



BATH  
PRESERVATION  
TRUST



Bath Preservation Trust  
Trustee Recruitment  
February 2022

## **1.0 About the Bath Preservation Trust**

Bath Preservation Trust (BPT) was founded in 1934 as a small pressure group, with the object of protecting the city's unique architectural heritage. Its first action was to fight plans to pull down parts of the picturesque Georgian city of Bath, England, to make way for a new road. The road was never built. Since this victory, the Trust has saved hundreds more listed buildings from demolition and has successfully confronted many similar threats to the city. Today the Trust has approximately 1,400 subscribing members from the UK and overseas supporting its work.

BPT exists "to preserve for the benefit of the public the historic character and amenities of the City of Bath and its surroundings". In a city with such a wealth of heritage there are inevitably difficult challenges to be faced in reconciling the demands of a modern thriving city alongside the exceptional level of conservation care demanded in a World Heritage Site. The 21st Century has brought with it the added pressures of encroachment to the city's green belt setting. The role and influence of the Trust is needed as much now as ever before.

We believe the protection of the unique qualities of the city and its environs is vital to Bath's success in creating and maintaining a sustainable and buoyant economy for the future. Much of the Trust's work involves engaging with those whose decisions determine the city's future, inspecting and responding on planning applications in the conservation area and to listed building consent applications, providing informed statements at planning meetings and expert witnesses at Public Enquiries.

BPT is also a major provider in the tourist economy as it owns and runs museums and educational activities at No. 1 Royal Crescent, the Countess of Huntingdon's Chapel (currently known as the Museum of Bath Architecture), Beckford's Tower and Landscape and the Herschel Museum of Astronomy, all of which have been restored by the Trust and provide a valuable resource for the city and its visitors.

We are an organisation which achieves positive outcomes for heritage and for the World Heritage City of Bath. BPT is also financially self-sufficient and independent of any controlling agency; a unique position for a heritage organisation to hold within the UK.

## **2.0 Governance**

The Bath Preservation Trust is an independent charity, registered with the Charity Commission of England & Wales, and is a company limited by guarantee. Any member of the public can become a member of the Trust, subject to the Trustees' formal approval and making the necessary payment required. Volunteer guides at the Trust's museums are granted honorary membership while they continue as guides. There are currently approximately 1,400 members who are entitled to attend and vote at the Annual General Meeting and any other special meetings.

## 2.1 The Group

The Group comprises:

- The Bath Preservation Trust Ltd, which operates the activities of the Trust itself, No. 1 Royal Crescent Museum and the Museum of Bath Architecture;
- No 1 Royal Crescent (Bath) Ltd, which operates the museum shops and any other trading activity;
- The Beckford Tower Trust (an unincorporated charity) which operates the Beckford Tower Museum; and
- The Herschel House Trust (an unincorporated charity) which operates the Herschel Museum of Astronomy.

The Bath Preservation Trust Ltd, The Beckford Tower Trust and The Herschel House Trust are registered charities with their own Articles or Trust deed.

More detailed information about all entities in the group is available:

- Charity Commission:
  - BPT: <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/203048/charity-overview>
  - BTT: <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/272986>
  - HHT: <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/298295>
- Companies House:
  - BPT: <https://find-and-update.company-information.service.gov.uk/company/00294789>
  - No.1 Royal Crescent (Bath) Ltd: <https://find-and-update.company-information.service.gov.uk/company/02086060>

## 2.2 Appointment of Trustees

As set out in the Articles of Association, up to eighteen Trustees are elected by the members of the Trust at the Annual General Meeting (AGM). New Trustees are appointed for a term of four years, and may stand for re-election twice before retirement. Elected Trustees may choose to co-opt additional Trustees before presenting them for election at the following AGM. All Trustees must be members of the Trust. All members are circulated prior to the AGM advising them of the retiring trustees and requesting nominations for the AGM.

