



Stallcombe House Recruitment Pack for Trustees



[https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-
details/283877/charity-overview](https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/283877/charity-overview)

www.stallcombecommunity.com

A Message from Sonia Nye, CEO:



Thank you for your interest in becoming a trustee.

The charitable sector simply would not work without people like you coming forward. As a trustee you will be able to use your skills and experience and have a direct influence over a cause you care about. It is a rewarding role, but there are responsibilities meaning you would need to give up enough time to help Stallcombe Community succeed.

Your first six months will be spent getting to really understand our charity, your role and responsibilities. Charities have a special place in our society because they are committed to helping others. This creates a level of trust from the public that we must protect.

Trustees have responsibility for ensure a charity is effective and operates for the good of others. We will provide guidance, information and services to support you in that.

We hope you will be inspired to formally apply to join our Board.

Yours faithfully

Sonia Nye

Chief Executive Officer

Welcome to Stallcombe Community

Stallcombe House was founded in 1982, formally a working farm, it was developed through a partnership with Devon County Council into a residential care setting and over the years has been transformed into what we have today.



Stallcombe House is registered to support 33 adults with learning disabilities and autism. Currently this is split with 26 residents living at the main House and Cottage which were part of the original buildings and St Judes a later addition.

We also have the **Willows** is a 6-bed purpose built home for adults on the autistic spectrum and who have other complex needs receiving either 1-1 or 2-1 support.

We also have the **Tea Shed** (a wonderful area used by our residents for baking, pickling, chilling out with friends for a coffee.

The Stallcombe '**Estate**' has a working farm, home to our alpacas, laying hens, free range chickens, duck, owls, a tortoise called Steve and Bud the cat.

We have a large organic garden where produce is shared with our kitchen, sown, harvested and prepared with help from the residents. We also have a large orchard- it is all hands on deck when it comes to apple picking season!



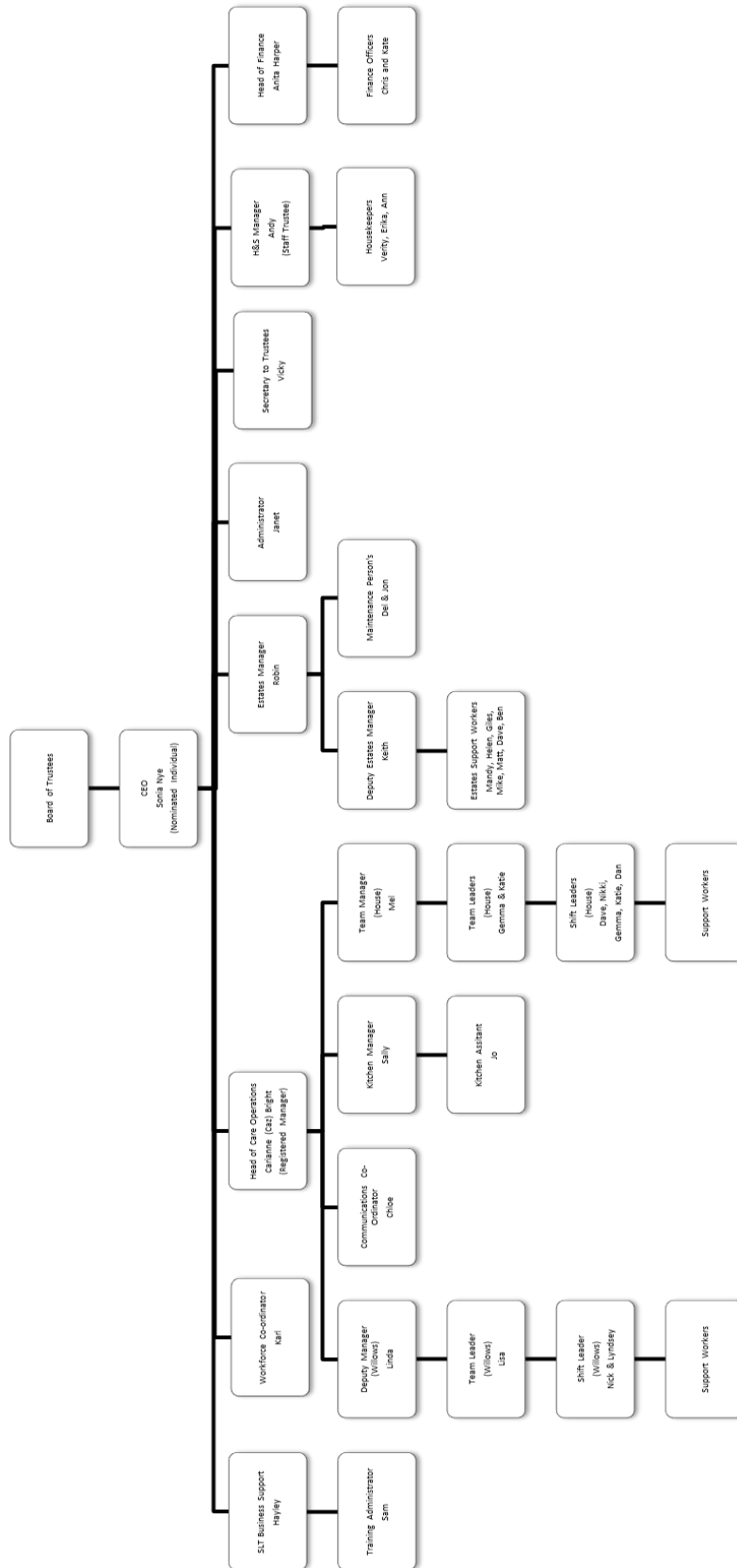
Late in 2023 we opened the '**Admin Block**', a bespoke building to house the Finance, HR, Health & Safety, Training and Management team. Previously we had been spread out all over the site in cramped offices or portakabins which was counterproductive. By giving up those spaces we have paved the way for the residents' accommodation to be improved as part of Phase 2 of building works which started in the spring of 2024.

