Chippenham
Borough Lands Charity
grants • guidance • great places

TRUSTEE
RECRUITMENT PACK

2026

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CHAIR OF TRUSTEES

WELCOME

Thank you for your interest in joining the Board of Trustees at Chippenham Borough Lands Charity (CBLC). We are delighted that you are considering lending your experience, expertise, skills and time to our organisation.

As a charity with roots stretching back to 1554, CBLC plays a vital role in enhancing the wellbeing of Chippenham residents. Our work spans from managing significant community assets to providing crucial grants that support individuals and organisations across our town. As we continue to evolve and meet the changing needs of our community, the role of our trustees has never been more important.

We are seeking individuals who share our commitment to Chippenham and who can bring fresh perspectives and diverse skills to our board. As a trustee, you will have the opportunity to shape the future of a historic charity while making a tangible difference in people's lives today.

In this recruitment pack, you will find information about CBLC, the responsibilities of a trustee, and the skills we are looking for. We also have a wealth of information on our website. We encourage you to read through it carefully and consider how your experience and vision align with our mission.

Being a trustee at CBLC is both a privilege and a responsibility. It offers the chance to be part of a team dedicated to the wellbeing of our community, to engage with a wide range of local issues, and to contribute to the stewardship of significant resources for public benefit.

We look forward to learning more about you and how you might contribute to the next chapter of CBLC's story. If you have any questions or require further information, please don't hesitate to contact us.

Thank you again for your interest. We wish you the best in your application.

Sincerely,

Jenny Budgell

Chair of Trustees

ABOUT CBLC

Chippenham Borough Lands Charity (CBLC) is place-based charity dedicated to supporting the wellbeing of people in Chippenham through grants, guidance and great places.

Our substantial endowment generates an annual income dedicated to enriching lives. We provide funding to individuals and local organisations, care for public green spaces and invest in projects that strengthen our community.

CBLC awards grants focused on welfare and community benefit. Our grants support a wide range of needs from helping individuals with education, mobility, and essential household items, to funding community groups that run local events, provide services, and enhance wellbeing. We offer grants of up to £10,000 a year for organisations, with three funding rounds each year. Our grants for individuals are available all year round.

Chippenham Borough Lands Charity stewards over 70 acres of community green space. Originally bestowed to Chippenham by way of a Royal Charter, the charity has safeguarded these historic "Borough Lands" through changing times. Notable among our assets are two Grade II listed buildings, with The Bank House serving as our primary office and the Jubilee Building office for Wiltshire Citizens Advice and offering office and meeting space to other local charities including Victims Support and Doorway.

