



Melton Mowbray Town Estate

# Feoffee Applicant Information Pack

August 2022



# Melton Mowbray Town Estate

This document is prepared for people who are considering applying or wish to apply to become a Feoffee (Trustee) of the Melton Mowbray Town Estate (MMTE), a Registered Charity. It provides some details of:

- The Melton Mowbray Town Estate.
- The role of Feoffees and Town Wardens.
- Who is eligible to be a Feoffee of the Melton Mowbray Town Estate.
- The application process to become a Feoffee;
- The essential criteria and time commitment required of Feoffees;
- The election process for Feoffees;
- The documents to be signed if elected.

Applicants are encouraged to read the Charity Commission documents “CC3 – The Essential Trustee” and “Trustee Welcome Pack” which contain details of the legal responsibilities and other duties of a charity trustee. These are available from the Charity Commission website <https://www.gov.uk/government/collections/list-of-charity-commission-cc-guidance-publications>.

## 1. MELTON MOWBRAY TOWN ESTATE

MMTE is subject to the Scheme of Arrangement dated 1st December 1989, approved by the Charity Commissioners for England and Wales. A copy of this document is available on the MMTE website (<https://www.mmte.com/>) and from the Charity Commission.

MMTE provides parks, sportsgrounds, and other facilities to the benefit of people resident in the town of Melton Mowbray. Such facilities include:

- The Play Close, New Park and Priors Close
- Egerton Park cricket and football pitches
- Wilton Park sports facilities and gardens
- The All-England Sports Ground on Saxby Road
- Car parks at Wilton Park and Mucky Lane
- The King Street College building
- Land on the outskirts of Melton Mowbray.
- Land at Asfordby leased by the Asfordby Amateurs football club.

Feoffees are responsible for the management of these assets and MMTE investments.

## 2. ROLE OF FEOFFEES AND TOWN WARDENS

The governance of the Town Estate is the responsibility of fourteen individual Feoffees, combined together as a Board of Trustees. These 14 Feoffees / trustees have equal responsibility and liability for the management of the Charity in accordance with the Scheme of Arrangement and the duties of a charity trustee as defined by the Charity Commissioners.

Feoffees are appointed at the Annual Town Meeting, at which any vacancies for Feoffees are filled. Two of the Feoffees are elected as Senior and Junior Townwarden to serve for a period of one year, who then have to stand again at the next Annual Town Meeting if they want to serve a further term.

The twelve other Feoffees are elected for a period of four years, which means that 3 Feoffees have to stand for re-election at each Annual Town Meeting.

The Townwardens are the “public face” of the Town Estate. They will attend civic or other official functions either jointly or singularly depending on availability and importance of the event.



# Melton Mowbray Town Estate

### **3. ELIGIBILITY FOR ELECTION AS FEOFFEE**

In accordance with the Scheme of Arrangement, applicants must be resident in the area of benefit (See Annex A below) at the date of election and must meet other criteria defined by the Charity Commission. These other criteria are detailed in the Declaration at the end of the Feoffee Application Form provided to you.

The Melton Mowbray Town Estate welcomes applications from people from a diverse range of backgrounds and experience with the ability to make effective contributions to the Board of Feoffees.

Candidates who can bring knowledge/experience in areas that support MMTE activities are particularly welcome. This would include one or more of the following areas:

- Business; strategy development, management, human resource management.
- Finance: finance, audit and accounting.
- Estate Management; building maintenance, lease management.
- Grounds maintenance; parks, sports grounds and tree maintenance.

#### **Essential Criteria**

All successful candidates must be able to demonstrate:

- An understanding of, and commitment to the objectives, of Melton Mowbray Town Estate.
- Experience of strategic decision-making.
- The ability to work constructively with other members of the Board of Feoffees.
- Excellent communications skills.
- The ability and commitment to allocate sufficient time to the role.
- Must be or become conversant with the Charity Commission document CC3 - 'The Essential Trustee'.

#### **Time commitment**

There are six Board meetings per year, held every other month in the evening and usually of around two hours duration. Over the last year or so, there have been additional Board meetings so that the Board have been meeting monthly. In addition, Feoffees will be expected to attend other Board or committee meetings as necessary, usually held during the working day.

#### **Term of appointment**

The term of appointment for a Feoffee is a period of four years, although if a Feoffee has resigned, elections may also be held to fill the remaining term. The appointment of Town Warden is for a period of one year. Appointment is by means of election at the Annual Town Meeting (see below).

#### **Remuneration**

Feoffees give their services on an honorary basis and receive no remuneration.



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## **4. ELECTION AS FEOFFEE / TOWN WARDEN**

Application Packs will be made available 42 days prior to the Annual Town Meeting and completed applications must be received by the Chief Executive at the Town Estate Office by 12 noon on the date detailed on page 1 of the Application Pack.

