



Societies Handbook 2010-2011

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The student led FXU societies continue to grow and adapt to suit the interest of current students. FXU activities are open primarily to all University College Falmouth and University of Exeter Cornwall Campus students whether based at the Tremough or Woodlane campus. Members of the general public and students attending other CUC institutes may be permitted to join, but membership and participation cannot be subsidised by FXU.

We believe that by getting involved in activities outside of studies you get the most out of your University experience. It's a great way to meet like minded people outside your halls, course and even from another Campus, try out new activities as well as gain useful experience that looks great on your CV and enhances employability. Many also find that getting involved is an effective and fun way to combat the stresses and strains of studying. Since many activities are subsidised by FXU we aim to make even the more expensive activities as affordable as possible. All FXU societies are non profit making and any money generated by a society will be used to benefit its members.

This Handbook has been designed to give an overview of how FXU societies are to be run. It details the support and facilities available through FXU in addition to giving valuable guidance on how to effectively manage your society. We try to be as flexible as possible to cater for the societies individual needs.

Contents

FXU Contacts	pg 4-5
Setting up a new society	pg 6
Society committees	pg 6-9
Constitution	pg 9
Elections	pg 10
The hand-over process	pg 10-11
Annual Report	pg 11
FXU Affiliation / Finances	pg 12-13
FXU Funding Criteria	pg 13-16
Minibus	pg 16
Support & Guidance	pg 17
Publicity Guidelines	pg 17-18
Freshers' Fortnight / Fayre	pg 18-19
Meetings	pg 19
Initiations	pg 20
Health & Safety	pg 20-21
Equal Opportunities	pg 21-22
Data Protection Act 1998	pg 22
Useful Contacts	pg 23

FXU Clubs & Societies

FXU aims to support students to set up and run their own clubs and societies. The three FXU representatives responsible for this are the Sport & Recreation Coordinator, Sport & Recreation Assistant and the Sports Officer.

Sport & Recreation Co-ordinator

Post held by: Hanna Royle (full time member of FXU staff)
Email: hanna.royle@falmouth.ac.uk
01326 253659 (Tremough)

Sport & Recreation Assistant

Post held by: Hayley Curtis (full time member of FXU staff)
Email: hayley.curtis@falmouth.ac.uk
01326 255966 (Tremough)

Someone is at Woodlane on a Thursday 01326 253665
Out of Office hours number for emergencies: 07790837510

Responsible for:

- Providing societies with advice, guidance and support
- To assist in the formation and ongoing development of student run clubs and societies
- Budget allocation
- Processing fund requests
- Assisting in the health & safety measures associated with society activities (e.g. risk assessments, code of practice and first aid kits)
- General overseeing of all FXU societies
- Meeting room and facility bookings
- Sports Equipment purchase and inventory
- Handling society membership and contact details
- Updating the Sport and Recreation pages on the FXU website
- Mini bus hire and training
- Room Bookings

Location:

The Sports and Recreation Team are based at the Tremough Campus in the Annex Building. On a Thursday someone is based at the Woodlane FXU Office in the Library building.

Sports & Societies Officer

Position held by: Twins - Samuel Phillips and Thomas Phillips (full time UCF students)

Email: sports@fxu.org.uk

Responsible for:

- Ensuring that FXU are providing the sports and activities that interest the students
- Assisting and advising the Sport & Recreation team
- Assisting in processing proposals for new clubs and societies
- Being a point of contact for students with any Sport & Recreation queries
- Supporting the development of new clubs and societies
- Compiling fixture results
- Assisting in updating the website

Location:

The Sports & Societies Officer can be contacted via the FXU Offices. The offices are staffed from 9.30-5pm Monday to Thursday and 9.30-4.30pm on Fridays.

Starting a new Society

- Step 1. Ensure that there is not already a club organising the same or a similar activity.
- Step 2. Form a committee who will run the society. In most cases a committee should consist of at least 3 people usually a Chair, Treasurer and Secretary, all of whom must be current students.
- Step 3. Attract potential members to support the proposal. We suggest approx 10-15 people initially depending on the nature of the activity and costs involved.
- Step 4. Complete a proposal form stating the aims and objectives of the society as well as the details of the committee members. (Download the form from the website. Once completed return it to the Sport & Recreation office.)
- Step 5. Once your proposal has been considered you will need to submit a constitution. (Download a template from the website and see notes on page 9).
- Step 6. If the society intends to apply for financial support from FXU the committee will need to submit a budget proposal detailing expected income and expenditure (see page 12 for information of financial support available from FXU).

