



Melton Mowbray Town Estate

2 Park Lane, Melton Mowbray, Leicestershire, LE13 0PT



Feoffee Applicant Information 2024

This document is for people interested in becoming a Feoffee (Trustee) of the Melton Mowbray Town Estate, a registered charity. It details:

- Who is eligible to be a Feoffee of the Melton Mowbray Town Estate charity;
- 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>.

Melton Mowbray Town Estate

Melton Mowbray Town Estate is subject to the Scheme of Arrangement dated 1 December 1989, as amended on 23 June 2020 and on 02 Sep 2024, approved by the Charity Commission for England and Wales. Details are available from the Charity Commission and a working copy of the document as amended is available on request from the MMTE Office.

Melton Mowbray Town Estate provides parks, sportsgrounds, and other recreational facilities for the benefit of people living in the town of Melton Mowbray. These facilities include:

- Town Parks including Play Close, New Park, Priors Close, Egerton Park, Wilton Park, and Memorial Gardens
- Sysonby Acres Leisure Park, All-England Sports Ground
- Town Centre Street Markets
- Land on the North and South outskirts of Melton Mowbray
- Land on Hoby Road, Asfordby, leased to Asfordby Football Club

Feoffees are responsible for the strategic management of these facilities, assets and investments. Apart from responsibilities given to the Chair and Vice-Chair, Feoffees do not have any individual executive powers.

Role of Feoffee

Trustees of Melton Mowbray Town Estate are historically designated as Feoffees. There are two Feoffees elected at the Annual Town Meeting.

The trustees have equal responsibility and liability for the strategic management of the charity in accordance with the Scheme of Arrangement and the duties of a charity trustee as defined by the Charity Commission.

The Townwarden represents the Town Estate at civic or other official functions. The appointment of Townwarden is titular and bestows no executive responsibility.

Eligibility for election as a Feoffee

In accordance with the Scheme of Arrangement, applicants must be resident in the area of benefit (See Annex below) at the date of election and must meet other criteria defined in the Scheme of Arrangement. The criteria are detailed in the declaration.

The Town Estate welcomes applicants who may bring knowledge and experience in areas related to its activities.

Candidates should have:

- An understanding of the needs and aspirations of the community served by the Town Estate.
- An understanding of and commitment to the objectives of the Town Estate.
- An interest in strategic decision-making.
- A commitment to working constructively with other Feoffees
- Sufficient time to devote to the role.
- Knowledge of the Charity Commission document CC3 'The Essential Trustee'.

Time commitment

Board meetings are normally held in the evening of the first Monday of the month. Feoffees may also be expected to attend other Board or committee meetings as necessary.

Term of appointment

Two Feoffees will be elected at the Annual Town Meeting for a period of four years. This year's Annual Town Meeting will be on Wednesday 30 October 2024.

Remuneration

Feoffees give their services freely and receive no remuneration.

Election as Feoffee

Application Packs will be made available at least 28 days prior to the Annual Town Meeting. All applications must be received by the Town Estate Office by 12pm midday one week before the meeting ie by 12 noon on Wednesday 23rd October 2024.

Notice of the meeting is made at least 14 days in advance. Those entitled to attend and vote at a Town Meeting are all inhabitants of the area of benefit of 18 years of age and upward.

If there are more applicants than vacancies, an election by secret ballot will be held during the meeting. If there are fewer applications than vacancies, all applicants will be appointed.

Following the election, new Feoffees will be asked to sign the minute book and a Register of Interests Form and may be given a Feoffee Handbook. Proof of residence may be requested for candidates elected.

ANNEX A – AREA OF BENEFIT

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

