Greyfriars Pre-School - part of the fabric and character of the centre, Greyfriars Pre-School was formed in 1961, one of the first pre-schools in the country. Offering a safe and caring environment for the children, the manager and her team are constantly striving to enhance the facilities for children in their care. Pre-school also run a parent and toddler session each week, encouraging social interaction for the very youngest in the community.



Wyn's Book Shop - the book shop is open during office hours for people to browse and buy, paying at reception for any purchases. The stock of good quality donated paperback books is lovingly sorted and categorized by a small team of dedicated volunteers who welcome donations of good quality paperbacks and children's books.



Moviola At Greyfriars - once a month, between October and April and usually on the second Wednesday evening, a film is shown at Greyfriars in association with Hampshire Moviola. The films are only a few months later than their cinema release dates and are shown in the comfort of Ebenezer Hall.

Everyone is welcome, whether a member of Greyfriars or not. The films are advertised around the town, in the local press, in Greyfriars and of course at www.greyfriarsringwood.org.uk Tickets are available on the night, or in advance from the office during the month prior to the showing.

Day Schools - during the winter months Greyfriars Study Group hosts two or three Day Schools, usually on a Saturday, covering a wide range of subjects from art and architecture to music and ancient history. Information on Day School events is published in the Greyfriars News and posted on the Greyfriars website, with details of ticket prices, who to contact and how to book your place. These events are open to everyone and not restricted to Greyfriars members.
(See also Page 6 - Classes)



Special Events - the Special Events team cater for a variety of small special events throughout the year.

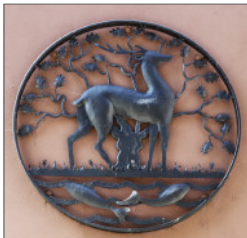
One of the most challenging times is at the end of July when the Ringwood and Musical Dramatic Society produce their **Summer Show** for 5 days. A large group of helpers can be found preparing hundreds of canapés, filling 32 trays daily. This operation works like a well-oiled machine and can be completed in 4 hours!!!

The Christmas Draw is launched when Greyfriars resumes in September. Every member is invited to buy and sell tickets during the autumn leading up to the **Grand Draw coffee morning**, which usually takes place in early December.

The Greyfriars Challenge Quiz is a knockout competition run over two or three evenings during the period January to March where clubs and affiliated organisations are invited to enter a team of three.

GREYFRIARS – How is it funded?

The Ringwood and District Community Association is an independent registered charity - No: 301929. It receives no public funding and is financially dependent on income raised through its own efforts – principally membership and affiliated subscriptions, room hire, 74 Club, gift aid and special fundraising and similar events.



Finance Sub-Committee usually meets twice a year to maintain an overall view of the Association's general financial situation and to make any necessary recommendations to the Executive Committee for approval and action as necessary. This sub-committee will make recommendations on the level of membership and affiliation fees for approval by Council. It also undertakes an annual review of room hire rates and other charges that then go to the Executive Committee for approval. The sub-committee will also approve the budget for the forthcoming year. All necessary steps are taken to ensure the Association complies with all the rules and regulations of the Charity Commission.

THE FRIENDS OF GREYFRIARS – Who and what?

The Friends of Greyfriars is a separate, independent charity committed to supporting the Association and seeks to raise funds and to receive donations and legacies from well wishers for that purpose. It therefore ensures the Association's continuing viability. Membership of the Friends is open to all who support Greyfriars. There is no membership subscription and the membership form to join the Friends is in the middle of this Handbook. Members of the Friends are invited each year to a convivial cheese and wine evening which is combined with a brief Annual General Meeting.

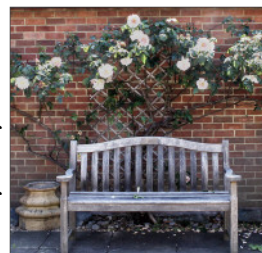
74 Club MONTHLY DRAW

This Club was formed in 1974 as a fund raising scheme for the Association since when it has been able to make very generous donations to help with the development and running of Greyfriars. The Club takes the form of a lottery with a draw taking place each month at the Executive Committee meeting. There are six winners with prizes ranging from £10 to £50 and with £100 prize at Christmas. It is not necessary to be a member of Greyfriars to participate in the 74 Club and you can have as many entries as you wish. The subscription is £1.00 per month per number, paid for by standing order once or twice a year. An entry form can be found in the middle of this Handbook.