The Chair, with other Trustees, draws on advice to make recommendations for the appointment of new Trustees, particularly having regard to any specialist skills needed. New trustees are given a copy of the Articles of Association, the Trust's internal guidelines and a copy of the Charity Commission's guidance "Responsibilities of Trustees"

New Trustees are introduced to the organisation by the Chair, who briefs them on decision making processes and the recent financial performance of the Trust and invites them to serve on one of the Trust's three principal sub-committees. Further briefings with the Chief Executive and other staff are then arranged to suit.

### 2.3 Organisation of Committees

The Board of Trustees administers the Trust and its subsidiaries. In a normal year, the Board meets on a quarterly basis; the principal sub-committees cover Finance, Museums & Education, and Architecture, Planning and Place, and meet on a regular cycle to make policy, financial and management decisions. In addition, an Environs of Bath Sub-Committee reports to the Architecture, Planning and Place Committee on matters affecting the fourteen parishes around the City.

### 3.0 Financial information

The recent financial history of the group is summarised below.

Year ending	Income	Expenditure
31 January 2021	£1.24m	£874.96k
31 January 2020	£1.09m	£1.07m
31 January 2019	£1.15m	£1.10m
31 January 2018	£1.00m	£1.05m
31 January 2017	£1.01m	£857.47k

### 4.0 Trustees

Biographies for trustees may be found on our website: <https://www.bath-preservation-trust.org.uk/trustees/>

**Thomas Sheppard (he/him)** - Chairman of BPT

**Diane Aderyn OBE (she/her)** - Chair of the Finance & General Purposes Committee

**Douglas Creed (he/him)** - Chair of the Environs sub-Committee

**Robert Dunton (he/him)**

**Julie Finch (she/her)** - Chair of the Museums & Education Committee

**David Hall (he/him)**

**Peta Hall (she/her)**

**Bruce Haines (he/him)**

**Colin Johnston (he/him)**

**Tom Marshall (he/him)**

**Simon Morray-Jones (he/him)**

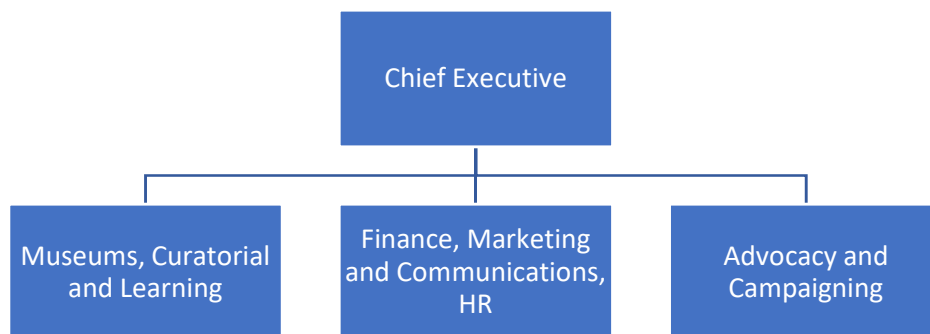
**Victoria Thornton OBE (she/her)** - Chair of the Advocacy and Campaigning and Architecture, Planning & Place Committees

## 5.0 Staff

BPT currently employs 24 people for its core activities and 4 project staff.

The senior team includes:

- Alex Sherman (he/him) - Chief Executive
- Claire Dixon (she/her) - Deputy Chief Executive and Director of Museums
- Dr Amy Frost (she/her) - Senior Curator
- Joanna Robinson (she/her) - Senior Planning & Conservation Officer
- Paola Lanciani (she/her) - Management Accountant
- Rachel Poulton (she/her) - HR Manager





## 6.0 About the role of trustee

Trustees of BPT are an active and engaged group of people, responsible for the governance of the charity and its subsidiaries. In accordance with the Articles of Association, a trustee may retain their position for up to three consecutive terms of four years each, serving for a maximum of 12 years.

Using definitions prepared by the National Council for Voluntary Organisations (NCVO) the duties of a trustee, are to:

- Ensure that BPT complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- Ensure that BPT pursues its objects as defined in its governing document
- Ensure BPT applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- Contribute actively to the board of trustees by giving firm strategic direction to BPT, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Safeguard the good name and values of BPT
- Ensure the financial stability of BPT.

