



The Clare Milne Trust

Transforming Lives in the South West



Trustee Information Pack 2023

Supporting people living with disabilities in Devon and Cornwall

Welcome from the Chair

Dear Potential Trustee

Thank you for your interest in The Clare Milne Trust; we're passionate in our mission to support those living with disabilities in Devon and Cornwall. We are a small, friendly charity, with big impact.

We are looking to recruit a young trustee to join our Board, a voluntary position which offers so much. A colleague once described their charity trustee experience as *"the best job I've ever had and it's the one I don't get paid for"*.

Our trustees have the privilege and responsibility to oversee Clare Milne's incredible legacy. We are committed to our objective to support charities and other organisations working with and for the benefit of people who have disabilities. This focus is blended with the need to ensure the charity's long term financial sustainability. Responsible for the charity and financial governance, this is efficiently managed with part-time support. Taking our responsibilities seriously requires a meaningful commitment and the ability to work as part of a small, friendly team.

Trustees bring different skills, experiences and perspectives, all really important and valuable in our work, ensuring a healthy approach and objective discourse. Previous board experience is not a pre-requisite, with a welcoming induction, mentoring and opportunity for training; we work as a team with a supportive approach.

Applications for this trustee role are invited from trustees who are based in Devon or Cornwall who would like to join our Board and have the capacity to be involved in our work. In addition, we are committed to reflecting the diversity of the communities we serve, particularly those with experience of living with disabilities. This may be your first trustee role and we will actively support you to develop your strategic thinking and understanding of Governance. We look forward to hearing from people who can bring a new perspective and fresh ideas to inform our thinking.

With best wishes



Kevin Underwood

Chair

History of the Trust



Clare Milne was the granddaughter of A.A Milne, the author and creator of Winnie the Pooh.

Clare was much loved by family and friends, and was full of life despite the challenges of living with cerebral palsy. Clare was always keen to try new things and she loved to be sociable.

In 1998 Clare received a significant sum of money following the sale of the copyright royalties from her grandfather's books. A home was purchased for Clare in Otterton, East Devon, and it was decided that the rest of the money should be placed in a charity to help other people with disabilities.

Sadly, Clare died in 2012.

Clare's Mother, Lesley Milne said that her dream "is to know that my girl will be remembered for something that brings happiness where it is most needed." The current Trustees strive to honour Lesley's wishes and to keep Clare's memory alive.

The Trust was formally set up in 1999 by Lesley Milne and their family Solicitor and friend of many years, Michael Brown.

Once appointed the Trustees resolved in accordance with Lesley's wishes to concentrate their grants within Devon (where Clare had always lived) and Cornwall. The first grant was awarded in 2002 and the South West region has remained the focus of the Trust.

After many years serving as Trustees of The Clare Milne Trust, Michael Brown became the Trust's President and Roger Jefcoate became the Patron. Both Michael and Roger had important roles in the development of the Trust. Roger still donates his time to guide and encourage the Trustees in their work for the Trust. Margaret Rogers, Clare's principal carer, continues her work as a Trustee and remains committed to Clare's legacy. Sadly, Michael Brown passed away in June 2021.

The Clare Milne Trust registered as a Charitable Incorporated Organisation (CIO) in 2020.

Our Work

The Clare Milne Trust funds registered charities and organisations with a charitable objective working with people with disabilities and complex needs in Devon and Cornwall. The Trust's preference is to support smaller, well run charities and organisations, with strong support from volunteers and only modest expenditure on fundraising and administration. Great importance is placed on safeguarding and the Trustees expect that all charities and organisations will take responsible steps to safeguard all of their own staff and volunteers as well as those people whom they support.



In 2022 the Trustees made grants, totalling £614,000 to 61 charities and organisations. In pursuing their activities for the public benefit, those charities and organisations are responsible for directly benefitting hundreds, if not thousands, of people with disabilities and complex needs.

In 2004 the Trust bought the Clare Milne Centre at Emperor Way, Exeter, fitting out the building to the specifications of CEDA (formerly RISE). The centre is still operated by CEDA, a registered charity which provides learning and social opportunities for children, young people and adults with disabilities.



Clare left her home, Claypitts, to the Trust. The property and grounds were renovated and upgraded during 2018. A new charity was established to manage lettings at the property. The new charity, Clare's Place CIO, has three independent trustees, employs a manager and provides holiday breaks for persons with disabilities at a subsidised rate.



Clare's Place CIO occupies Claypitts under a lease from the Trust, granted in February 2019.

