

## Advert & Job Description

We are looking for 2 enthusiastic, dedicated and independent people to take an active interest in the overall management of the park by being part of the Alice Park Trust Sub-committee.

Alice Park (Gloucester Road, Bath BA1 6EW) is a delightful 3.4 hectare (8 acre) park on the eastern fringe of Bath. It was given in trust to the Council in 1937 for use as a public park as a memorial to the wife of Herbert Montgomery of Batheaston. It has a small children's play area, a café, public toilets, tennis courts and a community garden.

The Council is sole-trustee of the park which is managed by the Charitable Trust Board. The Alice Park Trust Sub-committee of the Charitable Trust board has been set up to help ensure the Council is meeting its statutory responsibilities in managing the park as sole trustee, in accordance with Charities legislation.

The independent members will not have voting rights, but will take an active part in discussions relating to decisions the sub-committee will be asked to take.

The sub-committee will undertake its duties through meetings as required and will meet at least twice annually.

### Key Tasks

- Assist with the business of the Alice Park Trust Sub Committee
- Attend Sub - committee meetings on at least a twice yearly basis
- Promote the management, development and use of the park for all.
- Ensure the park is developed with the best interests of the community at its heart, and that all views are taken into consideration in decision making.
- Ensure activities are safe and health and safety procedures are followed
- Support fundraising and business planning activities
- Help to recruit volunteers and young people
- Ensure charity law and governance requirements are complied with

### Person Specification

Previous experience of trusteeship is useful but no previous experience or qualifications are necessary.

- It is essential that you are independent, but passionate about Alice Park and managing it as a facility for all to enjoy, sensitively balancing the needs of different communities.
- You will be flexible and willing to help with a wide range of tasks
- You will need to be reliable and committed to volunteering

- You will be able to work as part of a team
- You will need to be open minded and be willing to take part in debate and discussion to identify the most appropriate solution for all.

**Additional Information:**

- All volunteers take part in an induction programme.
- A minimum commitment of 12 months is desirable.
- Travel expenses will be paid in line with the Council's published rates.

**Proposed Alice Park Trust Sub Committee Terms of Reference**

The Sub-Committee shall discharge the Council's functions as sole corporate trustee in respect of the Alice Park Trust, the site and its resources in accordance with Trust's objects and the duties it owes pursuant to the Charities legislation.

- To report to the Board on an annual basis in September of each year detailing the work undertaken by the Trust in the preceding year and confirming to the Board that the Trust has complied with the objects of the charity and the Charities Legislation.

Appointed by: The Charitable Trust Board

Membership: - 3 Councillors from the membership of the Charitable Trust Board  
 - Ward members(s) for Lamb ridge as co-opted non-voting members  
 - 2 non-voting independent members

Quorum: 3 voting members

The Sub-Committee may co-opt other non-voting members as appropriate.

Lead Officer: Head of Parks & Green Spaces  
 Deputy Officers: Team Leader Parks & Green Spaces  
 Project Manager: Parks.

**Decision Making Powers:**

1. To discharge the Council's role as Corporate Trustee for the Alice Park Trust, in line with Charities Commission guidance.
2. To agree the Trust's annual budget and business plan.
3. To approve the use of any reserves.
4. To agree the Trust's annual accounts.
5. To receive and respond to the audit findings relating to the annual accounts.
6. To receive reports on the effective day to day management and financial performance of the Trust.
7. To allow interested parties to give their view on the performance and direction of the Trust.

If you are interested in being considered for this role then please apply in writing to:  
[parks@bathnes.gov.uk](mailto:parks@bathnes.gov.uk) or by post to Parks & Green spaces Admin, Lewis House, Manvers Street, Bath BA1 1JG, explaining why you are interested and detailing your suitability.

**Closing Date: Monday 1<sup>st</sup> August 2016**