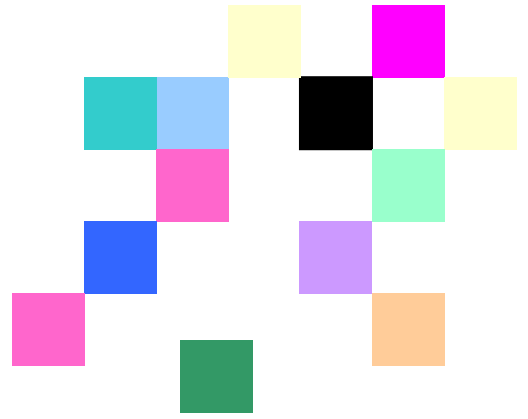


THE THEATRE CHIPPING NORTON

2 Spring Street | Chipping Norton | Oxfordshire OX7 5NL



Help us create a lasting performance

Why your help will make such a difference

The Theatre is known and loved by many, and we want it to continue to bring joy to the thousands of people of all ages who visit each year.

Your gift could help provide special workshops for young children wanting to develop their theatre skills. It could enable us to refurbish our tired dressing rooms or equip our lovely old building for the future by making it more energy-efficient. It could help us commission exciting new work to be performed here and in the surrounding villages. In short, your gift could make dreams come true.

We promise to use your gift wisely, to benefit audiences of the future and to secure the survival of this little theatre. Any amount, large or small will make a difference. For example, in the recent past, a generous legacy provided desperately needed financial breathing space at a time when we had sustained unexpected cuts in our funding. Another paid for the production of these packs, in keeping with that donor's wishes that the gift should have lasting impact and help to assure the future of the theatre they loved so much.

Thank you for requesting this information pack. I hope you will find it easy to use; if you have any questions please don't hesitate to contact me on 01608 649104 or email me at: helen@chippingnortontheatre.com

Helen Datson
Fundraising Officer



Administration
T 01608 642349 F 01608 642324
Box Office
T 01608 642350 **Minicom** 01608 649112

Email
administration@chippingnortontheatre.com
Website
www.chippingnortontheatre.com

Director John Terry **Head of Operations** Ambereene Hitchcox
The Council for the Company P. Boyd Maunsell (Chairman) C.N Aydon G. Chadwick R Greaves. J. Grieve J. Hole J. Moore C. Peake A.Walker L. Whordley-Hughes

V.A.T Reg No. 121 8692 71 **Registered Company No.** 01179918 Registered in England: The Chipping Norton Theatre Ltd. 2 Spring Street Chipping Norton Oxfordshire OX7 5NL **Registered Charity No.** 268154 A member of the T.M.A

Making a Will

It is surprisingly easy to make a Will and costs less than most people think. It also brings great peace of mind to know that your affairs are in order, your wishes will be carried out and that you will not be creating problems for those left behind.

It is especially important to consider making a Will if your circumstances have changed recently (for example, if you have remarried, have new grandchildren or have inherited property) and it is important to review existing Wills regularly as they can quickly become out of date.

If you have not already made a Will

We strongly recommend you seek independent professional advice from a solicitor, who will make the arrangements for you. (Although we can't recommend a particular solicitor, to assist you we have included a list of local firms providing these services in this pack.)

They will help you appoint an executor or executors and make arrangements for the guardianship of any children or dependant relatives you might have. They will also ask you about your funeral wishes and if you would like to make any bequests to charities or individuals.

Once you have met the needs of your family and loved ones, you might like to consider making a gift to the ongoing work of The Theatre. To do this, all you need to do is include this form of wording:

'I give % of the residue of my estate

OR the sum of £ (whichever you choose)

to The Theatre, Chipping Norton [of 2 Spring Street, Chipping Norton, Oxon OX7 5NL, Registered Charity No 268154 for its general charitable purposes.

I direct that the receipt of the person who professes to be the Treasurer or other proper officer of the Trust shall be a full and sufficient discharge for the said legacy.'

NB: if you choose to give a set sum, you might like to ask that it be index linked, so its value at the time of writing is maintained.

If you have already made a Will

If this applies, you can use the form included in this pack and send it directly to your legal adviser.

Useful Information

Beneficiary

A person or organisation who benefits from your Will.

Bequest/Legacy

A gift made in your Will.

Estate

The value of your property and possessions, once all liabilities have been settled.

Executor

A person you appoint to carry out the instructions in your Will. This should be someone you trust to act quickly, efficiently and who will respect your wishes. You can appoint up to four (it is wise to appoint a minimum of two in case of illness or other unforeseen circumstances). An executor can be a relation, friend or a professional (be aware that the latter will make a charge for their services) and can also be named in the Will as a beneficiary.

Inheritance Tax

Some people are surprised to find the total value of their estate means that Inheritance Tax (IHT) may be payable when they die. Your solicitor or independent financial advisor will be able to tell you if and how this applies to you. No IHT is payable on money left to a charity, which means your chosen charity benefits whilst your family (or estate) may have less tax to pay.

Keeping your Will safe

Most people ask their solicitor or bank to look after their Will as well as keeping a copy themselves. It is sensible to give your executor(s) a copy as well or tell them where they can find the original.

Probate

Legal confirmation that a Will is valid. This needs to be obtained before your executor(s) can carry out their duties.