Club & Society committees

The Committee

All societies are to be run by a student committee. FXU recommends a committee of at least 3 people usually a Chair, Treasurer and Secretary should be elected for each club or society. Additional positions may be added to suit the needs of a society. This committee is responsible to and for its society members. The committee will usually serve for one academic year. Each year the position is open to re-election towards the end of the summer term or playing season at an official Annual General Meeting, or when otherwise stated in the society constitution.

A committee is vital for the continued success and smooth running of a society from year to year. It also ensures that the work load is distributed among a number of people and not all left to one person.

The responsibilities of each committee member is briefly outlined below. These are just guidelines, societies should adapt their committee to reflect their specific needs, structure and objectives.

The Club President/Chair is responsible for:

- Ensuring that all guidelines within the FXU Society Handbook are followed.
- Overseeing all areas of the running and coordination of the society.
- Providing a high standard of instruction and leadership for the members.
- Providing adequate provision for all members in the program of events.
- Acting as chair at society meetings.
- Represents the members by attending all relevant meetings.
- Maintaining external contacts.
- Ensuring the behaviour of members during society related activities.
- Ensuring that all Health and Safety requirements are met including risk assessment and code of practise documents.
- Keeping in regular contact with the FXU Sport & Recreation team.
- Contribute to the annual report which is given to the new incoming committee members during the hand over period.
- Other duties as agreed by the committee.

The Secretary is responsible for:

- The general administration of the society include maintaining up to date records of society membership including all contact details and medical forms, which must be kept in a safe and secure place.
- Keeping minutes of society meetings and issuing these to the members.
- Dealing with internal communication to society members.
- Supplying the Sport & Recreation team with updated information for the website and updating the club/society notice boards.
- In charge of making sure a clubs and societies event/activity pack is filled out for each organised trip.

- Helping to complete a risk assessment, writing the code of practice and the introductory material for new members.
- Advising the novice on their suitability for activities and promoting safe practice at all times.
- Maintaining an inventory of society equipment and responsible for it until it is handed back to FXU for safe keeping at the end of the season/academic year.
- Checking equipment before and after use to ensure it is safe for use.
- Ensuring that those societies with a first aid kit is checked monthly and supplies are requested from the Sport & Recreation team.
- Contribute to the annual report which is given to the new incoming committee members.
- Other duties as agreed by the committee.

The Treasurer is responsible for ensuring that:

- A budget proposal is submitted at the end of the summer term for the year ahead. Missing the deadline (16/07/10) will result in your society not being eligible for FXU funding for the year ahead.
- All society income and expenditure and money handling is recorded as requested by FXU and is ready to be inspected at any time during the year. As well as submitting monthly/termly record sheets to FXU.
- Society money is spent in line with the wishes of the societies membership and within the FXU guidelines.
- Monies are paid into the societies account as soon as possible after receipt.
- All banking is accompanied by a green paying in slip, which must be signed by two committee members.
- Bills are paid on time. FXU can make card payments or raise a cheque on request.
- All authorized claims are accompanied by a proof of purchase receipt.
- Ensuring that no money is spent unless authorized and that there are sufficient funds available.
- Individuals do not spend their own money to run the society.

Additional committee positions may include a social secretary, safety officer and/or fundraising officer. Introducing more positions will lighten each committee members work load.

Treasurer's brief appointment card

All club/soc treasurers must make an appointment to meet up with the Sport & Recreation Team to ensure that all money handling is done in accordance with FXU and audit requirements. Attendance at a briefing by 18/10/10 is a requirement of FXU affiliation

Constitution

A constitution should be a very simple document which aims to ensure the smooth running of a society. A constitution is a formal way of setting out the aims and structures of how a society will operate. This document is very important when you consider that the most successful societies have a clear structure, clear objectives, and good communication. The committee should draw up the first draft for discussion/approval by the society. The Constitution should be adopted by the Committee and signed to confirm this.

A society must create and submit a copy of its constitution before it can be affiliated to FXU. A template constitution can be down loaded from the website. This document should be adapted to reflect the proposed society.

