

Town and Manor
of Hungerford

Trustees' Election 2025



Town and Manor of Hungerford and Liberty of Sanden Fee

Trustees' Election Information 2025

The purpose of the Town and Manor of Hungerford Charity (the Charity) is to manage the assets of the Town and Manor of Hungerford and Liberty of Sanden Fee, now and in the future, for the benefit of the Commoners and the inhabitants of Hungerford.

To achieve this the Charity works with four objectives in mind:

1. Uphold the unique traditions of Hungerford.
2. Preserve and protect the ancient rights of the Commoners.
3. Manage our land and buildings in a financially and environmentally sustainable way.
4. Promote such charitable purposes within the Area of Benefit, which is the Ancient Town Tithing of Hungerford and the Ancient Tithing of Sanden Fee as the Trustees shall determine.

Who can stand as a Trustee?

Anyone,

- over the age of 18,
- who is not related to a Town and Manor Employee or Trustee or
- is not disqualified under the Charities Act.

Please see our website (www.townandmanor.co.uk) for more details on these exclusions.

If you would like to know more please feel free to email us on election@townandmanor.co.uk requesting a meeting or phone call and one of us will get back to you to arrange a mutually convenient time.

What does being a Trustee for the Town and Manor mean?

1. Being part of a charitable board that manages over 171 hectares of ecologically valuable countryside, 5 miles of chalk stream, a fishery and 3 buildings in and around Hungerford, including the Town Hall.
2. Working alongside our small team of employees: our Clerk, our Water Keeper and the Assistant Land and Water-Keeper, our Hall Keeper and his assistant. We are also supported by a bookkeeper, a social media controller and an events and markets co-ordinator.
3. Attending 11 Full Board meetings and one Away-day per year, along with being an active member on at least one other Committee that meets monthly.
4. Being hardworking and motivated to do the best for this historic and now also environmental charity, that has its roots in the 14th Century.

Being a Trustee with us and managing the day-to-day working of the Charity brings a wide range of opportunities for involvement in:

- Financial governance of the Charity's resources
- Operational management of the fundraising activities of the Charity
- Learning about the stewardship, ecology and history of the estate
- Working to improve the Public Relations & Communications locally and in the wider community
- Budgeting and strategic planning for this ancient land-owning charity
- Organising volunteers
- Writing and reviewing policy documents to maintain good governance
- Awarding donations to local community organisations
- Presenting to local schools and groups to share the ancient local history of the Town and Manor and its current 21st Century project: Kennet Valley Wetland Reserve
- The historic Hocktide celebrations and keeping this unique history alive

The Board of Trustees is looking for people with the following experience:

- Grant finding/fund-raising experience
- Policy writing, reviewing and updating for areas such as Personnel, Health and Safety and Governance
- Project and Land Management
- Fishery Management
- Management of Listed Buildings and their repair and renovation
- Managing volunteers
- Personnel, HR and Financial experience

Key dates for the 2025 election:

- Nomination Papers (the yellow form) plus supporting documentation (the Nomination Pack*) will be available for collection from the Clerk's Office at the Town Hall from the 24th March on Monday, Wednesday and Friday mornings, between 8.30 and 12.30.
- If you can't get to the office during these times, please email election@townandmanor.co.uk asking for a Nomination Pack* to be sent to you at your home address
- The Nomination Papers (the yellow forms only) should be returned to 13 Bridge Street, Hungerford (posted through the letter box of the red door in Canal Walk) on or after 7th April 2025. You will receive confirmation of receipt of your Nomination Papers from us within 48 hours. If you do not hear from us in that time, please contact us at election@townandmanor.co.uk querying the nil response.
- Closing date for the submission of Nomination Papers is Noon on 30th April 2025.
- Publication of the list of those people Nominated will be posted outside the Town Hall at Noon on 7th May 2025 and on the Town and Manor website within 48 hours of that date.
- Confirmation that an Election is taking place will be posted outside the Town Hall at Noon on 15th May 2025 and on the Town and Manor website within 48 hours of that date.
- Information for publication by the Town and Manor on each Candidate for election purposes to be supplied by 5.00 p.m. on 16th May 2025 to the Constable at Constable@townandmanor.co.uk.
- Publication of candidate information will be placed where possible in the Adviser and on Penny Post and the Town and Manor website.
- Polling day – 23rd May 2025 - 9.00 a.m. to 7.00 p.m. in the Corn Exchange. Poll is to be run by West Berkshire Council.
- Results will be posted outside the Town Hall after the count on 23rd May 2025 has been completed.