Election of Feoffees and Town Wardens takes place at the Annual General Meeting usually held in October each year. Notice of the meeting is made at least 14 days in advance and may be attended by any resident of the area of benefit who is at least 18 years old. All attendees at the Annual Town Meeting are eligible to vote.

If there are more applicants than vacancies, an election by secret ballot will be held at the meeting. If there are fewer applications than vacancies, all applicants will be appointed. If the process results in fewer than 14 Feoffees, the Board of Feoffees may appoint a competent person to fill any such vacancy, in accordance with the Scheme of Arrangement.

Following the election, new Feoffees will be asked to sign the minute book and a Register of Interests Form and will be given a Feoffee Handbook.

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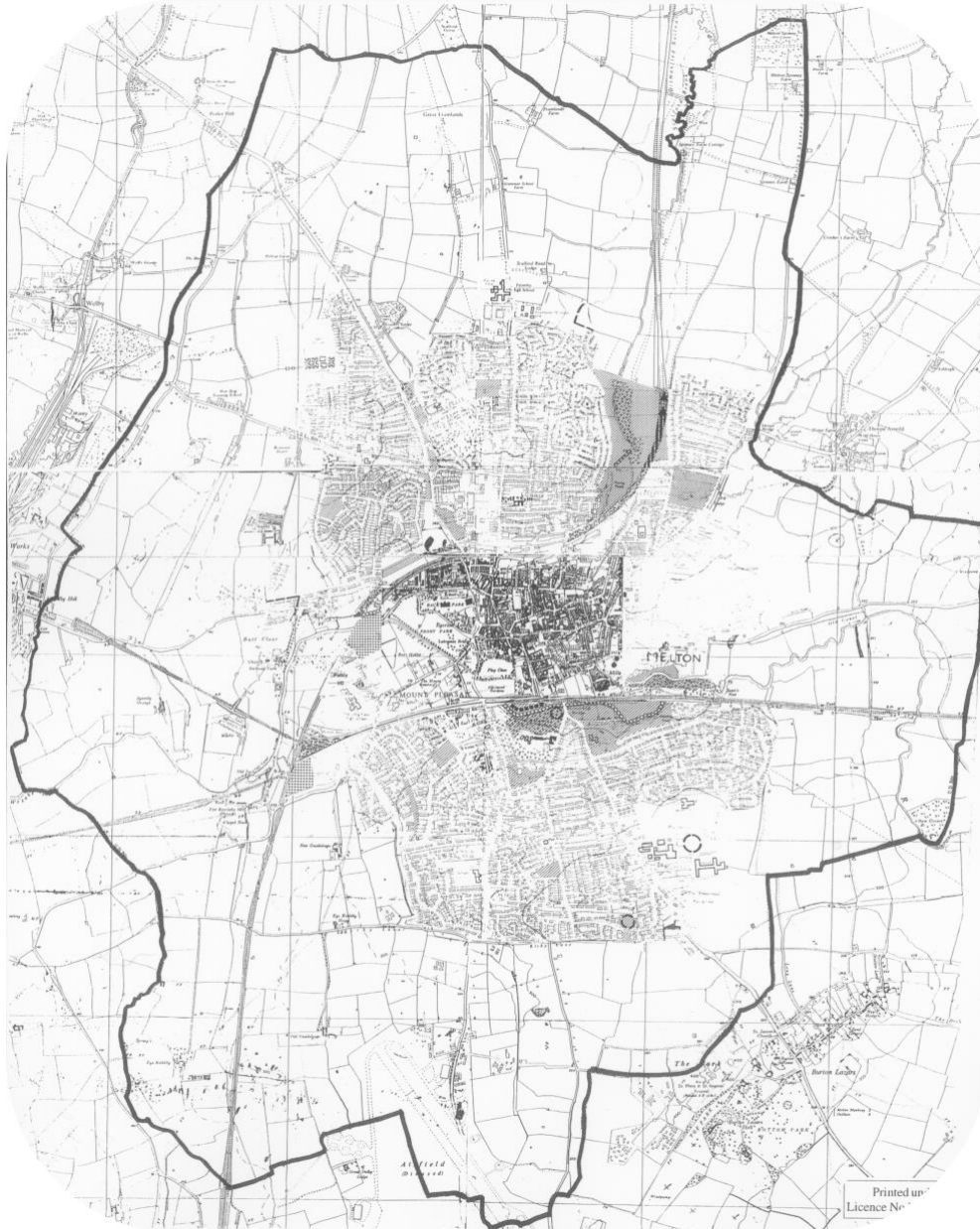
Annex A follows



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## ANNEX A – AREA OF BENEFIT

Only people living within this outlined area are eligible to stand as a Feoffee and are eligible to attend and vote at Town Estate Meetings



*The outlined area on the map defines the boundaries of the town as constituted on 31<sup>st</sup> March 1974 and also defines the limits of benefit of the Town Estate under the Charity Commissioner's scheme as amended 1<sup>st</sup> December 1989.*

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