



## Information for prospective Trustees of Halsway Manor Society Ltd (HMS)

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Version	Date	Author(s)	Rationale
0.5	9/6/22	Trustee Selection Review Working Group	Draft to be presented to the Board of Trustees meeting 16/6/22
1.0	16/6/22	Trustee Selection Review Working Group	As approved by the Board of Trustees
1.1	6/3/23	J Robertson	Minor updates prior to discussions with potential new trustees.

### Welcome

Thank you for your interest in joining the HMS team as a Trustee.

HMS is a registered charity (#247230) and a company limited by guarantee (00849615#), founded in 1965, with core aims:

- to inform, support and promote participation by people of all ages and abilities in the folk arts and folk traditions found in England and further afield. This includes traditional folk music, dance and song, storytelling, folklore and arts and crafts.
- to maintain our residential centre Halsway Manor (HM), the National Centre for Folk Arts, based on the Quantock Hills, Somerset as a centre of excellence for people to participate in these activities. HM has a warm and welcoming atmosphere, a range of comfortable bedrooms with full board accommodation, workshop spaces and spaces to relax and socialise, all set in six beautiful acres of gardens and grounds. HM houses the Kennedy Grant Library containing some 10,000 books and audio recordings about folk music, dance, song, history and folklore.



The full HMS Articles-of-Association may be found at <https://halswaymanor.org.uk/about/what-is-halsway-manor/> Click on the 'About Us' tab, then 'What is Halsway Manor'; scroll down to find the link to Articles of Association (2021)

Our upcoming programme of courses and events may be seen at <https://halswaymanor.org.uk/>

In 2023 we are seeking at least 2 Trustee(s) to join our Board. Whilst the role is voluntary and unpaid, any direct costs incurred whilst carrying out approved board duties (including travel and subsistence) may be reclaimed. There might also be the possibility of staying at HM before or after meetings.

HMS is committed to equality of opportunity, values diversity, and welcomes applications from people from all backgrounds and with all different kinds of life experiences.

We hope you find the information in this pack informative and for an informal conversation about the role we would encourage you to make contact with our Chair [chair.halswaymanor@gmail.com](mailto:chair.halswaymanor@gmail.com)

To apply please complete the application and skills self-assessment form and sign the Trustee eligibility form (Appendices One and Two but also attached in Word format as separate documents : electronic / scanned signature acceptable) and submit to [chair.halswaymanor@gmail.com](mailto:chair.halswaymanor@gmail.com) or Chair of the Board of Trustees, Halsway Manor, Halsway Lane, Nr. Crowcombe, Taunton, Somerset TA4 4BD.

**Application deadline: 19-05-2023.** Shortlisted candidates will be invited to an informal interview, either in person or remotely e.g. via Zoom.

### Our Values

- Integrity, honesty and respect
- Efficiency, probity, prudence and professionalism
- Compliance with the spirit and letter of the law
- Concern not to undermine or jeopardise HMS' reputation and charitable aims
- Commitment to the highest quality standards of service for guests
- Commitment to providing a wide range of folk arts courses, events and activities for all abilities and ages
- Commitment to working in partnership with others with similar aims
- Commitment to promoting equal opportunities in all HMS' activities
- Commitment to preserving and enhancing the environment affected by HMS' activities

### Board of Trustees

The Board of Trustees is drawn from the membership of HMS. As at March 2023 trustees are:

Name	Role
Julie Williams	Chair (Lead re Safeguarding/ Human Resources/Employment)
Stephen Earwicker	Vice-Chair
Peter Webb	Vice-Chair (Lead re Outreach work)



Tony Millyard	Trustee (Lead, Finance and IT)
Jamie Robertson	Trustee (Lead, Governance)
Tim Baker	Trustee
Russ Palmer	Trustee
Deborah Wood	Trustee

Trustees may be designated as 'Lead' to support specific or cross-cutting thematic areas of our activities.

