LINGFIELD UNITED TRUST

TRUSTEE RECRUITMENT POLICY

Introduction

1. The number of trustees under the Articles of Association for the Lingfield United Trust is between 7 and 10. Where possible this should include 2 ex-offio trustee posts to be held by the Vicar of Lingfield and the Vicar of Dormansland.
2. The Charity Commission advice is for Trustees to be formally appointed at the AGM and then serve for a 3 year term. At the end of 3 years they retire. They can seek re-election immediately for a second 3 year term. The advice concludes that a Trustee can serve for 3 three year periods and then retire to allow for a good rotation of new Trustees into the Charity. A Trustee can retire at any point.

In view of the above it is necessary to have an ongoing succession and recruitment plan to ensure the continuity in the management of LUT. This may be of an undocumented nature until a vacancy becomes available. At this time a more rigorous process documentation must be employed.

Skill Sets

It is important to be aware of the necessary skill sets needed for the smooth management of LUT. These may cover:

Finance

Building/ maintenance

Knowledge of Social Services/care

IT/ communications

Local knowledge

Prior to recruitment, consideration should be given to identify any missing skills or the pending loss of such skills due to retirement, within LUT.

Source of Applications

These may be taken from the following examples:

Personal connections

Local advertising

Local community recommendations

The Application form to be taken from the latest Almshouse Association Guidance template and adjusted to the LUT role. The application form should include the Companies House declaration for directors. The list of Trustee Duties should be sent to the applicant along with the application form.

With agreement of all trustees the applicant may be offered the opportunity to attend that part of a board meeting which does not include confidential information.

Interview

The purpose to:

Allow all parties to share information

Learn about the applicant

Inform the applicant about LUT, the almshouse movement, the role

Answer questions from the applicant

Clarify any anomalies from the application form

A minimum of 2 trustees to interview. Feedback and recommendations to be given to all trustees either in person or via e-mail. Decision to appoint preferably unanimous by all trustees.

Induction

Following a decision to appoint, the process of offer and induction begins with the issuing of documentation by the clerk.

The following documentation to be issued on Acceptance by the applicant:

Appointment letter

Memorandum and Articles of Association

Certificate of Incorporation

Sealed Charity Commission Order 3rd February 1953

Code of Conduct, include Conflicts of Interest

Chairman's annual report

Companies House registration number

Charity Commission registration number

Almshouses Association membership number

Current Chair and Trustees contact details

Links to apply for a DBS check and applicant advised that reimbursement of financial outlay for this will be made on production of a receipt of payment.

Invitation to next board meeting

Documentation

The following can be taken (and amended according to LUT role) from the latest Almshouse Association guidance template:

Appointment letter

Trustee induction

Code of Conduct

Evaluation of the process

This policy has been approved for issue by the board of trustees at the meeting of the trustees

Signature. ..... **Date** 23rd June 2026

Signature Gill Williams **Date** 23rd June 2026

Review date: April 2027