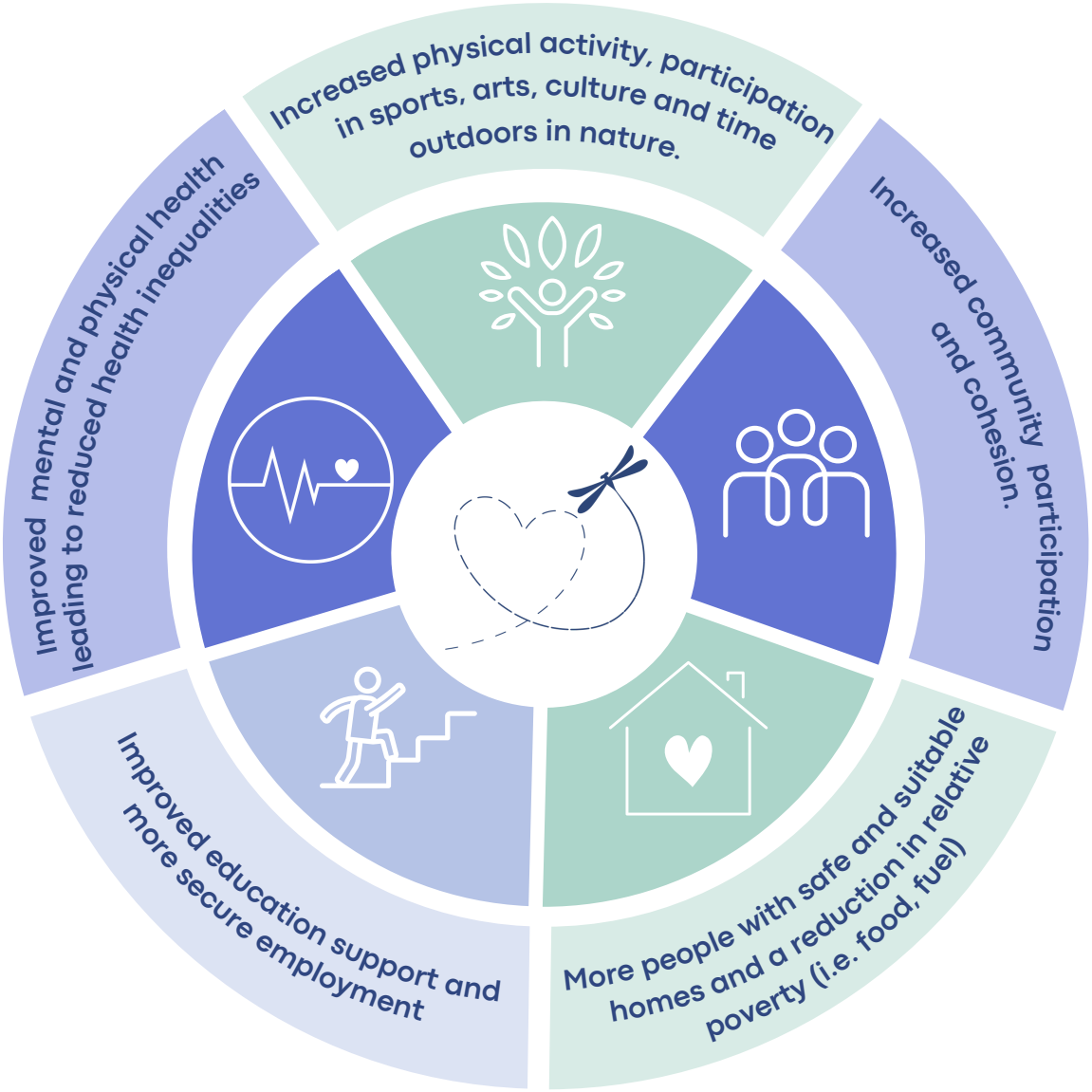
Our extensive portfolio includes two community centres – Pewsham Community Centre and Kingsley Road Community Hall, the former which we directly manage, and the latter is managed by a volunteer group. Our land at Baydons Meadow (a wildflower meadow), and Mortimores Wood (an ancient woodland), offer open community access and enjoyment of these natural green spaces. We also have two car parks.

Recent environmental and recreational developments include extensive tree plantings, a sculpture trail, and walking paths across Westmead Open Space. Westmead Playing Field is home to the charity's state-of-the-art climbing centre The Arc, with a complementary skatepark and play area. The Arc is leased to and run by The Climbing Academy.

CBLC's origins date back to a period when Chippenham was governed by a Bailiff and twelve Burgesses. Established by Queen Mary I's Royal Charter in 1554, these Burgesses were responsible for managing the lands and resources, ensuring the proceeds supported public infrastructure and local governance. The lands, originally part of Lord Hungerford's estates, were granted to alleviate financial burdens and support public services. The Burgesses were responsible for managing these lands and ensuring their proceeds were used for the community's benefit.

CBLC was established to manage these historical lands, ensuring they continued to serve the community as originally intended by the charters. The charity oversees the assets, invests the proceeds, and uses the income to support local projects, infrastructure, and community welfare, maintaining the public benefit envisioned by the original land grants.

From Tudor-era origins to modern advancements benefitting residents today, CBLC serves as vigilant custodian of these treasured communal green spaces for both current and future generations. Our Trustees are custodians of our endowment funds and land for the benefit of our community, using these transparently, efficiently, effectively and in response to the needs of Chippenham residents.



VISION AND MISSION

Vision

A Chippenham where everyone can thrive

Mission

Improving the wellbeing of our community through grants, guidance and great places.

THE ROLE OF A TRUSTEE

1. What are the responsibilities?

As a Trustee, you will be able to use your valuable skills and experience to have a direct influence over the work of our charity.

It is a rewarding role, but there are responsibilities that you, as part of the Board of Trustees, will have:

- You need to make sure that the charity is carrying out its purpose to benefit the people it was set up to support and complies with its governing document and the law.
- You will always act in the best interests of the charity using reasonable care, your skills, knowledge, and judgement.
- You will work with other trustees, our CEO, and staff to shape the services and future direction of the charity.
- You will help to manage the charity's resources responsibly by ensuring appropriate financial controls and reporting mechanisms are in place and that any risks are identified and managed.

