

**EXETER**

city farm



# Trustee Information Pack

Be part of something **amazing** for the city of Exeter.



# Exeter City Farm

## Trustee Information Pack



Hackney City Farm

### From Little Acorns...

Beginning with a group of local residents who came together in the Autumn of 2016 with the idea of establishing a city farm and community garden in Exeter, we are now a registered charity and have formed a Board of Trustees.

Our goal is to set up a thriving and successful community hub in the city; a place of recreation, education and therapy for local people. We want to create something really special and inspirational which will have a positive and lasting impact on the lives of people from all ages and backgrounds in our local community.

It is often the simple things that make a real difference to people's lives, health and wellbeing and we firmly believe in the therapeutic power of fresh air, nature, animals and growing to make our communities happier, healthier and more productive places to be. From children, families, youth groups and older people to people with physical disabilities, mental health issues and disadvantaged and isolated groups - our aim is simple: To make a difference.

We are now looking for two new Trustees to join our Board; one with fundraising focus and one without a specific portfolio.

We look for people with passion, knowledge, expertise and a real drive to make Exeter City Farm the best in the country.



Windmill Hill City Farm, Bristol

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# About Us

We are a dedicated group focused on setting up and running a vibrant and successful City Farm and Community Garden in Exeter, Devon.

We are a registered charity (1177165) and meet as a Board of Trustees once a month, with further meetings with advisory councils and stakeholders.

Our main priority at this stage is to find a suitable site, attract donors and host awareness events to set up the charity for long-term success.

Our trustees have a wide range of skills and experience in both the charity and commercial sectors; management, finance, fundraising, project management, budget control, events and volunteer management, human resources, marketing, PR, social media, community projects, property and land management, design, horticulture, farming and animal care.

*Bath City Farm*

We have worked older people, children, adults, people with learning difficulties and physical disabilities and other vulnerable groups.

We currently have five trustees and are looking to recruit two new members to complete our governance structure.



## Our Charitable Objectives

To find out more about our charitable objectives, please visit our website [www.exetercityfarm.org.uk](http://www.exetercityfarm.org.uk)



## Our Vision

To create and manage a vibrant and successful city farm and community garden in Exeter. To provide a thriving community hub and a place of recreation, education and therapy for the local community.

## Our Aims

- To provide a place of recreation, education and therapy for the local community.
- To give local people the opportunity to learn about animals, food, nature and the environment.
- To create a community hub where people of all ages and backgrounds can come together in a caring, safe, supportive and fun setting to socialize, learn and thrive.
- To enable people to acquire new skills and develop new friendships.
- To provide a wide range of services, facilities, workshops, activities and events for the whole community, in particular targeting the following groups:  
*Children & families, young people, schools, older people (including those with dementia), people with learning difficulties & disabilities, people with physical disabilities or long term health conditions, people with mental health needs and other groups such as ethnic minorities, refugees, long term unemployed, socially isolated, living in poverty etc.*
- To promote physical, social, emotional and mental wellbeing and to enhance the quality of life of all involved.
- To tackle loneliness, isolation and social exclusion within the local community.
- To support disadvantaged and disabled people to boost their confidence and aspirations.
- To enhance people's health and wellbeing.
- To enable people to connect with the natural environment.
- To use sustainable principles and practices.
- To strengthen community cohesion.



*Spitalfields City Farm, London*

## Our Plans

**A small-scale farm:** Providing visitors with the opportunity to observe, learn about and interact with animals in a safe environment (proposed animals: chickens, ducks, pigs, sheep, small pets, goats, ponies). Animals will be looked after using high welfare, best practice systems.

**Community Gardens:** A community vegetable garden for small scale production of food by local residents, a sensory garden, raised beds, a children's garden and a wildlife area, nature trail and woodland play area. An area to grow vegetables and fruit to sell in the shop and any surplus will be donated to the local community.

### What will we offer?

- An enjoyable and fun place to visit, open to the public.
- A thriving community hub aiming to bring local communities together to create something amazing and to have a positive and lasting impact on people's lives.
- A variety of opportunities for people of all ages & backgrounds to learn about animals, food, nature & the environment both in structured and informal ways: visits, guided tours, group visits, volunteering, workshops, courses & activities.
- A caring, safe, supportive & fun setting where people can come to socialise, learn and thrive.
- Events & activities for local residents throughout the year e.g. Apple Days, Harvest Fair, Halloween, Bonfire Night and celebrating cultural and traditional activities.
- Courses & workshops such as gardening, horticulture, fruit and vegetable growing, cooking and healthy eating, arts & crafts, animal care.
- Weekly clubs such as toddler groups, after school groups, youth clubs, lunch clubs for the elderly, gardening clubs.
- Services targeted to key audiences e.g. children & families, schools, young people, older people, people with physical disabilities, people with learning difficulties & disabilities and disadvantaged, isolated, vulnerable and marginalised groups.