GREYFRIARS – Who uses it?

Greyfriars Clubs are the core of the Association; non-profit making clubs run for the benefit and enjoyment of their members.

All Greyfriars Club members must also be members of Greyfriars itself, paying a nominal personal annual subscription to the Association each September.



Greyfriars Clubs are entitled to:

- Public liability insurance cover
- Be represented at the Association's Council meetings and thus have input into the policies and running of the Association
- Hire rooms and halls at Greyfriars at favourable rates
- Apply to the Managers for consent to sell alcohol on the premises using Greyfriars premises licence
- Hire the minibuses when available
- Contribute to Greyfriars News
- Post information on the Greyfriars website
- Place A5 posters and flyers in the Centre



GREYFRIARS Community Centre

Membership Application/ Renewal

Subscription Rates-

Annual Single £13.50 Double £25.00 Under 18yrs Free

Life (60yrs+) Single £140.00 Double £210.00

Life (under 60yrs) Single £150.00 Double £270.00

To receive a receipt, please enclose a stamped addressed envelope with any postal application.

Member 1

Title:..... Surname.....

First name or initials.....

Address.....

.....Postcode.....

Email.....

Telephone.....

Member 2

Title:..... Surname.....

First name or initials.....

Address.....

.....Postcode.....

Email.....

Telephone.....



GREYFRIARS Community Centre

General Data Protection

In accordance with GDPR, 'Greyfriars' must seek permission to hold individual members' personal information on our database.

Privacy Statement

Greyfriars does not hold members' financial details on record and will not share members' information with any other party.

The office will only use details given to inform or contact members regarding Greyfriars matters.

Please tick the boxes below if you are happy for us to retain your details on our database.

Member 1

Name, address & telephone number ☐ e-mail address ☐

Member 2

Name, address & telephone number ☐ e-mail address ☐

Photographs and videos

Photographs and videos of members, users and visitors, taking part in events at Greyfriars are occasionally posted on our website, printed in Greyfriars newsletter, displayed in the Centre and used in press releases and articles to promote Greyfriars.

Please tick the box below if you are happy for us to use any images taken for this purpose.

Member 1

☐

Member 2

☐

Close Circuit TV

We also collect and retain CCTV footage for security purposes. These recordings are for Greyfriars use only and will only be shared with the relevant authorities at their request.



Application Form

I/We wish to apply for membership of the Friends of Greyfriars.

Please print including title Mr Mrs Miss Ms etc

Names:

.....

Address.....

.....

Postcode

Email

Telephone.....

Signature/s.....

Date.....

Please return to:

Attn: Gillian Habbin
c/o Greyfriars Community Association
44 Christchurch Road
Ringwood BH24 1DW

Or hand deliver form to the Greyfriars Office for Gillian's attention

Thank you for your support!



GDPR

In order to comply with the General Data Protection Regulations 2018 the Friends of Greyfriars may only hold personal data with the explicit consent of the person concerned.

The friends of Greyfriars (the Friends) therefore request your explicit consent to retain the personal details you have supplied on your membership form and undertakes to delete your data when your membership ceases. This data will only be used for the purposes of communication with you and will also be used in the administration of the Friends, allowing confirmation of current membership.

We do not retain details of standing orders and we do not hold members' financial details.

Your data is not shared with third parties but when claiming Gift Aid from HMRC we are requested to donor's name, address and the amount paid.

The secretary of the Friends retains the database on a private personal computer.

Please sign below to confirm that you have read the above and agree to the use of your data as described.

I, confirm that I have read the above and agree to the use of my data for these purposes.

Signed:.....Date.....

I, confirm that I have read the above and agree to the use of my data for these purposes.