The Trust employs a secretary who is responsible for the majority of communications with applicants. This includes dealing with queries from potential applicants about the type of project which the Trustees may consider suitable within the Trust's objects.

Governance

The Clare Milne Trust has been a registered charity since 2001 and registered as a charitable incorporated organisation (CIO) in 2020. We currently have seven Trustees. They are:-

Kevin Underwood (Chair) – appointed 2022
Christine Kirk – appointed 2014
Eavan McCafferty (Vice Chair) – appointed 2018
Margaret Rogers – appointed 2006
Jacqueline Southon – Appointed 2022
Lynda Williams – Appointed 2022
Charlie Dixon – Appointed 2023

We are committed to the Charity Governance Code and to improving governance in line with the Code's guidance. We aim to carry out an annual board review, and to improve and invest in not only our trustee induction process, but also ongoing professional development opportunities for all our Trustees.

Our Board meets every three months, in January, April, July and October, either in person, via Zoom or on a hybrid basis. Meetings usually start at 9.30am and last for a full day. When physical meetings take place, these are held at convenient locations in the Exeter/A38 areas. Trustees can claim reasonable travel expenses.

Trustees are encouraged to visit the charities who apply for grants, to see their work in action and find out more about the impact of their work. We currently only have one Trustee in Cornwall, hence our search being focussed in this area.

Term of Office - New trustees will be appointed for an initial term of 3 years and can be re-appointed for 2 further 3 year terms thereafter. A trustee who has served for a consecutive period of 9 years may not be re-appointed other than where the other trustees unanimously agree it would be in the best interests of the Trust for that trustee to be re-appointed for a further period of one year.

Trustee Role Description

Charity trustees are the people who serve on the governing body of a charity. They are equally responsible in law for the Board's actions and decisions and have equal status as trustees. Charity trustees have and must accept ultimate responsibility for the charity's affairs. They use their personal skills and experience to ensure that the charity is solvent, well run, efficient and delivering its charitable outcomes.

The trustee role can be very rewarding and enjoyable offering an opportunity to serve the community whilst learning new skills. The trustee's role is to consider funding applications, focus on the strategic direction of the charity and ensure effectiveness and accountability. Day-to-day operational matters are delegated to the Secretary, but all key decisions must be authorised by a majority of trustees.

Key Responsibilities

To actively contribute to the Board of Trustees, which:

- Sets and maintains the vision, mission and values
- Ensures compliance with the Governing Document
- Ensures accountability, in that the charity applies its resources exclusively in furtherance of its objectives
- Ensures compliance with the law
- Maintains a proper fiscal oversight
- Maintain effective Board performance
- Promotes the charity
- Appoints, supports and monitors performance of the Secretary

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions.

Person Specification

- The ability to think strategically and see the bigger picture
- A commitment to the charity's vision
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Good independent judgement
- A willingness to speak their mind
- An ability to work effectively as a member of a team

We welcome applications from people with lived experience of disability, their carers and advocates. We would like potential trustees who are willing to take an active role in governance and management.

DBS & References

Trustees will need to provide two written references, complete an equal opportunities monitoring form, a trustee eligibility declaration form and complete a satisfactory Disclosure and Barring Services check; costs for this will be met by the Trust.

Recruitment Process

Applications to be made to the Trust's recruitment partner: -

Jackie Dawkins, Shine Charity Recruitment (jackie@shinecharityrecruitment.co.uk) 01884 841751

- A CV and covering letter sent to Jackie following by an initial discussion
- Meeting with the Chair, at least one other Trustee and our Secretary
- Invitation to attend a board meeting as an observer – potential trustees may be provided with additional information about The Clare Milne Trust prior to the meeting
- A formal interview may take place at this stage
- References, trustee eligibility and equal opportunity forms and DBS checks

Probation/Induction

The following activities will take place early in the induction period and a review will take place after 3 months:

All trustees will be supplied with an Induction Pack containing essential information about the Trust.

New trustees as soon as is practicable will:

- be welcomed to the Board by the Chair;
- receive an informal briefing from the Chair;
- have the opportunity to visit a project supported by the Trust;
- have the opportunity to meet informally with another existing Trustee who will then act as their informal mentor.

Areas of discussion, which the Chair or mentor trustee will cover with the new trustee, should include:

- Background and history of the Trust, its mission and strategic priorities;
- Current issues facing the Trust;
- An overview of the Trustee's role including confidentiality and the code of conduct;
- How the Board meetings are conducted;
- Trustee training.

Additional Documents

- 2022 Trustees Report and Financial Statements
- Skills Matrix form