



The Woodhams Stone Collection: A Handbook for Trustees

Introduction

Thank you! You have made a valued commitment to become a trustee of the Woodhams Stone Collection. You will play a role in maintaining and providing access to the Woodhams Stone Collection for the people of, and visitors, to Malton and Norton now and for the future. That's a pretty special thing to do.

This document is intended as a simple guide for you, as a trustee, to help you fulfill your duties.

What is Woodhams Stone Collection?

The Woodhams Stone Collection was formed in 2011 to secure the future of two very significant local history collections for the communities of Malton and Norton-on-Derwent. Mr Sid Woodhams has spent over 60 years collecting objects relating to local businesses and trades, including items relating to the once familiar Russell's Brewery and the Co-operative Society, and tools from trades such as joinery, coopering and butchery. There are also a large number of old household items from kitchen equipment to bed warmers! It is a comprehensive collection representing many aspects of life in and around these two towns.

There are approximately 6000 items in the Woodhams side of the Collection, the bulk of which dates from between 1850 to 1950. Mr John Stone has collected hundreds of postcards and photographs showing the streets and landmarks of Malton, Old Malton and Norton and surrounding villages, from around 1900 to the present day. Together with his large paper-based archive relating to local businesses, public notices, and advertisements for entertainment including dances, sporting events and concerts, his collection is a valuable source for tracing the history of Norton, Malton and the local area. The Stone side of the Collection is made up of approximately 5 to 7,000 items.

Sid and John very generously agreed to gift their collections to the towns of Malton and Norton with the express wish that they should be displayed to the public in the towns where they originated. The committee secured support from the DEFRA-led LEADER programme and Ryedale District Council to take the first steps towards this aim. A £10,000 project to employ a freelance worker to carry out an initial assessment of the collections was completed in 2013 and concluded that there was enough material of local significance for the private collections of Sid Woodhams and John Stone to be saved for the benefit of the local community.

The two collectors signed a Deed of Trust after which the legal ownership of the objects transferred to the Woodhams Stone Collection. The Collection gained charitable status in January 2014 and transferred to a Charitable Incorporated Organisation in 2018.

What is our vision?

Our Mission Statement is

'...to inspire a passion for Malton and Norton through the promotion and preservation of the Woodhams Stone Collection as an invaluable local history resource for present and future generations.'

The best place to go to understand this, and how we achieve it, is to read our current Forward Plan which you will be given a copy of with this document.

In delivering the Forward Plan we will always be working to meet the charitable objectives of the Collection as set out in our constitution. These are:

"The advancement of education of the public in particular but not exclusively by the establishment of a museum housing the Woodhams Stone collections for the benefit of the inhabitants of Malton and Norton Yorkshire and the general public"

To understand more about the Collection, how we have got to where we are today, and what we aspire to in the future, we encourage you to:

- Take part in some of the volunteering activities such as collections accessioning, research and open days
- Talk to other trustees who will share their experience and knowledge
- Talk to our volunteers
- Watch our short video <https://vimeo.com/233343580>
- Read about John and Sid's passions in the transcripts of their oral history recordings

We hope you will be captivated, inspired and be excited to now be joining the Woodhams Stone family!

The trustee role

What is required?

We hold 4 formal trust meetings per year, one a quarter, and there are then less formal working meetings between these times. The working meetings may be on specific projects or activities, such as fundraising events or planning for an exhibition.

You will be expected to attend the trust meetings and to participate in the working meetings as appropriate.

You should read the enclosed constitution which outlines the rules by which we operate as a trust. You need to be familiar with these to allow you to fulfil your role as a trustee and to ensure the Trust fulfills its charitable requirements.

Trustees who are absent from all meetings within a six month period may be asked to leave their post (excepting in mitigating circumstances).

Trustee duties

The Charities Commission provides guidance on what is expected of a trustee for any charity. As a Trustee of Woodhams Stone Collection you will be expected to:

- Ensure the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long term strategy.
- Ensure that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those objects are) for the benefit of the public.
- Ensure the organisation defines its goals and evaluates its performance against targets.
- Safeguard the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place.
- Ensure the financial stability of the organisation.
- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- If the charity employs staff, to follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing guidance on new initiatives, or other issues in which the trustee has special expertise.

Specifically, as a Trustee of The Woodhams Stone Collection we expect you to:

- Follow museum ethics and the policies of the Collection in making decisions about the storage, use, display etc of the Collection including compliance with Accreditation guidance appropriate to the Collection's status
- Promote and celebrate the Collection, acting as an ambassador for it
- Use your specific skills, knowledge and experience to support and enable the activities of the Collection

The specific roles we have for trustees are:

1. Chair
2. Treasurer
3. Secretary
4. Fundraising
5. Volunteer co-ordination
6. Research and exhibition
7. Marketing and social media
8. Collections management

The role descriptions are included at the end of this document. We will support you in identifying and obtaining relevant training, where possible, to enable you to undertake your role(s). All trustees will receive an introduction to the Woodhams Stone Collection and to being a trustee.

We are required by our constitution to have a minimum of 5 trustees and a maximum of 10. Therefore a trustee may fulfill more than one of these roles.