Signed.....Date.....



The Friends of Greyfriars

Membership Application

I/We wish to apply for membership to "The Friends of Greyfriars – 74 Club".
I/We agree to pay £12.00 per annum per number and give one month's notice of my/our intention to resign from the Club.

Please print including title Mr Mrs Miss Ms etc

Names:

.....

Address.....

.....

Postcode

Email.....

Telephone.....

Signature/s.....

Date.....

Please return both forms as soon as possible to:

Philip Titt,
14A Broadshard Lane, Ringwood, BH24 1RR

01425 475715
philipandbrenda@talktalk.net

Winners will be informed and receive their cheques by post.



In order to comply with the General Data Protection Regulations 2018 the Friends of Greyfriars 74 Club (74 Club) may only hold personal data with the explicit consent of the person concerned.

The 74 Club therefore requests your explicit consent to retain the personal details you have supplied on your membership form and undertakes to delete your data when your membership ceases. This data will only be used for the purposes of communication with you and will also be used in the administration of the 74 Club, allowing confirmation of current membership.

Your data is not shared with third parties; the The Honorary Treasurer of the 74 Club maintains the database on a private personal computer.

Please sign below to confirm that you have read the above and agree to the use of your data as described.

I, confirm that I have read the above and agree to the use of my data for these purposes.

Signed:.....Date.....

I, confirm that I have read the above and agree to the use of my data for these purposes.

Signed.....Date.....



Banker's Order

To.....Bank PLC (your Bank)

Address

.....

Postcode

Until further notice please pay the sum of £..... to:

HSBC, High Street, Ringwood

For the credit of "The Friends of Greyfriars 74 Club"

Sort code: 40-38-21 Account Number: 31003992

The first payment to be made on and thereafter annually

Account in the name/s of

Account No

Signature/s.....

.....

Names/s.....

.....

Address:.....

.....

Postcode

The Friends of Greyfriars

74 Club



Gift Aid

If you wish, you may include or make a donation to the Friends of Greyfriars in the future.

Each individual UK tax payer can help further by completing this gift aid form giving the Friends your permission to reclaim tax on your donation; by doing so your gift is worth an extra 25 pence for every pound donated!

Gift made to the Friends of Greyfriars (Charity no 1040112)

Donation amount £.....

Name *Tax payer 1*.....

House *name/number*

Postcode.....

Signature.....

Date.....

Name *Tax payer 2*.....

House *name/number*

Postcode.....

Signature.....

Date.....

It is only necessary to complete one gift aid form for each tax payer per charity, All subsequent donations and gifts are eligible for gift aid **but** you must let that charity know if your circumstances change and you are no longer a UK tax payer.

The Friends of Greyfriars



Registered Charity No. 1040112



GREYFRIARS Community Centre

Gift Aid Declaration - multiple donation

Gift Aid is reclaimed from the tax you pay for the current year.
Agreeing to Gift Aid your donation boosts it by 25p for every £1 donated!
Your address is needed to identify you as a current UK taxpayer.

I/ we wish to Gift Aid this donation of £..... and any donations to be made in the future or have made during the past 4 years to -

Ringwood & District Community Association - Charity number 301929

Title:..... Surname.....

First name or initials.....

Address.....

.....Postcode.....

Title:..... Surname.....

First name or initials.....

Address.....

.....Postcode.....

Please notify the charity if you ...

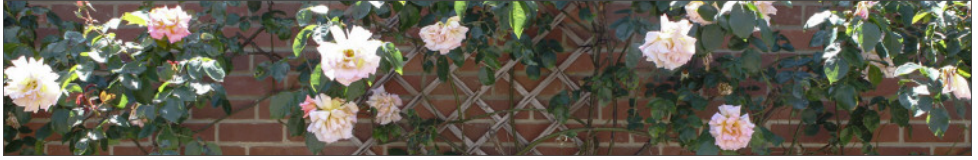
- wish to cancel this declaration.
- change your name or address.
- No longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and wish to receive the additional tax relief due to you, you must include all your gift aid donations on your Self-Assessment tax return and ask HM Revenue and Customs to adjust your tax code.