### What facilities will we have?

We hope to have the following facilities (depending on the available site): Car park, disabled access, toilets, café, picnic area, children's play area, an office, a small shop, a community room and an outdoor kitchen & education area.



# What Does A Trustee Do?

Trustees collectively oversee the work of the charity, ensuring its aims are met, setting its strategic direction, agreeing annual plans and resource allocation and monitoring progress.

Like all charity boards, it is made up of volunteers who have to set aside their personal interests, give their time and carry out their duties for no payment. The charity benefits from the objectivity such a board brings, as well as from the skills and experience of its members.

The Board's duty is to act in the interests of the charity's beneficiaries: to set clear objectives, to establish priorities, safeguard the assets (finances, property, equipment, human resources) and to use them effectively and exclusively to benefit those the charity exists to help.

Where day to day management and operations are delegated to staff, the Board remains ultimately responsible for appointing and supervising the Chief Executive.

They are also responsible for ensuring that the organisation is well managed and operates in accordance with its charitable objectives and within the law.

As our Trustee Board is being established at the start of this brand new project, it is an exciting opportunity for our trustees to get involved in the development of the project and to have a real input into how the City Farm and Gardens will look and be run!



## Who can be a Trustee?

If you have a picture in your head of what a typical trustee looks like - you may well be surprised by the reality!

Trustees can be any age, can come from all social and cultural backgrounds and have a variety of skills, experiences and personal situations.

Trustees of other city farms include mums and dads, students, volunteers, people who have retired and those who are working in a huge variety of different jobs.

In reality trustees can come from any background or job, not just the "traditional" areas of law, business and finance.

Balanced Trustee Boards include a few individuals from the charity's client groups & target markets: customers, visitors, volunteers.

## What Are The Benefits?

- The opportunity to become part of a unique and exciting community project from the beginning and a chance to shape and influence the future direction of the Farm and Community Garden.
- You will help to make decisions that will directly benefit the local community and make a real difference to the lives of many local residents of all ages and backgrounds.
- You will help to support your local community by ensuring we deliver great services to those people who need them most.
- You can represent your sector of the community and ensure their voice is heard.
- You will have fun! Being a Trustee can be challenging at times but it is also great fun and a wonderful opportunity to meet new people from all backgrounds. Working as part of a group and doing something for the good of others in your community is hugely rewarding.
- You will be learning new skills and experience in a whole range of areas - great for your CV!

# What Will Be Expected Of Me?

## In order to be a Trustee, you need to:

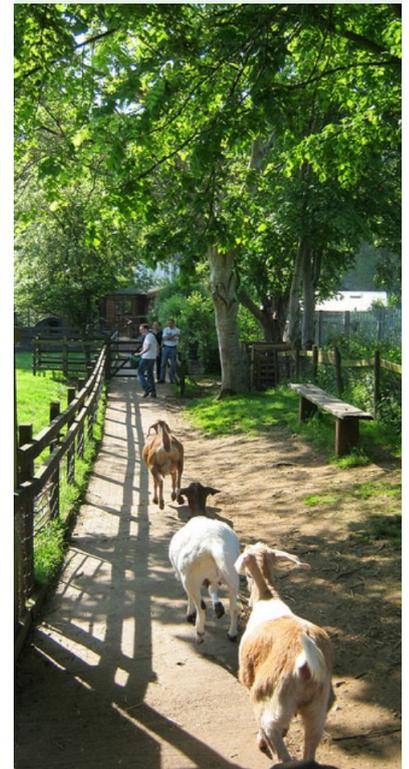
- Be committed to Exeter City Farm's vision, mission and values;
- Be committed to bringing your expertise, experience and energy to guiding the strategic direction of Exeter City Farm as well as helping the organisation to grow and improve;
- Be aware of and be willing to stay up to date with governance best practice, including Trustee responsibilities and respective charity law
- Be prepared to commit to at least 12 months as a Trustee and ideally give 3 months' notice if you wish to leave the Board (although it is recognised that sometimes personal circumstances do not allow the full term to be completed);

## In practical terms:

Meetings are held once a month in Exeter and last 2 hours. Beyond this we expect each Trustee to commit between 5 and 8 hours of work outside of the board meeting, including preparation, reading, attending events and meeting with volunteers.

## We ask that you:

- Make time to read any supporting documents that have been distributed prior to the meeting.
- Arrive on time for meetings.
- Take an active role in decision making.
- Manage an advisory board and help share knowledge with other Trustees.
- Attend at least 9 out of 12 Board meetings per year.