Trustee profiles may be found at <https://halswaymanor.org.uk/about/contact/>

### **Management**

Chief Executive: Crispian Cook [chiefexec@halswaymanor.org.uk](mailto:chiefexec@halswaymanor.org.uk)

Communications & Programme Manager: Rachel Wilkinson

Bookings & Event Manager: Lata Walter

Finance Manager (and Company Secretary): James Price

Caroline Sweeney : House/Hospitality Manager

### **Role of the Board of Trustees**

- Determines HMS' mission and purpose; ensures that HMS complies with its Articles of Association, charity law, company law and any other relevant legislation or regulations;
- Sets strategic direction through policies and objectives; ensures that HMS pursues its objectives; monitors performance of programmes and projects;
- Ensures financial stability, reviewing and monitoring the annual revenue budget and budgets for capital projects;
- Ensures accountability to funders, members and other stakeholders for HMS' performance;
- Selects the Chief Executive and reviews his/her performance.
- Promotes HMS' public image;
- Serves as a court of appeal in accordance with the complaints procedure.
- Reviews and assesses its own performance.

Publications on the role of the Board and of the individual Trustee can be found at the Charity Commission website, <https://www.gov.uk/government/collections/list-of-charity-commission-cc-guidance-publications> . We would draw your attention in particular to the excellent ***The essential trustee: what you need to know, what you need to do***

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/866947/CC3\\_feb20.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf)



### **Role and Responsibilities of Individual Trustees**

- Regularly attends and actively prepares for and participates in board meetings and important related meetings, including evaluation and planning work;
- Makes serious commitment to participate actively in Board work and to speak with one voice, publicly supporting Board decisions and HMS' objectives.
- Provides positive support for the Chief Executive whilst, where appropriate, challenging management proposals and actions in a constructive, robust, productive manner.
- Volunteers for and willingly accepts appropriate assignments and completes them thoroughly and on time.
- Gets to know other Board members and builds a collegial working relationship that contributes to consensus.
- Acts as an advocate and ambassador for HMS by forging and maintaining links with other relevant organisations, promoting HMS' aims and encouraging donations.
- Informs the Chief Executive of any useful information and contacts that may benefit HMS;
- Engages willingly and actively with HMS' programme, employees and audiences;
- Actively suggests and implements ideas for the efficient operation of HMS;
- Reviews and assesses own performance on an annual basis.

*Please note:*

Board members should conduct themselves in accordance with the specific policies agreed by the Board and the 'Seven Principles of Public Life' established by the Nolan Committee: selflessness, integrity, objectivity, accountability, openness, honesty, and support for leadership.

Ref: 1995 HMSO Committee on Standards in Public Life.

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

Each board member is elected to serve an initial term of three years, and may serve a maximum of three terms.

Candidates for election must be a member of Halsway Manor Society. Please see

<https://halswaymanor.org.uk/support-us/membership/>

Candidates for election must have signed and submitted the Trustee Eligibility Declaration Form as appended. This confirms that you are not disqualified as a matter of law from acting as a charity trustee. Please contact our Company Secretary ( [accounts@halswaymanor.org.uk](mailto:accounts@halswaymanor.org.uk) ) should you wish any clarification.

An individual Trustee has no executive authority except as specifically delegated by the Board or, when acting as a volunteer, by the CEO.

The full board meets at least four times a year including the AGM. Sub-groups/working parties meet for specific task, reporting periodically to the full board. Current/recent examples include: Craft workshop; Policy review; Business Planning; Building planning; Trustee assessment; Outreach team.



### Financials and Performance Metrics

In recent years, HM has normally hosted some 340 days of residential activity but it will be appreciated that 2020 and 2021 were severely affected by the various covid-19 lockdowns and restrictions. The annual Directors' and Trustees' Report to the most recent AGM can be found at <https://halswaymanor.org.uk/about/what-is-halsway-manor/>

*Click on the 'About Us' tab, then 'What is Halsway Manor'; scroll down to find the link to the Financial Report and Directors' and Trustees' Report 2020-21*

**For the last 3 financial years turnover has been:**

<b>2020/21</b>	<b>2021/22</b>	<b>2022/23 (projected)</b>
£ 563,972	£ 868,943	£964,416

Annual financial statements may be viewed at the Companies House website

<https://find-and-update.company-information.service.gov.uk/company/00849615/filing-history>

or requested from our Company Secretary.

### Metrics

A range of performance metrics is collected and analysed to monitor activities and project outcomes. These include customer satisfaction from attendees' feedback surveys, and breakdown of customers by age bands.

On election to the Board each new Trustee will receive an Induction Pack including HMS' Development Strategy & Business Plans (1 & 5 years); and a briefing on finances.