GREYFRIARS
Community Centre

Ringwood & District
Community Association
Charity number 301929



Affiliated Organisations must be either a charity or a non-profit making group running solely for the benefit of its members.

There is an affiliation fee to be paid each September to the Association.

It is not necessary for individual members of an affiliated organisation to be a personal member of Greyfriars.

Affiliated Organisations are entitled to:

- Representation at the Association's Council meetings and thus have input into the policies and running of the Association
- Hire rooms and halls at Greyfriars at a reduced rate
- Apply to Greyfriars for consent to sell alcohol using Greyfriars premises licence
- Hire the minibuses when available
- Contribute to Greyfriars News
- Post information on the Greyfriars website
- Place A5 posters and flyers in the Centre

Affiliated Organisations are not covered by Greyfriars public liability insurance. They must arrange their own public liability cover and provide a copy of the certificate to the Office.

Classes - many tutors have found that Greyfriars offers a good central venue to set up and run classes covering a wide variety of subjects and interests.

All classes are organized by individual tutors and institutions, setting their own courses, syllabus, term dates and fees.

Greyfriars Study Group also provides day schools and study groups on a variety of subjects.

Classes are not covered by Greyfriars public liability insurance and must arrange their own, giving a copy of the certificate to the Office.



Non-Affiliated Organisations (including commercial bodies) - Greyfriars' halls and rooms are available for anyone to hire. There are several non-affiliated groups, both local and national, who use the Centre as a meeting place of choice. We welcome commercial concerns that wish to use Greyfriars on a regular or occasional basis.

Non-affiliated organisations are not covered by Greyfriars' public liability insurance and must arrange their own, giving a copy of the certificate to the Office.



Private individuals - The Centre is also pleased to have been chosen by many individuals as a venue to host a variety of private functions and family celebrations including birthdays, anniversaries, baby naming ceremonies, wedding receptions, memorials, funeral wakes and fundraising events.

Volunteers - The backbone of Greyfriars without whom it could not function. All roles on the Executive Committee and Sub-Committees are voluntary.

Volunteers also “man” the canteen, work in the office and on reception, organize the book shop, drive the minibuses, act as escorts, work hard at fundraising events, deliver the Newsletters, help with decorating and maintenance around the centre and generally keep Greyfriars and all its activities and welfare services running.

The only paid staff at Greyfriars are the Managers and the team of dedicated Caretakers.

ROOM HIRE

The following gives a few details of the halls and rooms at Greyfriars, which are available for hire. If you are looking for a venue for an event, class, meeting or private function you are very welcome to come and look around the Centre during office hours by prior arrangement.

Halls and Rooms

The Greyfriars complex has **three good sized halls** available to hire each with its own well equipped kitchen. Each hall provides a pleasing setting for concerts, lectures, club meetings, suppers, dances, slide shows, wedding receptions etc.

The Activities Centre, which is situated beyond the library, built in the 70s as a youth hall, is a good separate space for lively groups, table tennis, martial arts, discos, children’s parties etc.

The original Georgian house offers a further eight rooms of varying sizes each with its own unique character. These rooms are popular for smaller meetings, classes and counselling groups.

All halls are wheelchair accessible; two rooms (including the coffee lounge) in the old house are accessible via 4 stairs served by a wheelchair lift.



The Lawn - a lovely open space and site of Ringwood's iconic Blue Atlas Cedar. Available to hire, the lawn is used regularly by groups and classes wishing to take advantage of fine weather, by Pre-School for their annual Teddy Bears' Picnic and for the Summer Cream Tea for the Elderly.



Please visit www.greyfriarsringwood.org.uk for further details on hall and room sizes and other available facilities.

For details on hiring halls and rooms, including availability, hire fees and terms and conditions, please contact the office: 01425 472613
office@greyfriarsringwood.org.uk



GREYFRIARS - The fine print

Caretakers - the team of Greyfriars Caretakers do their best to set up all rooms and halls in accordance with prior instructions.