St Werburghs City Farm, London

# What Skills & Experience Do I Need?

We are looking for Trustees from all social and cultural backgrounds, all ages (over 18) and with a variety of experiences and skills to draw on, whether these have been formed through life or work situations.

We are seeking people that support our aims and share our values and who are enthusiastic, committed, motivated, trustworthy and honest.

We need Trustees with the traditional skills (legal, financial and management) to ensure we have a sound and robust business model and long term strategic development plan.

However, we are also looking for people who are creative, innovative, who have experience of, or are part of the groups and communities we want to attract, who can bring new ideas, different experiences and fresh perspectives to the Board.

In general, we need our Trustees to be able to work well with others, be good communicators, good at problem solving and not afraid to speak their mind and at times make difficult decisions!

Here are some of the areas that we are looking for expertise in:

**Governance.**

**Business development.**

**Strategic planning.**

**Marketing/PR/communications.**

**Property/ facilities management.**

**Fundraising.**

**Budgeting & financial management.**

**Human resources & employment law.**

**Charity management & law.**

**Campaigning or lobbying.**

**Horticulture.**

**Wildlife & environment.**

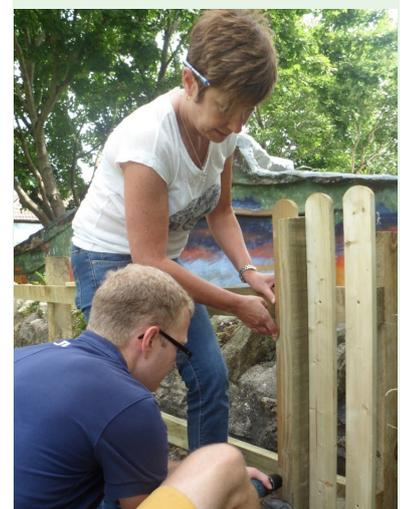
**Farming & animal care.**

**Education & training.**

**Environmental sustainability.**

**Connections with business, government, local authority or other local networks.**

**Representatives from our target client groups.**



## Further Information:

### The Charity Commission:

Information on Becoming a Trustee:

[http://](http://forms.charitycommission.gov.uk/media/94159/cc3text.pdf)

[forms.charitycommission.gov.uk/](http://forms.charitycommission.gov.uk/media/94159/cc3text.pdf)

[media/94159/cc3text.pdf](https://www.charitycommission.gov.uk/trustees-staff-and-volunteers/trustee-role/becoming-a-trustee)

[https://](https://www.charitycommission.gov.uk/trustees-staff-and-volunteers/trustee-role/becoming-a-trustee)

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[-role/becoming-a-trustee](https://www.charitycommission.gov.uk/trustees-staff-and-volunteers/trustee-role/becoming-a-trustee)

### Small Charities Coalition:

Why Become a Trustee?

[http://www.smallcharities.org.uk/why](http://www.smallcharities.org.uk/why-become-a-trustee)

[-become-a-trustee](http://www.smallcharities.org.uk/why-become-a-trustee)

### National Council for Voluntary Organisations:

"Good Trustee Guide"

[http://www.ncvo.org.uk/component/](http://www.ncvo.org.uk/component/redshop/themes/9-charity-law/PI6-good-trustee-guide)

[redshop/themes/9-charity-law/PI6-](http://www.ncvo.org.uk/component/redshop/themes/9-charity-law/PI6-good-trustee-guide)

[good-trustee-guide](http://www.ncvo.org.uk/component/redshop/themes/9-charity-law/PI6-good-trustee-guide)

## Who Can Apply?

As already mentioned, we are looking for a broad range of people to ensure a balanced and effective Board. This means we are looking to appoint people of all ages and backgrounds and with different types of skills and experience.

There are a few prerequisites:

- You must live locally (in Exeter or the surrounding area)
- You must be over 18.
- You must pass a DBS check.
- You must not be bankrupt, disqualified from running a business or have a conviction for dishonesty.

## How Do I Apply?

Please e-mail us at [chair@exetercityfarm.org.uk](mailto:chair@exetercityfarm.org.uk) to request an application form, or download from our website. Once completed, this can be returned to us by e-mail (together with your CV if you wish).

If you would like to have an informal chat before making a decision, please call us on 07971 247661.



Stepney City Farm, London



Exeter City Farm

Charity No. 1177165

[enquiries@exetercityfarm.org.uk](mailto:enquiries@exetercityfarm.org.uk)

[www.exetercityfarm.org.uk](http://www.exetercityfarm.org.uk)

Tel: 07971 247661



ExeterCityFarm



@exetercityfarm

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