We have 91 staff (see org chart on page 6) who work various shifts across a week to support our residents and support the running of the organisation.

In January 2025 we have taken the management of Bramley Barn, a day service based in the Bicton College Grounds. This service supports adults with disability from our local community participate in outdoor gardening and horticulture activities.

Stallcombe Eco-Power, whilst a separate business, the solar panels are situated within the grounds of Stallcombe House helping to generate sustainable power for the site.

Organisation Chart



The Senior Leadership and Management Team

Sonia Nye- Chief Executive sonia@stallcombe.uk

Carianne Bright- Head of Operations carianne@stallcombe.uk

Anita Harper – Head of Finance anita.harper@stallcombe.uk

Andy Letten – Health and Safety Manager andrew.l@stallcombe.uk

Tbc- Registered Manager- Vacancy

Linda Armstrong- Team Manager Willows linda.armstrong@stallcombe.uk

Robin Nicholas- Estate Manager robin@stallcombe.uk

Hayley Searle- SLT Business Support hayley@stallcombe.uk

Mel Sancey-Derlon & Tina Gray- Team Leaders Stallcombe House
care.team@stallcombe.uk

Dale Churchill - Team Leader Willows care.team@stallcombe.uk

Vicky Eul- Secretary to Trustees Vicky.eul@stallcombe.uk

Stallcombe Community Board of Trustees:

Karen Masterton- Chairperson (User Trustee)

Ann Liverton

Victoria Eul (Secretary to the Board)

Chris Retallack (User Trustee)

Andy Letten - Staff Trustee

Renata Colley

Policies and Governance

A copy of all Stallcombe Community polices are held on our Breathe platform.

Regulation and Compliance

The charity's financial year runs from 1st July – 30th June. The charity is subject to an annual audit. Our current auditors are:

Francis Clark, Torquay
Telephone 01803 320100

The Senior Statutory Auditor is Sharon Austen

A copy of the charity's governing document is included as an appendix.



The role of a Trustee

Facts and figures

32 – registered for 33

92 staff

Net income (2023) approximately £395,000

Available cash resources including investments approximately £3,200,000

Total net worth of the Charity (unrestricted reserves) approximately £5,000,000

Stallcombe Eco Power

In 2015, the charity set up a trading subsidiary and installed a solar array to provide electricity to Stallcombe House. This was funded by a loan of £550k from the charity.

Any surplus energy generated is sold to the National Grid. Profits, if there are any, are to be gifted back to the charity by way of Gift Aid.

