

# Trustee Information

Thank you for your interest in becoming a Trustee of the Alfred Gillett Trust. This recruitment pack will provide you with a brief introduction to our Trust and outlines our plans for the future.

The Alfred Gillett Trust preserves the heritage collections of C & J Clark International Ltd., and the Clark Family who established the company in 1825. We look after over 100,000 items relating to the family and business, including archives, footwear, shoe making machinery, point of sale, shoe catalogues, film and sound archives, fossils, artwork and furniture and costume.

We are looking for new trustees because we have embarked upon an exciting and challenging new phase in our development.

The Trust has secured a capital grant towards a new museum and storage facility in Street to share the rich history of Street's shoe industry, informing and inspiring the public. The new museum is scheduled to open in 2025 to coincide with the Company's 200th anniversary.

To plan our future and help us take our museum and archive forward as a sustainable operation we are seeking to appoint new Trustees to join our governing board who can bring skills and experience of financial management (preferably in the charity/museum sector), fundraising, capital development or social and local history.

We are looking for trustees who are excited by the potential of our project and prepared to work hard to make it a reality.

I hope that after reading this information you will feel encouraged to apply to become a Trustee.

If you would like an informal discussion before making an application, please contact our Director, Natalie Watson at [natalie.watson@agtrust.org.uk](mailto:natalie.watson@agtrust.org.uk).

*Cato Pedder*

Chair of the Board of Trustees, Alfred Gillett Trust



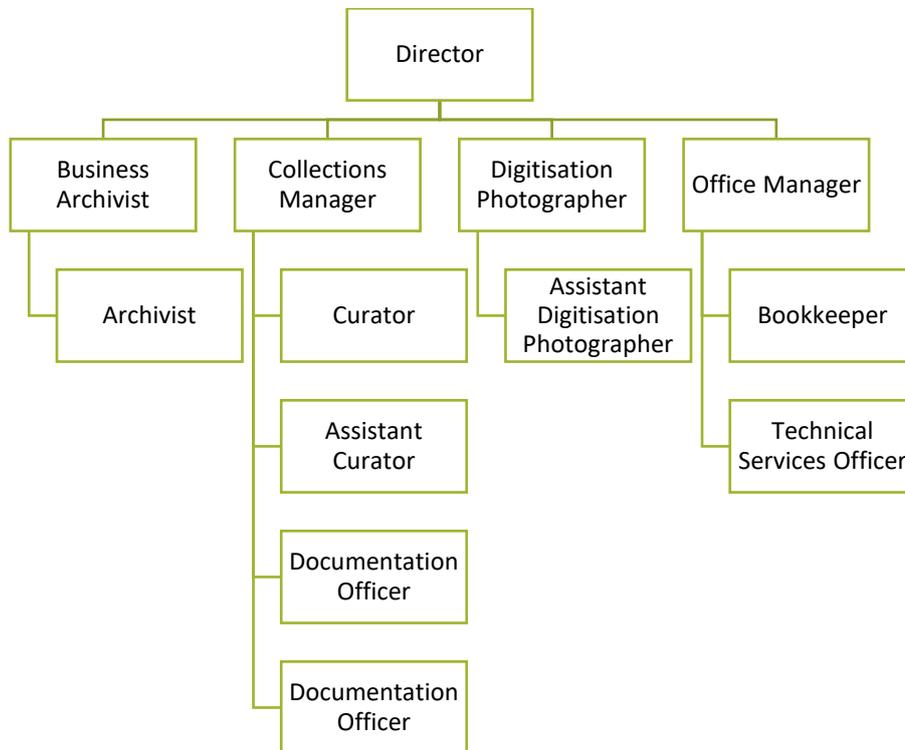
## Our Trustees

The Alfred Gillett Trust is a registered Charitable Incorporated Organisation (No. 1165528). We currently have a board of eight trustees, responsible for the strategic direction of the archive and library at the Grange in the town of Street, Somerset. The current trustees are:

1. Cato Pedder (Chair)
2. Charles Robertson (Deputy Chair)
3. David Hill
4. Hugh Pym
5. Katie Arber
6. Martin Lovell
7. Patrick Colton
8. Richard Clark

## Our Staff

The Trust, which is based in a Grade II listed Georgian mansion in Street, Somerset, currently employs 12 members of staff, including 6 professionally qualified curators and archivists. It also has a pool of around 30 volunteers who are recruited for specific collections or outreach-based projects and events.