Elections

Follow these points for a successful election:

- All members are eligible to stand for election
- Use nomination forms and make them available prior to the AGM to ensure that all members have the opportunity to run for a committee position.
- Set a closing date for nominations
- Nominations for society positions should have been proposed and seconded by members of the society and handed to the chair before the closing date.
- A secret ballot should be used to avoid unnecessary tension between candidates
- An impartial party should be present to count votes and oversee the elections, this may be a member of the Sport & Recreation team or the Sports Officers if you choose.

The Hand-Over Process

The nature of FXU societies means that the committee is likely to change considerably each year and each year new students will influence how that activity is run. Hand-over refers to the passing on of responsibility for the running of a society or club to the newly elected committee.

A structured and thorough hand-over ensures continuity, generates new ideas and enables new students to take responsibility for the running of their society. It provides an opportunity for the transfer of past successes and to highlight likely pitfalls or possible failures, ensuring that past mistakes are not repeated. A thorough hand-over is the key to generating continuity between committees and successfully build on your predecessor's hard work and long term planning. The process enables a society to continue running without having to rebuild and start from scratch each year and allows the existing committee to give valuable advice based on their experiences.

A good hand-over will include some or all of the following:

- A hand-over meeting between the outgoing and incoming committees.
- Individual meetings between outgoing and newly elected committee members to talk through what their job involves.
- Shadowing of outgoing officers by their successors for a fixed period or series of events/activities.
- Meetings with society contacts to introduce replacements.
- Transfer of all society equipment.
- Transfer all relevant paper work and records (including membership list, society contacts, budget information, mailing lists).
- Submit new committee members details to the Sport & Recreation team as soon as they are elected. These details should include term time and holiday time addresses, phone numbers and email addresses. Failure to do this will hamper effective communication which could jeopardise funding and facility bookings.
- Annual Report

Annual Report

The Annual Report should be compiled by the outgoing/existing committee members. This is a written account of the years events, how and why things have happened and what went well or could have been improved. This is not only a good way to summaries and note the years achievements in relation to aims set at the beginning, but is also a useful tool for the following committee. The report should include the committee's long-term projects and plans which they have been working towards, so that the new committee can continue working towards them should they wish to. It should be acknowledged that once the hand-over is completed that it is entirely up to the new committee and members whether they continue in the same direction or not.

FXU Affiliation / Finances

IMPORTANT: Please read the following points carefully as there are some changes to previous years. Not all of the points will apply to your particular society.

To affiliate to FXU all societies are required to pay an affiliation fee of £1 per member. This affiliation fee will be retained by FXU and will primarily cover insurance, with surplus remaining with the society and contributing (together with any further membership or subscription fees and funding from FXU) towards the costs of running that society.

FXU has a limited budget to support all clubs and societies and to organise activities and trips during the academic year. In order to allocate the funds as fairly as possible all societies must submit a budget proposal by 16/07/10 (the forms can be downloaded from the FXU website). Please make the proposal as accurate and as detailed as possible. When allocating funds FXU will be taking into consideration the cost of society activities and the number of members (based on 2009/10 paid members).

Depending on the cost of the activity, some societies will need to charge a further society membership fee (in addition to the £1 FXU affiliation) and / or charge per event/activity/trip. These will be set by individual societies' committees through the budget proposal. All budget proposals will be considered together over the summer and societies informed of their allocation at the start of the year. This should allow committees to organise themselves appropriately; amend plans for expenditure (if necessary) and/or look for sponsorship to cover any shortfall and allow societies to set their annual membership fees. The committee should set realistic annual membership fees, which reflect the activities it aims to undertake.

The FXU Sports & Recreation team are available to help all clubs plan, budget and organise their funds and can advise clubs regarding sponsorship.

Due to audit requirements all finances must be operated and accounted for by FXU to ensure transparency and accountability to your members and the entire student body. FXU is subject to an internal audit on an annual basis and many of the regulations relating to how you run your club/society finances have been set by FXU, the inland revenue and other laws.

At the beginning of the academic year the new committee members will receive instructions from the Sport & Recreation team about

- How to receive and record money paid to them by members;
- How and when to pass money on to FXU;
- How and when to access funds and make payments on behalf of the club

FXU Funding Criteria

FXU can only allocate its resources to represent and further the interests of its students. All FXU affiliated societies are entitled to apply for a budget from FXU.