Stallcombe Eco Power's director is Phil Rackstraw.

Future Plans

The Board is committed to revamping Stallcombe. Phase 1 was completed in 2023/early 2024 to house all the office staff in the new Admin Block. This also saw the refurbishment of the Round House which is a lovely space for our residents to relax and enjoy story time, puzzles, a drink and chat with friends/family, and doubles up as an additional meeting space.

Phase 2 is the redevelopment of the Cottage. This will see the ceiling of the Theatre lowered to create 4-bedrooms in the eaves, all en-suite and better utilise the space within the Cottage so that all residents have their own en-suite facilities. In addition we recognise that staff need an area to unwind during the shift; we are creating a staff room with kitchenette, toilet facilities and a shower. A dedicated computer area for residents and making the Care Office bigger to accommodate 3-workstations. This should be completed in Spring 2025.

Phase 3. Is the redevelopment of the main house and commercial kitchen facility. We hope to start this work later in 2025.

What we need from you

Due to the nature of our work at Stallcombe and the people we support, we will need to ask some basic things of you. We will need to carry out a DBS check on you every three years, we will need you to keep us informed of any changes in circumstances and we need you to tell us if you have a conflict of interest in any discussion (conflicts are not necessarily a bad thing as long as we are transparent about it).

We will also ask you to carry out some basic safeguarding training, which is done online at a time to suit you.

We ask you to make every effort to attend board meetings and to read the supporting paperwork beforehand so that discussions can be focused and informed.

Schedule of meetings

Please see enclosed schedule on page 16

Companies House

Accounts must be filed within 9 months of year end, so by 31st March; the confirmation statement must be filed in April each year.

Charity Commission

Trustees' Annual Report and Accounts must be filed within 10 months of year end, so 30th April and an Annual Update must be completed at the same time.

Care Quality Commission

<https://www.cqc.org.uk/location/1-108950645>

Charity Commission Guidance for Trustees

The Charity Commission has lots of information and guidance to support trustees and should be your main reference point for all matters relating to running, reporting on and safeguarding the charity:

<https://www.gov.uk/government/organisations/charity-commission>

The following text has been taken from their welcome pack for new trustees, which can be found online at <https://www.gov.uk/government/publications/charity-trustee-welcome-pack/charity-trustee-welcome-pack>

Meetings

Meetings will be a necessary and consistent call on your time as a trustee. It's important to prepare for them and use them to contribute your views and ideas. Use these occasions to make sure that the charity is on track and expect to be able to monitor its performance against plans and any key risks.

Be prepared to ask questions, particularly on things you are unclear about to increase your knowledge.

Make decisions

This will be an important part of your role. Some decisions will be straightforward, others more complex. Use our guidance to help you make sure your decisions are properly made, particularly when you are taking those more difficult strategic decisions, such as those affecting the charity's beneficiaries, assets or future direction.

You should ensure that you have the information you need and that decisions are considered as a group. While some trustees may have specialist knowledge that you will want to rely on, be careful not to let any one individual dominate the actual decision making process.

Put your charity's interests first

At meetings and when making decisions – and in everything else you do for the charity – you must always put the charity's interests first. You will need to be alert to those matters affecting the charity in which you personally may also have an interest – this could be a direct financial interest but also be more broadly a loyalty or commitment to another organisation or person.

Where such conflicts of interest exist, they can be relatively straightforward to manage. Good awareness and having a system in place to handle them are crucial.

You will need to:

- Identify conflicts of interest when they arise
- Prevent them from affecting any decision
- Record how they are handled

Getting this right is not just a matter of meeting legal requirements, it also shows integrity, honesty and openness about what your charity does and how it does it. These values influence the public's willingness to support charities, and their trust and confidence that charities are run for public benefit, not private interests.

Get to know your 6 main trustee duties

It's important that you know these. In almost any trustee activity or decision at least one of the 6 main duties will be relevant.

Here's practical action you can take, for each of the 6 duties, in your day to day role as a trustee.