## Our Vision

By the 200th anniversary of Clarks in 2025, we will be managing a successful new family-friendly museum on the Grange site, complementing the existing archive and research facilities.

Visitors will be able to explore galleries linked to local history and the development of the footwear industry in the area and beyond, told through the objects and archives in the Trust's collections and borrowed from other institutions.

They will be able to rest in a café serving locally and ethically sourced food and drink, take home a souvenir or local craft from the gift shop, or make use of the children's outdoor play area.

A team of local volunteers will support the professional staff to provide an enjoyable and informative experience for visitors to the museum and the community events held in the grounds throughout the year.

Education and participation are at the heart of what the charity does, and we will provide learning resources and outreach sessions tailored to a range of age groups, from toddler play, through formal education to adult craft sessions and reminiscence experiences in the community.

# Trustee Role Description

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As a registered Charitable Incorporated Organisation (No. 1165528), AGT requires the commitment, experience and energetic contribution of trustees who are each highly accomplished in their field and able to add substantial value to the work of the Heritage Centre's small team of staff.

Trustees must be committed to the seven principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. In general, trustees should have a keen interest in the Alfred Gillett Trust and the ability to contribute to future policy, together with experience and understanding of strategic decision-making and the principles of corporate governance. Excellent communications and advocacy skills are essential, and trustees should have no trouble commanding respect amongst key stakeholders at all levels.

All trustees must have the ability to attract and persuade external partners to contribute funding and other support to the development of the Alfred Gillett Trust's new museum and archive.

The Alfred Gillett Trust is looking for candidates with significant expertise in the following areas:

## Finance

The board is responsible for public and charitably given funds. This requires meticulous oversight at both officer and board level to identify issues in advance, track spend, monitor budgets and liaise with AGT's staff, auditors and its principal funders. As such, it requires robust financial advice on Charity Commission requirements, SORP and public-sector accounting systems. With the Trust moving towards a new museum on the site an expertise in museum finance would be useful, including knowledge of Gift Aid and VAT, and the management of a system with constant incomings and outgoings. It is expected that the finance trustee will be a qualified accountant or have significant experience in this field.

## Capital Development

The board is responsible for the operation of the Trust and its expansion to create a museum for the maintenance and preservation of the history and heritage of Street. It is also responsible for creating a permanent home for the care and display of the collections. As such, it requires advice on its capital development project, with clear oversight of planning, ensuring key milestones are met and expenditure is managed properly. This trustee will ideally have experience of managing a large heritage capital development project to successful fruition.

## Fundraising

The board is responsible for delivering the new AGT museum in the next five years. Central to the new museum's success will be identifying and developing new sources of funding, to complement the funding already received. As such the board requires strategic and detailed fundraising advice. It is expected that the fundraising trustee will have a substantial background as a senior charity fundraiser with a sound understanding and experience of fundraising at a strategic and operational level.

# Trustee Role Profile

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The role of all trustees is to ensure that AGT acts in accordance with its articles of association and that AGT's activities are in furtherance of its objects.

The trustees are responsible for AGT's governance, setting its strategy, policy, budget and standards, reviewing staff performance, managing risk and ensuring the charity's assets are used for their proper purposes. The trustees delegate the day-to-day management of AGT to the Director and the Senior Management Team.

AGT is a charitable incorporated organisation (CIO) and as such operates within the framework of company and charity laws. Its governing document is the Constitution dated February 2016.

## Principal Duties

The principal duties of all trustees are to:

- Ensure that that AGT complies with its governing document, charity law and other relevant legislation or regulations.
- Ensure that AGT pursues its objects as defined in its governing document.
- Ensure that AGT uses its resources exclusively in pursuance of its objects, in particular the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- Make a significant contribution to the board of trustees' role in giving firm strategic direction to AGT, setting overall policy, defining goals and setting targets.
- Evaluating performance against agreed targets.
- Safeguard the good name and values of AGT.
- Ensure the effective and efficient administration of AGT.
- Ensure the financial stability of AGT.
- Protect and manage all property in the care of AGT and to ensure the proper investment of the charity's funds.
- Appoint AGT's Director and monitor their performance.
- Commit to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Other Duties

Each trustee should use any specific skills, knowledge or experience they have to help the board reach resolute decisions.