FXU Societies

FXU affiliated non sporting societies may apply for FXU funding for:

- Regular Instructors
 - no more than 20% of the total for the term.
- Representation
 - legitimate expenditure incurred attending recognised competitions on behalf of the university (each competition must be authorised, with full details, in advanced by FXU)
- Conferences
 - expenditure can be claimed for a maximum of four people
 - up to 50% of cheapest form of travel and accommodation
 - If the society wishes to send more than 4 people then the amount given must be shared

- Speakers Expenses
 - Standard class rail fare
 - One night's accommodation
- Travel
 - up to 50% of costs of minibuses if use is legitimate within the aims and objectives of the society
 - up to 50% of costs of coaches for educational/cultural events (one per term)
- Publicity & Publications
 - Up to 12 posters per event (not social)
 - promotional flyering will not be funded
 - up to 20% of the costs of publications (ie programmes, literature)
- Affiliations
 - payment for a service ie a periodical – not a straight donation
 - Not political organisation or charity
 - Not a body already affiliated to by FXU
 - Not on a per head basis
- Capital Purchases
 - On equipment which are to be kept by the society, at the discretion of FXU
- Stationary
 - where it is a pre-requisite of the societies aims and objectives

Please remember that the budget cannot fund social activities, food or drink. Also FXU will not contribute to individual club websites.

Society Expenses

- Only expenses that have been authorised by the Sport & Recreation team in advance of purchase will be reimbursed.
- To claim any authorised expenses, a receipt or proof of purchase must be supplied.
- All expenses must be claimed on a termly basis. FXU will not process expenses from previous terms.

Society Equipment

- Any equipment bought by FXU will remain the property of FXU and should be returned in a reasonable condition at the end of the summer term for safe keeping. This will allow the condition of the kit to be assessed so that it can be replaced or repaired accordingly.

Banking

- All affiliated FXU societies are not permitted to operate private or separate accounts, all official money relating to a society must be processed through FXU.
- FXU accept cash and card payments, but not personal cheques.
- A green payment in slip should accompany all club/society banking. For audit purposes, this slip must be sign by two members of the committee.

Room Bookings

Seminar rooms on either campus may be booked for meetings or society business free of charge. Bookings should be made via the Sport & Recreation team. If the team cannot help you please ensure that you make it clear that it is a booking for an affiliated society to avoid an hire charges. For bookings during college hours email roombookings@falmouth.ac.uk For bookings out of office hours email roombookings@falmouth.ac.uk and hospitality@tremoughservices.com

Photocopying

Each society may have access to a limited amount of photocopying to promote launch events and to advertise regular meetings. This is at the discretion of FXU.

FXU Website

<http://www.fxu.org.uk>

There is a section on the FXU website designated to each society. The information and images on the site is updated by FXU, but preferably is supplied by the society committee. If no information is supplied general information relating to the society will go onto the site.

Notice boards

On request a society can be designated a space on an FXU notice boards on either campus. This is their space to do with as they wish and it is the responsibility of the committee to keep all the info up to date. All posters that are displayed on either campus must be stamped by FXU and displayed in one of the designated areas. Failure to do this could lead to the posters being taken down.

Minibus

2 minibuses (Nora and Reggie) are available for use by students or staff (some hire charges may apply), with priority given to FXU clubs and societies.

You may be eligible to drive the mini bus if:

- You are aged 21years or over
- You have held a full car (category B) licence a full for at least 2 years
- You have a clean or a limited number of minor points
- You do not suffer from any physical or mental disability that could affect your driving ability (defective vision corrected by glasses or contact lenses is acceptable and hence you may sign the declaration)
- You agree to drive the minibus on a voluntary basis and not for hire or reward.

Once FXU is satisfied that you meet the criteria you can book onto one of the MIDAS courses (minibus drivers awareness scheme), which are organised by FXU throughout the year. The course involves a general theory session followed by a multiple choice theory assessment and a practical on road driving assessment. Once completed you receive a nationally recognised certificate which is valid for 4 years.

In the event of two FXU clubs/societies requiring the minibus at the same time priority is given to the club\society travelling the greatest distance or the club that is deemed to have the greater need.

Administrative Support

FXU are happy to deal with outside organisations where necessary as well as processing and ensuring that all authorised invoices are paid on behalf of the society. FXU in conjunction with the committee, can make facility bookings. The FXU email newsletter (sent out to all students and staff) every Wednesday can be used to advertise coming events / fixtures as well as contacting existing and potential members. The campus address can be used for society post to avoid having to change the contact address each year.