Always:

1. Be clear that what your charity does supports its purposes and benefits the public
2. Check that decisions you make are within the rules for your charity
3. Ask yourself what's best for the charity and who it helps
4. Satisfy yourself that the charity's funds, people and reputation are used sensibly and are protected from undue risk
5. Be prepared. Have the information you need, in the format you need, and set aside time to read it prior to meetings
6. Get the charity's accounts and reports in on time. Make sure they are to the standard required, and clear about the charity's achievements

5-Minute Guides from the Charity Commission

The Charity Commission has produced a series of 5-minute guides on the basics all trustees need to know. They can be found at:

<https://www.gov.uk/guidance/charity-commission-guidance#minute-guides-for-charity-trustees>

The following topics are covered:

- Charity purposes and rules
- Making decisions at a charity
- Managing charity finances

- Managing conflicts of interest in a charity
- What to send to the Charity Commission and how to get help
- Safeguarding for charities and trustees
- Political activity and campaigning by charities
- Accounts, financial reporting and tax
- Setting up or closing a charity



A Stallcombe Email address will be created for you to correspond with fellow trustees and staff members. This will be set up for you once your appointment is completed and registered on companies house.

Training

Stallcombe Community require all staff and Trustees to undertake some online training to ensure the safety of the people we support as well as the health and safety of our staff and trustees.

We use an online training provider- Bluestream academy

<https://elearning.bluestreamacademy.com/nchmis/auth/login?ReturnUrl=%2Fnichms%2F>

Modules you will be required to complete:

- Principals of Health and Safety
- Mental Health Awareness
- Information Governance
- GDPR
- Safeguarding
- Fire safety
- Equality and Diversity
- Depression awareness
- COSHH
- Complaints
- Bullying and harassment

Sub Committees-

In 2023 sub- committees were agreed at board level to oversee areas within the organisation. Committees are currently being updated.

Sub-Committee	Members
Governance & Policies	Karen Masterton Ann Liverton Anita Harper Carianne Bright Hayley Searle Sonia Nye
Finance	Anita Harper Sonia Nye Hayley Searle
Building & Maintenance	Andy Letten Robin Nicholas Caz Bright Sonia Nye Hayley Searle
Estate & Maintenance	Chris Retallack Keith White Sonia Nye Hayley Searle
Tech & Communication	Hayley Searle Sonia Nye
Working Parties	Members
Supported Living	Carianne Bright Karen Masterton
Stallcombe Agency (care staff)	Anita Harper Carianne Bright Karen Masterton Sonia Nye
Income Generation	Hayley Searle Sonia Nye
Directors	Members
Eco Power	Phil Rackstraw

Schedule of planned meetings 2025:

Thursday 6th February 2025

Thursday 8th May 2025

Thursday 7th August 2025

Thursday 6th November 2025

Thursday 5th February 2026

Board meetings take place at Stallcombe House, they start at 9.30 am and typically last for 2-3 hours. We hope to gradually move to a more hybrid way of meeting. Sub-committee meetings are arranged on an ad hoc basis.



Stallcombe Community Values

Safe- providing a safe environment for our residents to live and for our staff to work.

Transparency- demonstrating transparency across policies, procedures, and future plans.

Achieve- enabling our residents to achieve their aspirations and supporting staff to achieve their ambitions.

Listen- always listen to each other and treat each other with respect.

Learning- be open to new learning opportunities and share our skills and knowledge with each other.

Communication- clear communication with residents, staff, families, Trustees and external agencies

Open and honest- sharing information in a sensitive manner, listening to feedback and being honest with each other.

Making connections within our local community

Be Happy- creating an environment that enriches the lives of our residents, offering person centered activities, choice, and outstanding care.

Environment- a unique environment where the surroundings are used to maximum benefit for our residents.

How to Apply

Jackie Dawkins of Shine Charity Recruitment is working with us to ensure we find just the right people to join our Board. If you would like to find out more about Stallcombe House and the role of a Trustee, she will be very happy to talk to you about this. She can be contacted at jackie@shinecharityrecruitment.co.uk.

A zoom meeting will then be arranged with Jackie and if you are still interested she will ask you for a CV and supporting statement before sharing this and her recommendation with us.

The next step will be to arrange a visit to Stallcombe where you can meet staff and residents and find out more about our work. We would also like to arrange an informal interview with the CEO and a Trustee at this stage. If everyone is happy, we shall then invite you to join the next Board meeting as an observer.

DBS and reference checks will need to be undertaken before a formal appointment is made.

We do look forward to hearing from you and sharing the story of Stallcombe.