They will also clear the rooms after use ready to set up for the next user. (Hirers are

more than welcome to set up their own space if preferred, as long as the office is informed in advance of what is required in the way of tables and chairs etc).

The caretakers are also responsible for the daily cleaning and tidying of the Centre. However, they are not on site all the hours that the Centre is open so it is appreciated if users leave the halls, rooms and especially the kitchens in a reasonable condition.

Premises Licence – Greyfriars has a Premises Licence that covers the sale of alcohol and entertainment (music, dance, cinema and theatre) for Greyfriars' Clubs. All others wishing to sell alcohol etc at their event must apply to the NFDC for a Temporary Event Notice (TEN).

Kitchens – each hall has its own well equipped kitchen available to hire, either to provide refreshments or to prepare a full meal, in which case use of the walk in **cold store** is also available.





Airpots – four airpots (hot water flasks) are available to hire from the office, booked in advance. These are useful for small groups not wanting to interrupt their session for a coffee/tea break.

Tables and chairs – the Centre is well equipped with chairs for indoor and outdoor use, 6 foot and 3 foot trestle tables, and a selection of different coloured tablecloths are available to hire.

Bar – a moveable bar is available for use in Greyfriars, Ann Rose and Ebenezer Halls.

Audio Systems – Greyfriars Hall and Ebenezer Hall have built in audio systems with the use of both wireless and body microphones on request from the office. Ann Rose Hall has the opportunity to use a mobile sound system.

Digital Projector – available to hire (it is advisable to arrive a little early to set this up).

Wi-Fi – accessible throughout the complex with the exception of the Activities Centre. The code is available from the office.

Projector screens, white boards, flip charts – also available although users need to provide their own flip chart paper and writing implements.

Toilet facilities – there are two sets of both Gents and Ladies toilets in the main building. The disabled access toilet and baby changing facilities are situated off the foyer to the Ebenezer and Ann Rose Halls. There are Gents, Ladies and Disabled Access toilets in the Activities Centre.

Car Parking – is provided for **Greyfriars members only**.

These spaces are reserved for members use while attending the Centre. Annual windscreen permits are available to purchase from the office and should be displayed in the vehicle.

The members' car park is situated opposite both the Centre entrance and the Activities Centre main door.

Daily parking permits can be purchased from the Office.

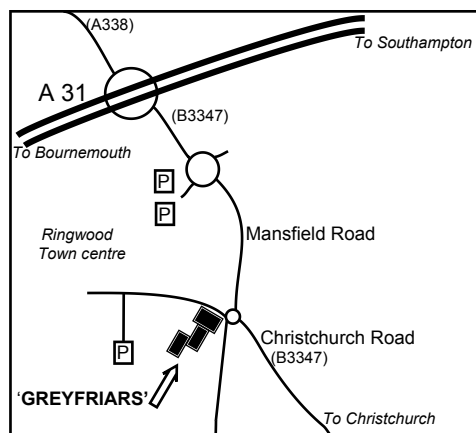
A **disabled** space is also available close to the Centre's entrance.



There are a limited number of parking spaces between the library and Activities centre - these spaces are restricted to three hours only.

There is also a paying car park nearby, providing both long and short stay spaces. Accessed from Christchurch Road (alongside the Wesley Centre) this car park has pedestrian access through to Greyfriars.

HOW TO FIND US



For further information on any organisation mentioned or subject covered in this booklet please visit

www.greyfriarsringwood.org.uk

or contact the Greyfriars office

office@greyfriarsringwood.org.uk

Telephone 01425 472613

'Greyfriars'

Ringwood & District Community Association
44 Christchurch Road, Ringwood
Hampshire BH24 1DW

Registered Charity No 301929

Office Opening Hours:

Monday – Friday

08.30am – 5.00pm

Saturday 08.30 – 12.00 noon



IN CONCLUSION

We do hope you will join us and we look forward to welcoming you to Greyfriars.



Thank you
to Pam Brown for providing
the photographs used in this hand book.