Types of legacy

You can give either a specific sum of money (this is called a **pecuniary gift**) or what is left after all legacies, bequests and liabilities have been settled (this is called a **residuary gift**) or a **share of the residue** (this is usually expressed as a percentage).

Use this form to change an existing will to include The Theatre, Chipping Norton

TO: (please insert the name of your legal adviser here)

I wish to add the following to my Will (*please complete one section and cross out the one you do not want*):

EITHER

I give the sum of to The Theatre, Chipping Norton [of 2 Spring Street, Chipping Norton, Oxon OX7 5NL, Registered Charity No 268154] for its general charitable purposes.

I further direct that the receipt of the person who professes to be the Treasurer or other proper officer of the Trust shall be a full and sufficient discharge for the said legacy.

OR

I wish to give the residue **or** of the residue (*please indicate which*) of my estate to The Theatre, Chipping Norton [of 2 Spring Street, Chipping Norton, Oxon OX7 5NL Registered Charity No 268154] for its general charitable purposes.

I further direct that the receipt of the person who professes to be the Treasurer or other proper officer of the Trust shall be a full and sufficient discharge for the said legacy. As I understand this may affect other matters dealt with in my Will, I would be grateful if you will kindly let me know what this entails.

Date:

Your name:

Your address:

..... postcode:

Your signature:

Your telephone number (in case of query):

► PLEASE SEND THIS FORM TO YOUR LEGAL ADVISER

Response form

It will help us greatly if you complete this form and return it to The Theatre in the envelope provided. You can be assured this information will be treated in the strictest confidence.

Thank you

I have already named The Theatre in my Will.

I want to leave The Theatre a gift in my Will - please telephone me to discuss this in confidence.

Title.....Name.....

Telephone number

Best time to call.....

I'm arranging to change my Will to include a gift to The Theatre.

I'd prefer to make a regular or single donation instead - please send me details of how I can do this.

Address:

.....

..... postcode:

Email.....

► PLEASE RETURN TO:

The Legacy Adviser, The Theatre, 2 Spring Street, Chipping Norton, Oxon OX7 5NL

Selection of Local Solicitors

NB: Inclusion on this list does not imply a recommendation from The Theatre.

Bower & Bailey (also have branches in Oxford, Witney and Swindon)

39 South Bar, Banbury, Oxon OX16 9AE

Tel: 01295 265566 **email:** banbury@bowerandbailey.co.uk

Web: www.bowerandbailey.co.uk

Bradley Saul Solicitors

Market Chambers, 2 Market Street, Chipping Norton, Oxon OX7 5NQ

Tel: 01608 648020 **email:** office@bradleysaul.co.uk

Web: www.bradleysaul.co.uk

Cotswold Family Law Limited

The Grain Store, Springfield Farm, Brailes, Banbury, OX15 5JH

01608 686590 **email:** info@cotswoldfamilylaw.co.uk

Web: www.cotswoldfamilylaw.co.uk

Denis Wynn & Co

12 New Street, Chipping Norton, OX7 5LJ

01608 643036 **email:** wyndl@tiscali.co.uk

Dyakowski Gafford

2 New Street, Chipping Norton, Oxon OX7 5LJ

Tel: 01608 643051 **email:** dyakowski.gafford@btinternet.com

LawSense.co.uk (from Brethertons Solicitors)

An online will-making service

Web: www.lawsense.co.uk

NB: The Theatre has an arrangement with Brethertons whereby each individual who makes a will using this service and quotes our unique code **BTCTWTP11** - *whether or not they leave a gift to The Theatre* - will trigger a £5 donation to The Theatre's funds. Any advice you receive from Brethertons will be completely independent and no information you disclose to them will be made available to The Theatre. For more information please see sheet enclosed.

Spratt Endicott

52-54 The Green, South Bar Street, Banbury, Oxon OX16 9AB

Tel: 01295 204000 **Email:** enquiries@se-law.co.uk

Web: www.se-law.co.uk

Stanger Stacey & Mason

35a High Street, Witney, Oxon OX28 6HP

Tel: 01993 776491 **Email:** jw@stanger-stacey.co.uk

Web: www.stanger-stacey.co.uk

Information last updated 19/12/2013 correct at time of publication

Legal expertise. Online ease.
Purchase online legal documents & advice

Individual Services

▶ Wills & probate ◀

Landlords

Divorce

Identity theft & credit improvement

Powers of attorney

Prenuptials & living together

Building work

Buying & selling

Complaints & disputes

Personal finance

Workplace

Caring for someone

Business Services

Business start-up

Employment

Health & Safety

Property

Purchase & sales agreements

Intellectual property

Ecommerce

Debts & debt recovery

Buying or selling a business

100s of straightforward legal documents, business or personal, are available here for you to buy. Not just documents: once you have chosen and completed your document, a trained legal expert will check everything to make sure it's OK and send it back, checked and approved, for your use. Quick and easy to create following our step-by-step guide. Fully downloadable, 100% legally valid and fully compliant.

www.lawsense.co.uk www.brethertons.co.uk

Offices in Oxfordshire and Warwickshire. Brethertons LLP Trading as LawSense.co.uk

Tel: +44 (0)845 606 1717 enquiries@lawsense.co.uk

Strathmore House, Waterperry Court, Middleton Road, Banbury, Oxon, OX16 4QD

If you select this provider
*whether or not you intend to
leave a gift to The Theatre*
please don't forget to quote
The Theatre's special code
BTCTWTP11.