



**Abbey Cwmhir
Heritage Trust**

*Ymddiriedolaeth
Trefstadaeth
Abaty Cwmhir*

NEW TRUSTEES INFORMATION PACK



INTRODUCTION/ABOUT US

Abbey Cwmhir Heritage Trust has its origins in the early 1990's, when it was established to promote an understanding of Cwmhir Abbey through talks and leaflets and to commemorate the death of Llywelyn ap Gruffudd, the last Welsh born Prince of Wales, who's body is thought to have been buried at the abbey.

A few years ago we consulted with our local community and decided to widen the Trust's activities to include a project to develop more aspects of community heritage. This project, which is ongoing, is 'Demystifying the Abbey'. Since the project's initiation the Trust has won a series of grants from LocalGiving Magic Little Grants, supported by People's Postcode Lottery, National Lottery Heritage Fund/Cadw and Welsh Council for Voluntary Action. The activities supported by these grants have been very wide ranging and include:

- Creation of community heritage walks
- Recording memories of people associated with Abbeycwmhir
- On-line talks on a range of relevant topics

- Expert-led field training in aspects of our heritage and landscape
- Excavations
- Drone and Geophysical surveys
- Heritage research supported by a link to Prof David Austin and the team at Strata Florida
- Developing a geographical information system (QGIS)
- Studies at the granges of Cwmhir Abbey

Through this range of activities we have developed a vibrant team of volunteers who bring their wide range of skills to assist the Trust and we have an extensive group of supporters who follow and take part in our activities and talks.

Looking to the future, we wish to continue with this diverse range of topics that combine field activities with desk-based research, amateur enthusiast with academic professional to further our communities appreciation and enjoyment of the rich heritage of Abbey Cwmhir and its granges.

OBJECT AND AIMS OF THE TRUST

The Object of the Trust is:

- To advance the education of the public in the preservation and the historical and cultural importance of Cwmhir Abbey through the provision of information, events, research and continued learning.

The Aims of the Trust are: *(These Aims should be read in conjunction with our Object above)*

(1) that present and future generations will know about the historical and cultural importance of Cwmhir Abbey through the provision of information, events and research;

(2) that the Trust will help provide heritage-based education and well-being opportunities for the public, local communities and for visitors to the site to gain enjoyment and understanding about the Cwmhir Abbey and its place within Welsh culture, history and identity;

(3) that the Trust will aim to make Cwmhir Abbey and its lands a focal point for academic research and aim to work together with a network of academic and historical institutions and organisations to support continued new learning about the Abbey and its mysteries. That this information will be promoted for the wider benefit of local, regional, national and international communities;

(4) that generations of all ages and people from all backgrounds are able to participate and access opportunities provided through the Trust's work;

(5) that the Trust makes a positive and lasting contribution to the local community and works alongside it to address local needs and priorities. To engage and involve the community to create a sense of connection with the Cwmhir Abbey site and the community in which it lies;

(6) to commemorate the anniversary of the death of Llywelyn ap Gruffudd.

CURRENT TRUSTEES AND RESPONSIBILITIES

Julian Lovell
Trustee and Secretary and
History/Research Lead



Sian Meredudd
Trustee



Jackie Marriott
Trustee, Treasurer and
Membership Secretary



Mel Walters
Trustee and Project Lead
'Demystifying the Abbey'



Phil Olivant
Trustee



Angela Swindell
Trustee



TRUSTEES ROLE DESCRIPTION

Comply with the Charity's Governing Document and the law:

- Comply with your charity's governing document and the law
- You and your co-trustees must:
 - make sure that the charity complies with its governing document
 - comply with charity law requirements and other laws that apply to your charity
- You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to

Act in the Charity's best interests:

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

Manage your charity's resources responsibly:

You must :

- act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement.

You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds or selling land

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty

Act with reasonable care and skill:

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings (please see Commitment

Requirements below)

Ensure the charity is accountable:

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that the charity is complying with the law, well run and effective
- ensure appropriate accountability to members
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or
- decisions to staff or volunteers

Ensure that the Charity is managed effectively:

- It is a Trustee's responsibility to ensure that appropriate policies and procedures are in place for the effective management of the charity

Driving Charity Trustee recruitment and succession planning:

- It is the responsibility of all Trustees to ensure succession planning is in place for the future of the Trust and how new charity trustees with the necessary skills and experience will be recruited and inducted

Skills Required:

- bring different points of view to a discussion
- give insight into your beneficiaries' needs and experience
- make contacts in the community
- think of new ways of doing things
- previous experience acting as a Trustee desirable but not essential
- familiarity or links with the village Abbeycwhir, Cwmhir Abbey or its granges