This will involve:

- Scrutinising board papers.
- Leading and participating in discussions.
- Providing guidance on new initiatives and other issues in which the trustee has special expertise.
- Willingness to devote the necessary time and effort to AGT.
- Strategic vision.
- Sound and independent judgement.
- Ability to think creatively and entrepreneurially.
- Willingness to speak openly and challengingly.
- Ability to work effectively as a member of a team.
- An understanding of the diverse communities in the UK and a commitment to promoting diversity.

## Restrictions

Please note that the law places certain restrictions on becoming a charity trustee. For example, you cannot:

- Be under the age of 16.
- Have previously been removed from trusteeship of a charity by a Court or the Charity Commission.
- Have been disqualified under the Company Director's Disqualification Act 1986.
- Have been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

## Time Commitment

The Board of Trustees meets 4 times a year at quarterly meetings taking place in March, May, September and December. These meetings last approximately 3-4 hours. There may also be from time to time extraordinary meetings trustees are requested to attend.

In addition to the Board meetings, the candidate may need to have sufficient time to:

- Attend an induction programme at the Grange (or virtually dependent upon COVID-19 restrictions).
- Study papers ahead of meetings.
- Respond to emails and other correspondence between meetings.
- Be a member of one or more trustee sub-committees.
- Attend meetings of those sub-committees to which they are appointed.
- Attend evening or weekend events to promote the Trust.

## Location of Meetings

Board meetings are held at the Grange in Street, Somerset though some other meetings may be held elsewhere during the year. During the COVID-19 pandemic, board meetings were held virtually using Zoom, and remote attendance of future board meetings will be possible.

## Remuneration

The position is not salaried but reasonable travel expenses are paid to attend meetings.

## Term Limit

The maximum term a trustee may sit on the board is four years, which can be renewed.

## Starting Date

We will accept applications at any time, with starting dates set for board meetings in February, May, September and December.

## Application

Application should be made using the form below, which can also be requested from [enquiries@agtrust.org.uk](mailto:enquiries@agtrust.org.uk).

There is no closing date for application.

# Trustee Application Form

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Please complete this form and return with a CV and covering letter in support of your application.

## Personal Information

<b>Title</b>	
<b>Name</b>	
<b>Home address</b>	
<b>Home telephone</b>	
<b>Work telephone</b>	
<b>Mobile</b>	
<b>Email</b>	

## Personal Statement

Please give a short statement about your interest in this role and any relevant experience.

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## Referees

Please provide the names of two referees who may be contacted.

<b>REFEREE 1</b>	
<b>Title</b>	
<b>Name</b>	
<b>Home address</b>	

<b>Telephone</b>	
<b>Email</b>	
<b>How does the referee know you?</b>	

<b>REFEREE 2</b>	
<b>Title</b>	
<b>Name</b>	
<b>Home address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>How does the referee know you?</b>	

I declare that the information I have given is, to the best of my knowledge and belief, true and complete. I accept that if any information I have given is later found to be false or misleading or that I have withheld any relevant information, my application for appointment may be disqualified.

Signature: .....

Date: .....

## Privacy Notice

The Trust has in place appropriate security measures to prevent your personal data from being lost, used or accessed in an unauthorised way, altered or disclosed. Further information can be found in the Trust Privacy Policy available on the Trust website [www.alfredgilletttrust.org](http://www.alfredgilletttrust.org) or upon request [enquiries@agtrust.org.uk](mailto:enquiries@agtrust.org.uk). We collect 'personal data'; information that identifies a living person, or which can be identified as relating to a living person. This can include your name, date of birth, email address, postal address, telephone number, mobile telephone number, fax number, bank account details. Through our role of maintaining an archive of historical records, the Trust may also collect, organise and store information relating to individuals revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, memberships, and data concerning health and employment (Sensitive Personal Data).

# Form of Declaration of Commitment and Qualification for Trusteeship

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I am committed to achieving the objectives of the Alfred Gillett Trust.

I understand the responsibilities and liabilities I am taking on in becoming a trustee of the Alfred Gillett Trust and agree to devote the necessary time and effort to my trusteeship.

I am not disqualified from acting as a trustee under section 178 of the Charities Act 2011.

Signature: .....

Date: .....

Section 178 of the Charities Act 2011 disqualifies people who:

- have been convicted of any offence involving dishonesty or deception.
- have been adjudged bankrupt or sequestration of their estate has been awarded and (in either case) they have not been discharged.
- have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it.
- have been removed from the office of organisation trustee or trustee for an organisation by an order made by the Charity Commission or by the High Court, on the grounds of any misconduct or mismanagement in the administration of the organisation for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated.
- have been removed, under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of anybody.
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).