2. What is the expected time commitment?

Meetings:

- Attend at least 3 out of 4 quarterly full board meetings
- Join one or more quarterly committee meetings
- Participate in two annual planning/strategy sessions
- Meetings usually last 1-2 hours

Location:

- Meetings are held in person at CBLC's office in central Chippenham. We have some limited free car parking, are next to the Bath Road car park and are close to the Bath Road/New Road bus stops.
- Some meetings may be online or hybrid

Additional responsibilities:

- Champion the Charity's work to personal/work networks
- Consult with staff on specific subjects when needed
- Support events and campaigns throughout the year where possible
- Review documents and papers before and after meetings
- Respond to other documents or issues as they arise
- Occasionally attend internal events or represent CBLC at external events

Overall time commitment:

- Estimated at around 5-10 hours per month

It's important to note that while the estimated time commitment is 5-10 hours per month, the actual time may vary depending on CBLC needs and the Trustee's level of involvement.

3. What sort of person?

To become a Trustee, you must be over the age of 18. You must not have been disbarred (not allowed by law due to previous misconduct) from being a Company Director, have previously been removed from a Charity by the Charity Commission or have been declared bankrupt.

The most important things that we are looking from you are that you:

- have a commitment to help CBLC to improve the lives of the residents of Chippenham.
- can demonstrate awareness of the social, educational, and cultural challenges in Chippenham and bring relevant insights from personal experiences, professional background or committed interest in community development.
- are well organised and willing to prepare for meetings by reading information in advance and being ready to engage and ask questions.
- can be part of a team, working together and establishing good relationships, able to debate issues and question colleagues in an appropriate and constructive way.
- can take in and analyse information in an impartial and objective way.
- communicate with honesty and openness and can contribute to discussions to develop ideas.

4. What support will I get?

You will be well supported by the Chair of the Trustees and fellow Board members.
In addition:

- The CEO and staff team will meet with you to support your induction and provide you with an overview of CBLC operations.
- You will receive information from the Charity Commission to guide your induction as a Trustee and additional ongoing training and support is encouraged.
- You will be paired with an experienced trustee who will be able to provide guidance and support as you settle into your role.

5. Will I be remunerated for my role as a Trustee?

No, trustees do not receive a salary, fee, or other financial reward for their role. The role is offered on a voluntary basis. However, CBLC is committed to supporting trustees in their roles:

- Reasonable expenses incurred in carrying out trustee duties will be reimbursed.
- All costs associated with trustee training and development are covered by the organisation.

6. What technology will I need to use as a Trustee?

You will be expected to be familiar with the use of technology. The Charity will provide you with a trustee Microsoft 365 account, which will give you access to our Teams and SharePoint platform. In addition, you will have access to IT support. This will allow you to access all the information you will require for charity business. Training will be provided as required.

7. Is there a probationary period for new Trustees?

Yes, all newly appointed charity trustees have a six-month probationary period. This is to ensure that it's the right fit for both the Trustee and the Charity. Throughout this period, the Chair will meet/talk with you to discuss how the role is going, offer and receive feedback, and provide any support needed.

8. Will there be performance reviews for Trustees?

Each trustee will have an annual check-in meeting with the Chair. This allows for feedback and to ensure our trustees have the support needed to fulfil their roles effectively.

9. How long is the appointment term for Trustees?

Trustees are appointed for up to a four-year term and can serve a maximum of two terms. They can return after a two-year break.