Where to get nomination papers:

- Nomination Papers (the yellow forms) plus supporting documentation* will be available for collection from the Clerk's Office at the Town Hall from 24th March on Monday, Wednesday and Friday mornings, between 8.30 a.m. and 12.30 p.m. (Excluding Bank Holidays)
- If you can't get to the office during these times, please email election@townandmanor.co.uk asking for a Nomination Pack* to be sent to you at your home address.

How to submit:

- You will need to be proposed and seconded by 2 qualifying people who will need to sign one of the Nomination Papers, also giving their name and address. To be a qualifying person they must both be residents of Hungerford and live south of the River Dun. (This voting area is one of the historic rules of the Town and Manor.) If you are not sure if your proposer or seconder qualify, please email election@townandmanor.co.uk and request clarification, giving their address, which is what will be checked against the electoral roll.
- The Nomination Papers (the yellow forms only) should be returned to 13 Bridge Street, Hungerford (posted through the letter box of the red door in Canal Walk) on or after 7th April 2025.
- You will receive confirmation of receipt of your Nomination Papers from us within 48 hours. If you do not hear from us in that time, please contact us at election@townandmanor.co.uk querying the nil response.

After Submission of your Nomination Paper:

You will be:

- Notified if your Nomination Paper is not acceptable and given the chance to re-submit it, provided that you submit your Nomination Paper more than 48 hours before Noon on 15th April 2025. The usual reasons for failure are incomplete information, or a proposer or seconder does not qualify as such, or there are signatures missing.
- Notified that your Nomination Papers are accepted for the purposes of Election
- Notified whether there are more nominations than places, in which case an election will take place; or
- notified that you have been appointed without an election (if there are less nominations than Trustee positions available or equal nominations to Trustee places available).
- Invited to meet the Constable and the Steward for an informal chat in the Town Hall

If elected, a full induction into the Charity will be offered.

* Full Nomination pack includes:

- Copy of 2024 Town and Manor Charity Scheme
- Town and Manor - Automatic Disqualification Declaration
- 'The Essential Trustee' from the Charity Commission

Trustees' Election

Frequently asked questions

How is the Town and Manor different from the Town Council?

- The Town and Manor of Hungerford and the Hungerford Town Council serve different roles and functions within the community.
- The **Town and Manor of Hungerford** is a charitable organisation that manages various assets and resources for the benefit of the inhabitants of Hungerford. It is responsible for maintaining common lands, such as Hungerford Portdown, Freeman's Marsh and owns the Town Hall Complex and the John O'Gaunt pub. The Town and Manor focuses on conservation, land management, and community engagement, and it operates under the guidelines set by the Charity Commission.
- The **Hungerford Town Council** is a local government body that deals with municipal affairs. It is responsible for enacting local laws and policies, managing public services, and representing the interests of the residents in local government matters. The Town Council operates under a different structure and has elected officials, such as the Mayor and council members, who oversee various aspects of town governance.
- In summary, While the Town and Manor focuses on charitable activities and land management, the Town Council handles local government functions and public services. Both entities play crucial roles in the community but have distinct responsibilities and areas of focus.

How many Trustees on the Board?

- The Board is comprised of 8 elected Trustees, 4 co-opted Trustees and 2 Ex-Officio Trustees i.e. the Constable and the Deputy Constable.
- Not all Trustees stand for election at the same time. In this election there are 5 vacancies to be filled. Usually only 4 Trustees are elected at any one time.

Who are the Ex-Officio Trustees?

- The Town and Manor as a Charity is governed by a Scheme that dates back to 1908, although has been modified since that time. It has some ancient practices such as the election of the Constable as the Chair of the Board of Trustees. The Constable, (who has to be a Commoner) is elected by the Commoners at the ancient Hocktide Court. The Deputy Constable is always a previous Constable. The Scheme ensures that our history and tradition, along with the requirements of a registered charity operating in the 21st century, governs how we operate. More information about us can be found on our website www.townandmanor.co.uk.

Is the Trustee role fully voluntary?

- Yes, the role of a Trustee of the Town and Manor of Hungerford is fully voluntary.

Do Trustees get paid?

- No, Trustees do not get paid; all time given is on a voluntary basis.

Do Trustees get paid expenses?

- Trustees of the Town and Manor of Hungerford do not receive any remuneration, payments, or benefits from the Charity. However, they are entitled to claim reasonable expenses incurred while performing their duties. This can include travel costs, accommodation, and other necessary expenses related to their role.

