



Lingfield United Trust

AN INTRODUCTION TO THE CHARITY AND THE WORK OF ITS TRUSTEES APRIL 2025

Thank you for showing interest in the work of Lingfield United Trust. We are currently seeking new Trustees and are grateful that you are willing to consider becoming one. A short description of the charity's work is outlined below and an application form is provided.

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Work of the Trust

Lingfield United Trust (LUT) is a charity that gives grants to poor and needy people living within the ancient parish of Lingfield (which covers Lingfield, Dormansland and Baldwins Hill). It also manages two alms houses, known as the HoChee Cottages, in Plough Road, Dormansland.

The majority of the grants are given at Christmas time through our Christmas Distribution. People are invited to apply for a grant in the autumn of each year and, provided they meet the required criteria, the grants are sent out early in December. We also consider giving grants to cases for assistance brought to our attention throughout the rest of the year, provided they qualify. In addition we are happy to support other local organisations that help the poor and needy. Most of the funds for this work are given to us by the Henry Smith Charity.

The two alms houses we manage were built in the 1870s and renovated in 2013. Each of them has a bedroom, sitting room, kitchen and shower room, and are compliant with the Almshouse Association's guidelines. The residents pay a weekly maintenance charge (WMC) to LUT, although in practice it's paid monthly, which is used to maintain and improve the properties and grounds as necessary. The WMC is less than 70% of the commercial rent for an equivalent property.

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Work of the Trustees

The work of the Trustees is to attend about five Board meetings a year, one of which is the AGM held in the summer. These meetings are usually held on a mutually convenient afternoon in the Centenary Room at St John's Church, Dormansland.

At these meetings the business to be covered:

- cases for assistance that have been referred to us
- a review of our finances;
- business relating to HoChee Cottages and the residents
- requirements of the Charity Commission and Almshouse Association
- additional correspondence and topics

Throughout the year, some visits to the residents and the almshouses may be needed. There may sometimes be meetings with outside bodies and training sessions to attend. The cost of training and transport is refundable.
Communication between Trustees outside meetings is generally by email.

Other Information

The following is the Almshouse Association's definition of 'What is a Trustee?'

- *Trustees are the individuals who are responsible, accountable and liable for the actions of their charity.*
- *The Charity's Governing Document will set out who the trustees of the charity are and how they are appointed. Essentially the trustees are the individuals who are controlling the management and administration of the charity.*
- *Trustees may be referred to by a variety of titles: governor, custodians, management committee, council, executive council, Feaffes, members of the corporation etc.*
- *The charity's trustees serve on the charity's governing body and are responsible for everything that happens in the charity, including control of the finance and administration. The trustees' overall role is to govern the charity, ensuring it operates effectively and efficiently in accordance with its charitable objects, remains financially viable and provides a high standard of accommodation for those in need.*
- *All trustees, however appointed, whether nominated by a third party or otherwise, have the same legal duties, rights and responsibilities towards the charity and its beneficiaries.*

The Clerk to the Trustees is the main contact for all correspondence and she takes the minutes of all meetings. She is also the main point of contact for any queries from residents and outside bodies.

Annual Accounts are prepared by our accountant and filed with the Charity Commission and Companies House.

Annual Reports are prepared by the Chairman/ Chairpersons and submitted to the Parish councils of Lingfield and Dormansland.

An annual report of the grants that we have made is sent to the Henry Smith Charity. We apply annually for future funding.

LUT is an Incorporated Charity, so the Trustees are also Directors listed at Companies House. Their individual liability is limited to £1 each.

If you would like an informal chat before applying, we can meet you at Costa Café or The Star Pub in Lingfield.

For further details, please contact enquiries@lingfieldunitedtrust.org