Commitment Requirement:

Minimum Requirement:

- The Trust meets every two to three months for a meeting (currently via zoom and this is likely to continue for the foreseeable future) to discuss regular activities and ongoing projects under 'Demystifying the Abbey'/possible grant applications/financial report/membership report.
- These meetings are restricted to two hours maximum.
- As a Trustee you would be expected to attend these meetings, diary allowing, and the AGM in April each year.
- It is expected that Trustees are responsive to emails and contribute to key documents/discussions and decisions

Additional responsibilities/commitment:

- In addition there are many opportunities, if you so wish and your time allowing, to be part of one of our projects/sub-group or indeed lead on one.

Please note to be a Trustee:

Minimum age

You must be at least 16 years old to be a trustee of a charitable company or a charitable incorporated organisation (CIO), unless the charity's governing document says you must be older. You must be at least 18 to be a trustee of any other type of charity.

Disqualification

You must not act as a trustee if you are disqualified under the Charities Act, unless your disqualification has been waived by the Commission. Reasons for disqualification include if you:

- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement
- are on the sex offenders' register

APPLICATION PROCESS

Following an informal discussion with an appointed Trustee and receipt of your Application Form, shortlisted candidates will be invited to discuss your application and the role with two Trustees.

Attend at least two Committee meetings and a relevant sub-group will follow, running concurrently with an induction process to get to know the Trust, ensuring this important role is right for you and for the Trust.

TRUSTEE APPLICATION FORM

Please read the Trustee's Information Pack paying particular attention to the Role Description before completing this form. Also refer to the Trust's website <https://abbeycwmhir.org/uncategorized/become-a-new-trustee/> with further information about the Charitable Incorporated Organisation (CIO) and our Policies and Procedures at <https://abbeycwmhir.org/uncategorized/policies-and-procedures/>

Personal Details:

| | |
|----------------|--|
| Title: | |
| First Name(s): | |
| Surname: | |
| Address: | |

| | |
|---------------------------------------|--|
| | |
| Post Code: | |
| Contact No(s) Mobile: Landline: | |
| Email: | |

Interest and Motivation:

Please explain why you would like to apply for the position of Trustee of Abbey Cwmhir Heritage Trust

Relevant Past Experience and Expertise:

Please list below, summary of relevant past experience and provide any further information, including relevant memberships, board level positions, qualifications held or other relevant expertise which you feel may be relevant to this application:

References:

Please supply us with the names and contact details of two referees that we may

contact.

Name:

Address:

Postcode:

Tel: (daytime and mobile)

Email:

Name:

Address:

Postcode:

Tel: (daytime and mobile)

Email:

DECLARATION

I declare that: (* please delete as appropriate):

1. I am / am not subject to notification requirements under sexual offences legislation, commonly referred to as being on the sex offenders register. If these notification requirements apply to you, you are disqualified by the automatic disqualification rules, even if your offence is spent
2. I am / am not currently declared bankrupt or are subject to bankruptcy restrictions or an interim order, including an individual voluntary arrangement (IVA) - limited exceptions apply
3. I am / am not subject to a debt relief order under the Insolvency Act 1986, or a debt relief restrictions order, or interim order, under that Act
4. I am / am not disqualified from being a company director - limited exceptions apply

5. I have / have not previously been removed as a trustee, or as an officer, agent or employee of a charity by either the Charity Commission or the High Court due to misconduct or mismanagement
6. I have / have not previously been removed from a position of management or control of a charity in Scotland for mismanagement or misconduct
7. I have / have not been found to be in contempt of court for making, or causing to be made, a false statement - limited exceptions apply
8. I am / am not a designated person under particular anti-terrorist legislation
9. I have / have no conflicts of interest if I become a Trustee
10. I have / have not* been convicted of an offence involving deception or dishonesty (unless the conviction is spent)

If you have answered yes to any of the above please provide details.

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed, that appointment may be revoked.

Signed _____ Date _____

Thank you for completing this application form and for your interest in becoming a Trustee of Abbey Cwmhir Heritage Trust

This form should be marked 'Confidential' and returned to:

**Secretary: Julian Lovell Ty'r Ehedydd, Abbeycwmhir, Llandrindod Wells,
Powys LD1 6PL
01597 850098**

Website: www.abbeycwmhir.org Charity no. 1196905

Please note that all data will be held in the strictest confidence and in compliance with the General Data Protection Regulation and will only be used for the purpose of selection of trustees.

Please refer to our website for a copy of our Data Protection Policy.