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 leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

BPT trustees are not just appointed to attend committees. All trustees are engaged with the way the charity group is run, its dynamics, the challenges and opportunities facing the sectors in which we work and how best to add value and support staff and volunteers. The role of trustee is one which actively helps BPT to achieve its potential. It is difficult to quantify how much time is required of each trustee, but a reasonable estimate may be between 1 and 3 days per month. All trustees are known to all of the staff and are accessible to members and this approach has enabled BPT to achieve more, reach further and work more cohesively to deliver its charitable objectives.

Trustees have prepared a skills audit list to identify the areas of expertise required by the Board of Trustees of BPT.

**Governance / management:** business / commercial, charity management, coaching / mentoring, company secretary, digital - website, EDI (equalities, equity, diversity and inclusion), events, sales, financial management, fundraising - community, fundraising - grants, fundraising - legacies, fundraising - sponsorship / commercial, health and safety, HR, legal, marketing, media / PR, mental health and wellbeing, networking / advocacy, private sector, property management, retail management

**Advocacy and Campaigning:** archaeologist, architect / RIBA, architectural historian, BREEAM, Building Control / Surveyor, carbon accounting, civil engineering, conservation architect / IHBC, conservation crafts, ecologist, energy efficiency, environmental engineering, green transport, history of Bath, landscape architect / design, Landscape Character Assessment, master builder, Passivhaus standard, planning / planning policy / local plans, Planning for Real / community consultation, project management, renewable energy, researcher, retrofit, rural affairs, town planning / development management / RTPI / TCPA, transport infrastructure, transport planning, UK GBC

**Museums and Education:** academic / historical research, capital project management, conservation - paper / art / materials, creative industries, curatorial expertise, digital / multi-media exhibitions, festivals, fine art, interiors, learning or educational links, museums management, outdoor events, participation, peripatetic learning, public programming, social history / Georgian, teaching experience - primary / secondary / university / vocational, temporary exhibitions, touring

Following a skills audit of exiting trustees, we are particularly looking to appoint new trustees with experience of the following:

- Town Planning
- Education
- Transport
- Private Sector - Business / Commercial / Retail
- HR

## **7.0 Equity, Diversity and Inclusion (EDI)**

BPT operates in the World Heritage City of Bath in the south west of England. We provide visitor experiences and share an extensive knowledge base which attracts visitors, researchers and engaged partnerships from across the globe. All trustees and staff want BPT to be an organisation which reflects the demographic of Bath and the UK and which is open, inclusive and welcoming for all.

We are committed to becoming a more equitable, diverse and inclusive organisation. To support and enable this process, we particularly welcome applications from people who are currently under-represented on our board of trustees:

- From Black, Asian or ethnically diverse backgrounds
- LGBTQ+
- Disabled
- Non-binary

This is one of many approaches we are putting in place so BPT may become a more equitable, diverse and inclusive organisation.



## 8.0 How to apply

There are up to 6 vacancies on the Board of Trustees.

There is no formal end date for this recruitment exercise but we will be receiving and reviewing applications on a rolling basis.

Please submit your CV and a brief covering letter, describing your skills and experience and how they meet one or more of the criteria summarised in Section 6. Your submission should be addressed to Thomas Sheppard (Chair of BPT) and sent by email to: [recruitment@bptrust.org.uk](mailto:recruitment@bptrust.org.uk). You will be contacted within 10 working days of the receipt of your application.

The recruitment process is being led by a small group of trustees. The group will undertake an objective short-listing process for all applications, to evaluate skills, areas of expertise and any qualifications. We will invite all short-listed candidates to an informal interview.

If you would like to discuss the role of trustee, have any questions about BPT or would like to arrange an informal meeting with the Chair or Chief Executive before submitting your application, please send your contact details to [recruitment@bptrust.org.uk](mailto:recruitment@bptrust.org.uk).



BATH  
PRESERVATION  
TRUST

PATRON: HIS ROYAL HIGHNESS THE PRINCE OF WALES K G

We are a membership organisation and a registered charity  
The Bath Preservation Trust Limited Registered Office: 1 Royal Crescent | Bath | BA1 2LR  
Registered in England Number 294789 | Charity Number 203048