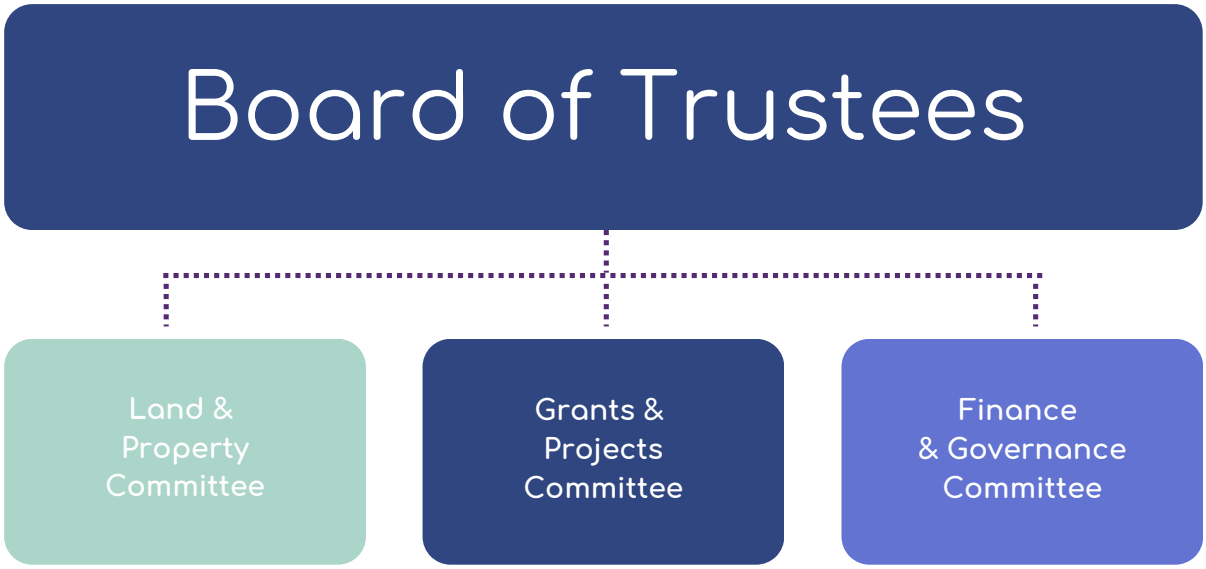
OUR TRUSTEE BOARD

We currently have 7 Trustees who play a vital role, volunteering their time and working together to make important decisions about the charity's work.

The body of Trustees normally consists of six Nominated Trustees and up to seven Co-opted Trustees. The Nominated Trustees are appointed, where possible, as follows:

- Chippenham Burgesses Guild
- 1 Chippenham Chamber of Commerce
- 1 Chippenham Churches Together
- 1 Chippenham Town Council
- 1 Community
- 1 Wiltshire Citizens' Advice

CBLC Meeting structure



Board of Trustees
- Sets overall charity direction and strategy
- Reviews progress, approves major decisions
- Ensures legal and regulatory compliance
- Frequency: Quarterly meeting

Land & Property Sub-Committee
- Sets strategic direction for 70 acres of community land and property portfolio
- Develops policies for land use by local groups and charities
- Plans long-term land enhancement and improvement strategies
- Recommends environmental and sustainability initiatives
- Frequency: Quarterly meeting

Grants & Projects Sub-Committee
- Develops grant-making strategies and priorities
- Discuss and approve grants
- Reviews impact of grant programmes
- Recommends strategic project initiatives
- Frequency: Tri-annual meeting (3 x per financial year)

Finance and Governance Sub-Committee
- Reviews financial strategy and investment policies
- Assesses financial risks and governance structure
- Recommends financial and governance policies
- Frequency: Quarterly meeting

All sub-committees make strategic recommendations to the full board.

Diversity on the Board

We openly acknowledge that our current Board of Trustees is not as diverse as we would like it to be. As a result, whilst we would encourage anyone interested to consider an application, we would be particularly welcome applications from those from groups currently under-represented on the Board.

We particularly welcome applications from those who have lived experience of the welfare grants we give out, as well as applications from individuals who are currently under-represented on the Board, including young people, disabled people, people from Black and minority ethnic communities, and LGBTQ+ individuals.

We value the unique perspectives and insights that come from having firsthand experience with the welfare system, as well as the diversity of backgrounds and experiences that can help our Board better reflect the communities we serve. We encourage all candidates, especially those from historically marginalised groups, to apply.

We offer a full induction and training opportunities to all Trustees to support them fulfil their role.

CHIPPENHAM BOROUGH LANDS CHARITY (CBLC)

TRUSTEE ROLE DESCRIPTION & PERSON SPECIFICATION

Our trustees are vital to the success of Chippenham Borough Lands Charity, working closely together to achieve our core purpose. As a team, they guide the charity's strategic direction, ensure effective governance, and support the overall management and administration. Trustees also act as ambassadors for the charity, collaborating with fellow trustees and staff to make a positive impact in our community.

Trustees are committed to our vision and support our mission. By fulfilling these responsibilities, trustees help the charity meet its legal obligations, uphold its charitable objectives, and align with relevant laws and regulations.

Role Summary

- Ensure compliance with the charity's governing document, objectives, charity law, and other relevant legislation or regulations.
- Serve as an active advocate and ambassador.
- Contribute to setting the Charity's strategic direction and goals.
- Approve and monitor operational strategies and policies.
- Safeguard and oversee financial stability and performance through effective asset management and sound investment of the Charity's funds.
- Provide support and challenge to CBLC's CEO in the exercise of their delegated authority and affairs.