What are the personal responsibilities of a Trustee?

- Acting as a Trustee of a charity also comes with collective and personal responsibility. Trustees can be held personally liable if they cause financial loss by acting improperly, or if there's a third-party legal claim against the Charity which the Charity can't meet. Understanding these liabilities and risks is part of understanding what action the Charity should take to manage such risks.

Is there a probation period?

- No, there is no probation period.

How many hours a week does a Trustee need to make available?

- As a minimum, Trustees are required to attend the monthly Board Meetings and be active on at least two committees; this is probably 6 hours a month. In reality, the Trustees operate collectively to run the Charity and most allocate around 6 - 7 hours a week and more during Hocktide!

How long is a Trustee elected for?

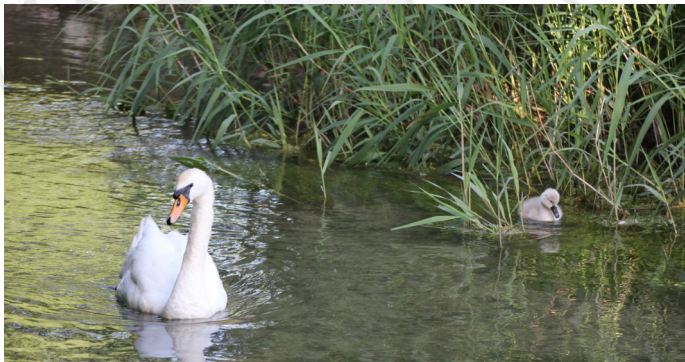
- The period of Election is for 6 years.

If elected, what are a Trustee's financial or other liabilities?

- Liabilities arise out of the duties the Trustee takes on for the organisation they are appointed by. These are personal obligations which come with being a Trustee. By accepting the 'job' of Trustee, you agree to do the 'job' properly. The law and the governing document set out the minimum that must be done to achieve this. If you fall below that minimum, the Charity itself, the Charity Commission or the courts may take action which may result in personal liability. Such action is, in fact, very rare.
- Personal liability generally only arises if the failure to discharge duties actually causes loss to the Charity or improper gain to the Trustee. Key Trustees' duties include:
- Managing conflicts of interest - a Trustee must act with integrity and must disclose any conflict of interest to the Charity
- Not accepting personal benefits - a Trustee cannot accept or direct any benefit from being a Trustee unless it is authorised by the Charity's governing document or by the Charity Commission
- Acting within the objects and the powers of the Charity's governing document
- Safeguarding the assets - this means ensuring that money is invested prudently
- Acting with care - using specialists and advisers when required
- Acting collectively - Trustees must act as a group despite any dominant individuals on the Board
- If Trustees do not discharge these duties they may be personally liable to replace the loss, be liable to criminal prosecutions or be barred from being a Trustee in the future. One of the main duties of a Trustee is not to receive any personal benefits or payments, be they direct or indirect, unless the governing document or the Charity Commission has authorised it. Any such benefit that a Trustee does receive could result in the Trustee being obliged to repay the benefit he/she received. This is why individuals cannot be paid for carrying out their duties as trustees.
- Insurance of the organisation and its activities and assets is always an important duty for Trustees and Trustee indemnity insurance can offer protection for Trustees. The Charities Act 2006 permits charities to pay for Trustee indemnity insurance unless the governing document prevents it. Typically, it covers omission or negligence, breach of statutory duty, errors in investment decisions, breach of trust, libel and slander, wrongful trading and a wrongful act in respect of an employee (e.g. discriminatory behaviour)

Why do you do it?

- Being a Trustee is both professionally and personally rewarding, it enables the individuals the opportunity to give back to the community, extend skills and awareness of Land Management, Fishery Management, ecology and sustainability. Compliance with Charity Commission guidelines, good governance procedures and engagement with like-minded Trustees is also good experience for joining other Non-Executive board roles.
- The Trustees are a hard-working group of people genuinely looking to support the community and uphold the ancient traditions of Hungerford. It's sociable, rewarding, hard work and fun!
- Where can I find out more information about the Charity and Charities in general?
- We recommend that you visit our website: www.townandmanor.co.uk and the Charity Commission website at www.charitiescommisison.gov.uk for more information.



Protecting the
beautiful
countryside
and the
ancient rights,
for the
Commoners
and people of
Hungerford.



**Town and Manor
of Hungerford**

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