Advice and Guidance

The Sport & Recreation team are available and willing to assist with any aspect of running a society. If you have any problems, questions or queries regarding any issue associated with a society, which for any reason you do not feel able to discuss with the Sport & Recreation team, please feel free to contact the Sports Officer or another member of the FXU team.

Publicity Guidelines

Getting your publicity right is vital in order to let people know who you are and what you do, so make use of all the mediums available to you including the FXU newsletter, intranet/website and notice boards. Do not underestimate the power of word of mouth and catching new members at the beginning of term and in particular the impact of being well organised for the Freshers' Fayre (Sunday 3th October).

Posters & Flyers

Make posters and flyers eye-catching, include all necessary information (including contact details), but aim to keep it as simple and concise as possible. Consider where the best place to display it will be. All posters should be stamped by FXU before being displayed. Posters may be put up on designated communal notice boards. Please be considerate and do not clutter up departmental areas. These guidelines do not apply to notice boards situated in trading outlets (e.g. the bar or shop). In these areas you will need to ask the permission from the relevant manager.

Reprographics

A form must be collected and signed by a member of the Sport & Recreation team with details of what you want printing before going to reprographics.

Freshers' Fortnight - Freshers' Fayre

Freshers' Fortnight: 27th September—10th October

Freshers' Fayre: Sunday 3rd October (approx 12am-5pm, set up from 10am)

The Freshers' period is an extremely important time to successfully attract new members as well as keeping your current members fully involved. The Freshers' Fayre is a one day event where local businesses come along to show the new students what they can offer them. It is also an opportunity for all societies to make themselves known to the new students.

Each society on request is allocated a table. It is the responsibility of the committee to organise their members so that the table is attended throughout the day and that any posters, basic info flyers, displays and sign up sheets that they may wish to have on the day have been produced. A Freshers publicity budget is available to all affiliated societies (in addition to FXU funding) as follows;

50 x A4 (black & white) - for Flyers (we advise approx 6 two sided flyers per A4 sheet)

25 x A4 colour posters & 25 x A4 black & white posters

If your society wishes to take advantage of this publicity budget, please ensure that FXU receive poster and flyer designs no later than Monday 20th September.

Getting your stall right at Freshers' could save you the effort of trying to generate new members later on in the term. When the students arrive they are at their most motivated and keen. Given that motivation falls off as the essays pile up over the course of a term it's important to get people involved as early as you can, so aim for an eye-catching, imaginative and creative stall that stands out from the rest. Think about the impression you want to give of your society. Be ready to answer questions and talk to people who approach the stall and ensure that potential members are made to feel welcome. We also recommend that

you have a meeting or social planned ready to publicise. If you are planning an event during the Freshers' period let FXU know well in advance so that it can be included on the printed Freshers' programme of events. Bear in mind that this goes to print before the start of the term.

Meetings

Meetings play a vital role in the smooth running of a society. They are necessary to communicate with all members, to agree on actions to be taken, to discuss or generate ideas, to check progress and to evaluate activities. Meetings allow the members to ask questions about the committee's work. Before the meeting an agenda needs to be written and forwarded to the members so that they have a chance to consider the issues to be discussed. At the end of the proceedings a date for the next meeting should be set. Minutes of the meeting should be kept by the secretary and a copy should be made available to all members as well as the Sport and Recreation team when necessary.

First Meeting

This is make-or-break for retaining members and having a good social scene all year. Your first meeting is vital to your relationship with your members so pay attention to setting an appropriate time, date and venue (a location where members can easily be distinguished from passers-by). Introduce new members to each other and be as inclusive as possible and keep it short and to the point. Explain the system, roles, and how the society operates. Give everyone an opportunity to comment and ask questions.

AGM

An AGM should be held towards the end of the summer term. The AGM should be used to conduct the elections of the new committee.

Initiations

IMPORTANT INFORMATION ON INITIATIONS

FXU will not condone any form of bullying, harassment or pressure, direct or subtle, being applied to encourage any student to do something they are not comfortable doing.

Any students being found to be pressurising another student or students to do so will be disciplined at the Union's discretion and a complaint will be made to FXU's where bullying and harassment policies can invoke serious sanctions including ultimate disqualification from the University altogether.

