

Lionel Abel-Smith Trust (LAST) – Trustee job description

LAST is looking to appoint a further trustee to help us with our work in the Wendover community.

Background to LAST

The Lionel Abel-Smith Trust is a registered charity set up to provide financial assistance to the residents and organisations of the Parish of Wendover and the Moor Park estate with the aim of improving the lives and wellbeing of people in the community.

The Trust was created in December 1977 by the Lord of the Manor of Wendover, Lionel Abel-Smith, to commemorate the Silver Jubilee of Her Majesty Queen Elizabeth II. His family had been the principal landowners in Wendover from the 1790s and, with great generosity, Mr Abel-Smith gave cottages and a substantial cash endowment to found the Trust. He said then that he wished to create something for the benefit of Wendover and its inhabitants.

The Trust owns and rents out various properties in Wendover and the income from these provides money for grants and the upkeep of the properties. The value of the properties is c£5million. There is also an endowment fund that provides additional income.

What the trust does

- Gives grants and occasional loans to organisations and individuals in Wendover and Moor Park.
- The value of grants varies from a few hundred pounds to £10,000+.
- The total value of grants awarded in any year is approx. £100,000.
- See examples attached of grants we have recently given.

Who runs the Trust?

The Trust has the following structure of 10 Trustees, as per the constitution, plus a President/family trustee.

- The President who is a member of the Lionel Abel-Smith family
- 7 Foundation Trustees who serve for 5 years which can be extended to a further 5. One of these is the Chair, 2 are Vice-chairs
- 3 Community Trustees representing Bucks Council, Wendover Parish Council and The Wendover Society
- The Treasurer
- The Clerk who undertakes all the administration.
- The Agent who manages the Trust's properties.
- A Youth Ambassador, usually a Year 12 student from John Colet School, is appointed annually to help with publicity and social media.

This vacancy is for a Foundation Trustee and is for a term of 5 years which could be renewed for a further term.

Role of a Trustee

The Trustees as a group decide whether a grant application should be approved.

This is a voluntary role that involves occasional activity and attendance at 2 formal half-day meetings per year. It does not require any fixed or regular time involvement.

A Trustee would expect to handle approximately 6 applications a year. These would be of varying sizes that would require either a telephone discussion or a visit to the applicant.

The process is as follows:

- Applications for grants are received throughout the year by the Clerk, who determines that the application meets the qualifying criteria e.g., based in Wendover.
- The Clerk allocates each application to one of the Trustees.
- The Trustee is required to 'lead' on the application, interviewing applicants obtaining all relevant background information, writing a short report for all of trustees to consider.
- The report is circulated by e-mail to help guide Trustee decision making.
- Most applications, especially larger or more complex applications are discussed at one of the 6-monthly meetings.

Requirements for a Foundation Trustee to be appointed.

- Recognising the sensitive and confidential nature of dealing with grant applications and individual applicants the appointee will need to be DBS checked – we can arrange this.
- Resident of Wendover
- The person appointed will not only need to have empathy for those in need but also objectivity in judgement to ensure grants recommended represent good value of our money.
- Previous experience in a similar role or one that requires dealing with people (Previous charity experience is not required)
- Ability to act as part of a team / committee.
- The ideal candidate would be someone with some spare time to offer the Trust.
- In particular, knowledge of diversity, social welfare, safeguarding, the benefit system or human resources would support the current skill set of Trustees.
- The names and contact details of 2 referees are required, to be taken up, on successful application.

For general information about the Trust please refer to our website <https://wendovertrust.org>

Examples of grants given: Support for residents of Wendover in difficult circumstances, students for purchase of laptops, other equipment for courses, some tuition fees, purchase of mobility scooters for disabled, the refurbishment of local facilities, local Wendover clubs and societies and the Canal path.