

# DARTMOUTH UNITED CHARITIES

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The Manager  
First Floor, 3 The Quay  
Dartmouth  
Devon TQ6 9PS  
Tel. (01803) 835006

Reg. Charity No. 203399  
[info@dartmouthunitedcharities.org.uk](mailto:info@dartmouthunitedcharities.org.uk)

Dear Applicant

Thank you for your interest in becoming a trustee of Dartmouth United Charities (DUC).

Please find included for your information:

- A briefing note on DUC
- Application form
- Disqualification declaration and data protection consent form
- Trustees code of conduct

The Charity Commission has produced a useful document 'The Essential Trustee'. We would encourage you to look at the latest version which can be found on this link:  
<https://www.gov.uk/government/news/the-essential-trustee-new-guidance-on-trustees-responsibilities>

Firstly, before applying for the position, our Chair Jill Cawley would like to ring you for an informal chat. Please can you let me have your phone number to pass on to her.

Then if you remain interested please complete the short application form- you are welcome to also attach a CV if you have one.

All applications must be received by 2<sup>nd</sup> November 2020. Please keep the morning of 17<sup>th</sup> Nov free in your diary for informal interviews.

If you have any questions please do not hesitate to contact the office.

Kind regards

*Sarah Massey*

Manager

## DARTMOUTH UNITED CHARITIES – BRIEFING NOTE

### **1. HISTORY OF DUC:**

Dartmouth United Charities (DUC), previously part of the Dartmouth Charities, was established in 1909, to provide almshouse accommodation for residents of Dartmouth and to make grants to local people in need. The charity is run in accordance with Schemes prepared by the Charity Commission. The charity is currently administered under a Scheme that was sealed on 28<sup>th</sup> April 1953 and various subsequent Schemes made alterations to it. The last comprehensive Scheme to bring matters up to date was sealed on 20<sup>th</sup> July 1987.

The DUC is administered by a body of trustees who give their services voluntarily. Day-to-day administration is carried out by the Manager at the Charities' office, 1<sup>st</sup> Floor, 3 The Quay, Dartmouth. The Manager is assisted by an Administration Assistant, a Scheme Warden and a Buildings Maintenance Manager to ensure the smooth running of the DUC.

The DUC receives generous funding each year from its half share of the surplus income generated by the investment activities of The Dartmouth Trust, another local charity. These funds help trustees to maintain the almshouse properties to a good standard, to provide reasonably priced accommodation to the residents and to give grants to individuals and local organisations through its donations process.

Historically the DUC provided accommodation to residents of a more mature age but in fulfilment of a long held aim the Trustees are now also able to assist young Dartmouth families. After many years of discussion and planning, five additional 2-3 bedroom properties have been purchased since 2013 in Dartmouth, all with outside space suited to children. F

It is hoped that the provision of this additional (more spacious) accommodation will provide low cost housing to families and, as such, will enable them to save towards their future accommodation whether in private rented accommodation or by purchasing a privately owned house.

### **2. ALMSHOUSES:**

Almshouses are unfurnished dwellings, provided to help people in financial need. In the case of DUC, it is an additional condition of the Scheme that applicants must have lived in the parish of Dartmouth for at least 2 years. DUC's aim is to provide convenient and comfortable accommodation in a setting which allows residents to come and go as they please. Almshouses provide security and our flats also offer a part-time warden to manage the premises and assist residents.

Emergency call systems are provided in accommodation units where appropriate to resident's needs. This means that, in an emergency, such as a sudden illness or a fall, a resident can get help quickly. In addition, there are many other provisions designed to make daily life as easy as possible and to encourage neighbouring residents to help and support each other. DUC does not have facilities to give care to its residents apart from in an emergency (when family/friends would be contacted to provide the care/support required).

A person who has been duly appointed as a resident of an almshouse charity is a beneficiary of the charity, not a tenant. This means that a resident has no legal interest in the almshouse accommodation which is allocated to him/her, but occupies it simply with the permission of the Trustees, who have the legal rights of owners. This permission can be withdrawn in certain circumstances. Trustees of an almshouse charity have no power to grant a tenancy of an almshouse to any beneficiary.

### **3. ACCOMMODATION PROVISION:**

DUC has 19 flats situated within easy access of the town centre in Victoria Road. The flats are generally one-bedroom, with a living room, kitchen and bathroom. The communal entrance halls, staircases, landings and corridors are cleaned weekly, but it is the resident's responsibility to clean their own flat. Two laundry rooms are provided for the flats, with large washing and drying machines available for residents' use.

DUC has 5 houses (one 2-bedroom and four 3-bedroom) all with outside space for their occupants' use.

Cookers/hobs are installed in kitchens and floor coverings are provided, otherwise properties are unfurnished. Residents are responsible for all internal redecoration but the properties are brought up to a good condition and fully redecorated between residents.

All Residents pay a 'Monthly Maintenance Contribution' to the DUC, towards accommodation, insurance and fire protection services.

In addition in the warden supported flats, the DUC pays for residents' water charges and gas bills and concessionary TV licenses where applicable. All residents pay their own electrical, telephone and Council Tax. The DUC is responsible for all the external maintenance and some repairs to its buildings, which includes the upkeep of communal areas in the Victoria Road buildings.

There is a small 'Guest Suite' available for the short-stay visits of family/friends who wish to offer companionship and support to residents. This can be booked through the office for a modest nightly charge and is offered to those in the greatest need first (in particular to relatives of a resident who is unwell).