FXU will not tolerate such behaviour and societies may face financial sanctions from FXU as well as individual sanctions on those involved. This applies regardless of the location of society activities – not just on campus premises.

Health & Safety

All affiliated society activities (that FXU are informed of) are covered by the FXU insurance policy as well as travelling to and from official society activities.

Societies have a responsibility towards the health and safety of all participants or spectators. Every student taking part in an FXU society must complete a membership form, which includes medical details and emergency contact numbers, once completed these forms should be kept by a committee member in a secure place (see information referring to data protection p22).

Every FXU society must carry out a risk assessment. A template and guidance material can be downloaded from the website. The Sport & Recreation team are available to help with this process. Once it has been authorised, in collaboration with the campus Health and Safety Adviser, a signed copy must be kept on file at the FXU Sports & Recreation Office. This also applies to events and trips for which an events and activity pack must be completed and a copy handed to the

Sports & Recreation team.

From the risk assessment a code of practice (CoP) is written. This is a statement of safety standards, systems and precautions developed to make the activity as safe as is 'reasonably practicable'. A copy of the CoP is to be given to all members as part of the induction/welcome process in order to ensure that the activity is being conducted in the safest way possible. The risk assessments and CoP must be reviewed every year or in the event of significant change to ensure that student activities implement good safety practice and legal compliance.

In the event of an accident or emergency the committee members should take charge following the emergency procedures outlined in the risk assessment. If a qualified first aider is present they should take charge of any casualties. If the accident appears serious contact the emergency services. FXU must be notified of any accidents or near misses and an accident report form must be completed.

Societies undertaking certain activities are issued with a first aid kit. It is the responsibility of the committee members to regularly check and to request items that need to be replenished. Blank accident report forms can be found in each first aid kit.

Equal Opportunities Statement of intent

FXU is committed to ensuring that all its services, activities and opportunities are available equally to all students of University of Exeter Cornwall Campus (UECC) and University College Falmouth (UCF). FXU will endeavour to ensure accessibility to all, and pro-active measures will be undertaken towards this, to further ensure that FXU does not unintentionally discriminate against any student.

FXU absolutely opposes all forms of discrimination on any grounds. As examples, this includes discrimination on the grounds of age, class, appearance, disability, gender, HIV status, marital status, nationality, political beliefs, religion, race/ethnicity or sexuality. Please note that this list is not exhaustive.

FXU will investigate, challenge and take appropriate action to eradicate any and all acts of discrimination that are witnessed by, or reported to, FXU.

FXU is managed by the elected Presidents and Executive officers, and, in this way, aims to be wholly representative of the student population.

Any complaints or comments about Equal Opportunities should be directed to the FXU Office at: The Annexe, Tremough Campus, Treliever Road, Penryn, TR10 9EZ
Email: team@fxu.org.uk

Data Protection Act 1998

All Students' Unions must comply with the Data Protection Act 1998. This applies to any information that can identify an individual. Consent is required to process this information electronically or manually. This data must be fairly and lawfully processed for the purpose for which it was supplied. The information which a club requests should be adequate, relevant and not excessive, therefore keep information to the minimum necessary for administration of the society and do not keep it any longer than necessary. Keep all information secure and limit the number of people who have access to it. Never give out members personal information without their consent unless it is an emergency.

Useful contacts:

Tremough Reception: 01326 370400

Woodlane Reception: 01326 211077

FXU General Manager: Glynn Hardcastle
glynn.hardcastle@falmouth.ac.uk / 01326 253627

Tremough FXU Administrator: Kim Reay
kim.reay@falmouth.ac.uk / 01326 370447

Woodlane FXU Administrator: Maureen Drake
maureen.drake@falmouth.ac.uk / 01326 213742

Tremough Campus Security
Day or night: 01326 253704 or 253666
Mobile: 07808138679
Phase 2: 01326 254130

Stannary Bar Manager: Nigel McAlwane
nigel.mcalwane@tremoughservices.com / 01326 252749

Woodlane Bar Manager: Stephanie Hoare
stephanie.hoare@falmouth.ac.uk / 01326 213723

Health & Safety Adviser: Sarah Fuller
sarah.fuller@tremoughservices.com / 01326 253616

Room Bookings: roombookings@tremoughservices.com
Evening bookings: hospitality@tremoughservices.com