The Trust is required to inform the Charities Commission of the details of their trustees as part of the annual return. You will be asked to complete a trustee declaration form to confirm that you:

- are willing and eligible to act as trustees
- understand their charity's purposes
- have passed any checks required if the charity works with children or vulnerable people

As a trustee you will not be working directly with children, young people or vulnerable adults therefore we do not undertake a Disclosure and Barring Service (DBS) check. To comply with our approach to safeguarding you should never be asked to or agree to undertake any activity which might leave you in sole charge of children, young people or vulnerable adults.

Data protection

The Trust will collect and store data about you, as a trustee. This will include:

- Your contact details
- Eligibility to be a trustee
- Details of any other charities / charitable organisations you are a trustee of

We will retain this information for as long as you are a trustee and for a single trustee term after that.

Where can I find out more?

Further guidance about the role of trustees is available on the Charity Commission website <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

The Association for Independent Museums provides useful guidance for trustees of museum collections <https://www.aim-museums.co.uk/for-trustees/>

AIM publishes a free quarterly electronic newsletter packed with the advice, news and ideas that trustees particularly need. To sign up, please email shanna@aim-museums.co.uk or call 01495 774127

For a guide to working in a committee see <http://www.diycommitteeguide.org/code/what-role-chairperson>

Speak to the Collection's Museum Mentor(s). These are experienced museum professionals who provide their knowledge and understanding to support the Collection in areas such as collections management, collections care, audience engagement, organisation and governance.

Trustee roles

Chair

1. To be responsible for effective functioning and management of Trust meetings, conducted according to constitution. To chair the meetings accordingly
2. To ensure that Trust matters are dealt with in an organised and efficient manner
3. To lead the Trust and encourage accountability and responsibility from all trustees
4. To act as a figurehead for the Collection including from time to time as a spokesperson or as the main point of contact
5. To delegate responsibility for chairing meetings to another Trustee as required

Treasurer

1. To be responsible for the payment of all invoices and charges incurred by the Trust
2. To manage the receipt of any income to the Trust
3. To maintain monthly cash flow projections and to provide a quarterly financial report to the Trust
4. To complete the accounts of the Trust at the end of each financial year and to ensure that these are audited / reviewed as appropriate and approved by the Trustees
5. To submit the annual return and accounts to the Charities Commission
6. To drive the Trust's income generation strategy

Secretary

1. To support the Chair in the effective functioning and management of Trust meetings specifically by:
 - Organising and minuting meetings particularly ensuring that actions and decisions are recorded
 - Ensuring circulation of minutes, agendas and notices to Trustees
 - Ensuring invitation of outside representatives / bodies as required to Trust meetings
2. Maintaining effective records and administration including a register of attendance at all trustee meetings
3. To ensure that any sub-committee meetings held are minuted by the chair of that group and shared at Trust meetings

Fundraising

1. To prepare a fundraising strategy in liaison with the treasurer which will identify activities, events and grant / sponsorship plans for each financial year for approval by the Trust
2. To ensure that all trustees are aware of and understand the fundraising priorities of the trust
3. To ensure that the Trust complies with the conditions of any funding received e.g. reporting, evaluation, acknowledgements and marketing
4. To lead the delivery of the fundraising, working with other trustees and volunteers as appropriate, this may include:
 - Planning, organising and running fundraising events
 - Making applications to grant funding bodies
 - Making applications or approaches to charitable trusts
 - Seeking sponsorship from organisations, businesses and individuals
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Volunteer co-ordination

1. To develop and maintain the volunteer handbook, volunteer role descriptions and associated volunteer paperwork
2. To lead on volunteer recruitment through various means including advertising and social media, open days and direct invitation
3. To ensure that volunteers are provided with an induction, with all necessary information and are aware of all relevant policies
4. To ensure that volunteers are provided with the relevant training or information to enable them to undertake their role
5. To ensure that volunteers are satisfied in their roles
6. To ensure that the trust complies with Data Protection rules in the way in which it retains volunteer information

Research and exhibition

1. To develop an annual plan or programme of research activity based on the Trust's plan of activity and Forward Plan
2. To ensure that volunteers providing research and exhibition roles are aware of their role and are provided with research tasks
3. To lead the planning and organising of exhibitions working with other trustees and volunteers
4. To enable to provision of research services on behalf of the public on request
5. To lead on the development of trustee and / or volunteers who are able to provide talks and tours of the collections
6. To ensure that the Trust's research files are maintained

Marketing and social media

1. To prepare a plan for profile raising and marketing of the Collection appropriate to the aspirations and activities in the Forward Plan
2. To lead on the use of social media (twitter, Facebook) in promoting the Collection and providing access to it
3. To ensure that the website is kept up to date with news and information about the Collection and its activities
4. To lead on any additional marketing activity e.g. printed media, advertising etc working with other Trustees and volunteers

Collections management

1. To ensure that collections are managed in accordance with the Collection's policies and processes
2. To ensure that the Trustees make decisions on collections development and collections care in line with the Collection's policies
3. To ensure that collections volunteers are trained in the processes and understand their roles
4. To update or revise the Collection's policies in line with any new guidance
5. To be responsible for leading the Collection's Accreditation application / renewal
6. To ensure that the Collection's security and insurance arrangements are up to date and appropriate to the Collection's activities and location
7. To ensure that there is an Emergency Plan in place and all Trustees and volunteers are aware of it