### **4. GRANTS**

Organisations and individuals can apply to Dartmouth United Charities through their small grants programme. All applications must meet the criteria and understand the conditions of any grant given. The DUC offers grants to people who are resident in the Parish of Dartmouth who are experiencing financial need, hardship or distress; and also to organisations who provide services or facilities that alleviate conditions of need, hardship and distress and which benefit the residents of Dartmouth. DUC will only meet the core costs of an organisation that can be directly linked to delivering grant activity.

Applicants must read the full guidance and submit their application on the form provided which is available on the DUC website. There are no deadlines for applications.

## **5. TRUSTEE BOARD**

The Trust's Board includes:

- 7 Publicly advertised trustee positions – persons who through residence, occupation or employment or otherwise have special knowledge of the Town of Dartmouth. Appointed for a term of 4 years by Trustees at a special meeting.
- 2 Nominative trustees –nominated by Dartmouth Town Council for a term of 4 years. Each appointment should be made at a meeting convened and held in according to the ordinary practice of the council. The person appointed may be but need not be a member of the town council.

Any competent Trustee can be re-appointed although careful consideration is given after 2 terms to ensure the Board's skills and experience is reflective of its current needs.

## **Trustee Application**

Surname	First name(s)
Address (incl Post Code)	
Date of birth	
Home telephone	
Mobile telephone	
Email	
<p>Please indicate why you want to become a trustee of The Dartmouth United Charities and what you would bring to the role.</p>	

What is your connection to Dartmouth

Areas of skills/experience

Trustee/Board member	
Charity management	
Finance	
Social Housing	
Buildings	
Human Resources	
Health & Safety	
Risk Management	
Other (pls state)	

Name, phone and email of referee 1

Name, phone and email of referee 2

Capacity in which they know you:

Capacity in which they know you:

## **Declaration**

After 1 August 2018, you will be automatically disqualified from acting as a trustee if:

1. You have an **unspent** conviction for any of the following
  - a) an offence involving **deception or dishonesty**
  - b) a **terrorism** offence
    - a. to which Part 4 of the Counter-Terrorism Act 2008 applies
    - b. under sections 13 or 19 of the Terrorism Act 2000
  - c) a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
  - d) a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
  - e) an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
  - f) an offence of **misconduct in public office, perjury or perverting the course of justice** yes/no
  - g) In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence
2. You are **on the sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
3. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth
4. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
5. You are a **designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
6. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
7. You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
8. You have been **removed from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (**Scotland**) Act 2005 (or earlier legislation)
9. You are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
10. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)

11. You have an individual voluntary arrangement (IVA) to pay off debts with creditors
12. You are subject to a moratorium period under a debt relief order, or a debt relief restrictions order, or an interim order
13. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)

I declare I am not disqualified from acting as a trustee due to any of the above reasons and I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.

**I understand that it is an offence under section 60(1) (b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information.**

**Data protection:** The information you provide on this form may be used by Dartmouth United Charities for the following purposes: to identify charity trustees; to carry out checks on information provided to ensure that you are not disqualified from being a trustee; to contact your referees; and for any other purpose in line with our Data Protection and Privacy Policy.

**I understand and agree that the personal information I have provided Dartmouth United Charities in this form may be used for the purposes listed above in line with the Data Protection and Privacy Policy.**

Signature

Print name

Date

**Please return to:**

Sarah Massey, Manager, Dartmouth United Charities,  
1<sup>st</sup> Floor, 3 The Quay, Dartmouth TQ6 9PS  
[Info@dartmouthunitedcharities.org.uk](mailto:Info@dartmouthunitedcharities.org.uk)

If you are appointed a Trustee you will be asked to sign the following Code of Conduct, provided here for your information only.

### **Code of Conduct for Charity Trustees**

#### **General**

- I will act within the governing document of Dartmouth United Charities (DUC) and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the constitutional arrangements, as set out in the Scheme dated 20<sup>th</sup> July 1987 and relevant policies and procedures.
- I will support the objects and mission of DUC, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- I will be an active trustee, making my skills, experience and knowledge available to DUC and seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees.
- I will respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of DUC and its environment. This will include an understanding of how DUC operates, the social political and economic environment in which it operates and the nature and extent of its work.
- I will use DUC's resources responsibly.
- I will seek to be accountable for my actions as a trustee of DUC, and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that DUC is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

#### **Managing interests**

- I will not gain materially or financially from my involvement with DUC unless specifically authorised to do so.
- I will act in the best interests of DUC as a whole, and not as a representative of any group - considering what is best for DUC and its beneficiaries and avoid bringing DUC into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with DUC policy.
- I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

#### **Meetings**

- I will attend all appropriate meetings and other appointments at DUC or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with DUC.
- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.

- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way. Listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision-making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

#### **Governance**

- I will actively contribute towards improving the governance of the trustee board.
- I will participate in induction and training and sharing ideas for improvement with the board.
- I will help to identify good co-optative candidates for trusteeship at DUC and, with my fellow trustees, appoint new trustees in accordance with agreed selection criteria.

#### **Relations with others**

- I will endeavour to work considerately and respectfully with all those I come into contact with at DUC. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of trustees, volunteers and staff of DUC are different, and I will seek to understand and respect the difference between these roles.
- I will seek to support and encourage all those I come into contact with at DUC. In particular, I recognise my responsibility to support the Chair and Administrator.
- I will not make public comments about the organisation unless authorised to do so. Any public comments I make about DUC will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

#### **Leaving the board**

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the trustee board.
- Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from the board I will accept the majority decision of the board in this matter and resign at the earliest opportunity.
- If I wish to cease being a trustee of DUC at any time, I will inform the Chair in advance in writing, stating my reasons for leaving.

**Signed:**

**Name:**

**Dated:**