Trustee Responsibilities

1. Offer strategic guidance and input on the charity's vision, goals, and activities.
2. Approve, monitor, and evaluate operational strategies and policies.
3. Oversee financial plans, budgets, and performance, including reviewing financial statements.
4. Protect financial stability by managing assets responsibly and making sound investment decisions.
5. Ensure the charity is run efficiently and effectively.
6. Identify, monitor, and manage key risks.
7. Work closely with the CEO, offering both support and appropriate challenge, monitoring their performance.
8. Stay informed about relevant changes in the charity's operating environment.
9. Contribute to governance reviews and improvements.
10. Attend Board and committee meetings, actively engaging in discussions.
11. Ensure main actions and project align with the charity's objectives and legal obligations, using resources exclusively to further these goals.
12. Exercise independent judgment, prioritising the charity's interests above personal or external considerations.

13. Apply personal skills, knowledge, and connections to support the charity's mission and reputation.
14. Be ready to contribute outside of Board meetings when needed, including reviewing papers, leading discussions, and representing the charity externally.
15. Set and assess performance targets, ensuring high standards across the charity.
16. Support staff through HR policies, fostering good working practices and monitoring performance.
17. Uphold the charity's values and reputation in all activities.

As a small charity, trustees may need to take a hands-on approach beyond board meetings. This could include leading discussions, offering guidance on new initiatives, and representing the charity externally when required.

Person Specification

We seek individuals who bring energy, enthusiasm, and commitment to the role, and who will enhance the diversity of perspectives on our board.

Essential Requirements:

- Strong knowledge of Chippenham (minimum of 2 years local experience).
- Excellent communication and interpersonal skills.
- Ability to work effectively and collaboratively as a member of a team.
- Aged over 18 years old and not be disqualified from acting as a Director under Companies Act or Charites Act law.
- Experience in one or more of the following areas would be beneficial: welfare, education, governance, finance, HR, legal, IT, the arts and marketing/PR. We particularly welcome applicants with lived experience or with previous committee/trustee experience.

Personal Skills and Qualities

- Willingness and ability to understand and accept trustee responsibilities and to act in the charity's best interests.
- Strategic and creative thinking, independent judgment, and a collaborative approach.
- Effective communication skills with an eagerness to engage in discussions.
- Strong commitment to equity, diversity, and inclusion.
- Passion for our vision and mission.
- Dedication to the Nolan Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- Commitment to the charity's objectives, values, and giving the time needed for the role.
- Have a high level of integrity, avoiding any potential conflicts of interest.
- Ability to balance tact and diplomacy with a readiness to challenge and provide constructive feedback.
- Understand and maintain confidentiality about all internal matters of CBLC.
- Willingness to learn and develop in the role.

We warmly welcome applicants from diverse backgrounds and do not require previous governance experience. Full induction and training will be provided.

HOW TO APPLY

If you wish to apply for a trustee role, please complete our **Trustee Application Form** and **Conflict of Interest Form***. We accept applications in different formats e.g. audio or video but you will need to provide the same level of information and answer the same questions for a fair process.

- Download a copy of the Trustee Application Form and Conflict of Interest Form from our website.
- Completed forms can be emailed to: - Beth@cblc.org.uk
- Please submit your application by 4pm on Monday 23rd March 2026.

If you would like an informal conversation with Jenny, our Chair of Trustees or Beth, our CEO before you apply, please feel free to call 01249 658180 or email Beth@cblc.org.uk to arrange this.

Shortlisting will take place at the end of March 2026 and interviews will take place on Thursday 30th April 2026 at Bank House, Bath Road, Chippenham, SN15 2SA.

*We ask candidates to disclose any actual, potential, or perceived conflict of interest at application so that these can be discussed with you. All applications will be treated on a confidential basis and in line with our data protection policy.

Application process and further information

Interviews will be face-to-face in central Chippenham. Following the interview, shortlisted candidates will be put forward for approval by the Board. Once approved, successful candidates will be invited to join the Board and follow our induction process.

Candidates who are unsuccessful will be informed of this and where relevant, provided with other opportunities to get involved with Chippenham Borough Lands Charity.

Chippenham

Borough Lands Charity

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CONTACT DETAILS

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Charity Number: 1208844