

North Berwick Trust Limited.

Trustee Recruitment Pack – March 2022.



Background information

North Berwick Trust was established in 1973 to support and benefit local residents and their dependents. The Trust was funded by the then North Berwick Town Council to acquire 103 acres of land at Mains Farm. This land was safeguarded by the Trust for many years. During the year to November 2016, a portion of the land was sold for development to Walker Homes, Cala and Cruden Homes. By March 2022 the net proceeds from this sale are valued at circa £18 million. The Trust's funds are managed by two companies and the income received from the investments, both from dividends and from capital sales, is used to fund the Trust's running costs and grants programme. The Trust has retained 50 acres of land, with the majority of this taking the form of a park adjacent to the Mains Farm estate. The Park has been maintained for informal recreational use by local people, and over the last two years the Trust has improved the walkways, provided bins, and worked with local groups on planting initiatives.

North Berwick Trust transitioned to a new legal entity, North Berwick Trust Limited in 2018; but remains a charity with the same charitable purposes. The Trust is registered with OSCR, the Scottish charity regulator. **North Berwick Trust Limited is now seeking to appoint up to four new Trustees through an open recruitment process.**

The Trust's Vision

Helping to make North Berwick a great place to be – more sustainable, resilient, vibrant, inclusive and equitable.

The Trust's Mission

Working in partnership with others, North Berwick Trust uses its resources to help meet identified community needs and improve the quality of life of the residents of North Berwick.

Strategic Aims/Funding Themes

The Trust has agreed six Strategic Aims, the first five of which are also the Trust's Funding Themes – both for its own projects, and in supporting others through its grant-giving programme. These are as follows:

- To support and enhance recreational, cultural and sporting activities and facilities for our community
- To support and enhance educational and lifelong learning opportunities for our community
- To conserve and enhance the natural environment and public green space in North Berwick, and improve the sustainability of our community

- To conserve and enhance the historic and built environment of North Berwick
- To help those in need in our community
- To ensure that funds are available to benefit the North Berwick community in the long term ('the North Berwick Forever Fund')

About the Trust

The Trust has two employees: a part-time Trust Manager and a part-time Grants and Communications Officer. The Trustees meet quarterly as a full Board to oversee the operation of the Trust and determine its strategic direction and policies. The Board has created a sub-committee structure comprising: a Future Strategy Group, a Finance Group, a Grants Group, a Nominations Group, and an Estates Group. These groups comprise of Trustees and, with the exception of the Nominations Group group, include both Trustees and community members and their role is to consider in detail the various aspects of Trust business. These groups make recommendations to the Trust Board.

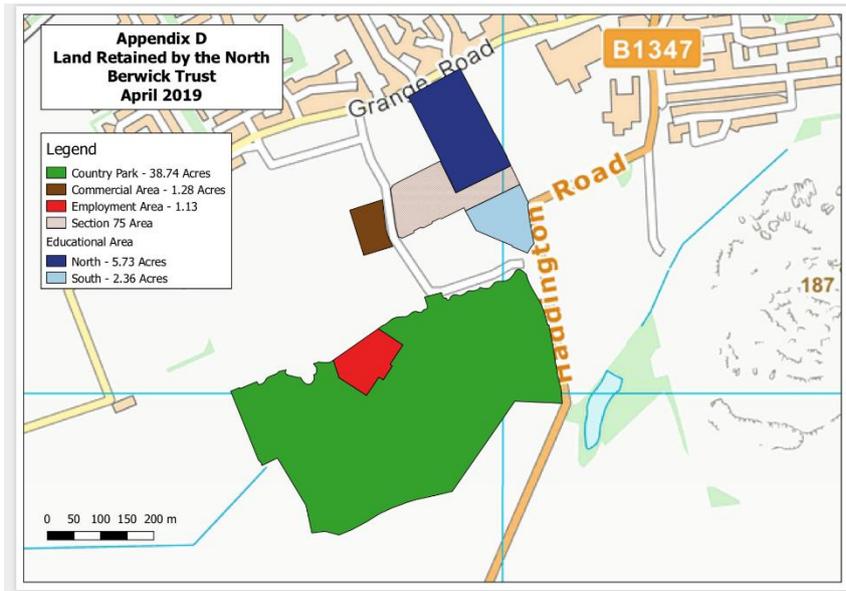
The Trust's Activities

Following the sale of land in 2016, the Trust is in a process of transition. In the fullness of time it is anticipated that the Trust's activities will fall into two categories:

1. Grant making. The Trust oversees the management of assets, principally equities and land, which generates income. This is the basis of the 'North Berwick Forever Fund', the aim of which is to ensure that grant funding is available in perpetuity. In the future, however, it is possible that some of the assets may be used to fund a landmark project(s) which the Trustees believe could be transformational for the community. If this happens, it will inevitably have an impact on the 'Forever Fund' and the amount of future grant funding available.

Since 2018, North Berwick Trust Limited has awarded almost £1,000,000 in grants to more than 100 North Berwick organisations and individuals (and some businesses during the pandemic). Each year approximately £250,000 of grant funding is made available via an application process that runs each spring and autumn. The upper limit for a single award is £30,000 and to date there has not been a shortage of good quality applications.

2. Managing land and/or buildings for a charitable purpose. The Trust retains ownership of four parcels of land. Each of these has a different planning designation, which creates both responsibilities and opportunities. The land holdings are shown on the plan below and can be summarised as follows:



- Park area – this is currently maintained for informal recreation, with a grounds maintenance specialist contracted to assist the Trust in managing this land. In due course, the Board will need to make decisions about the future of the park, for example, whether any part of the park should be set aside for the promotion of natural habitats and, possibly, whether any part of the park might be sold for future housing needs, depending on future changes to East Lothian Council’s Local Development Plan.
- Employment area – the Mains Farm Development Framework (East Lothian Council planning permission in principle) designated this area as an employment or business zone. A future Board agenda may consider taking forward some form of development.
- Commercial area – this is the current focus of Trust business as the land has recently been vacated by Cala Homes. A Trust sub-group is considering how this gap site interlinks with the wider Masterplan. The Trust has outline plans to provide mid-market rent housing, a retail facility and a community space here, but final plans, delivery methods and ongoing management arrangements are still to be determined by the Board.
- Education land area - this is designated for educational purposes, and the Trust have recently agreed to assist East Lothian Council in providing additional pitches for the school, by leasing a proportion of this land for a peppercorn rent. This is in line with our Trust deed. The use of the south section (the light blue area) is under active discussion.

Key information about who we are looking for

The Trust’s Articles of Association state that the Board comprises of up to 12 Trustees. These are all voluntary positions and appointments are for an initial three-year term, with the possibility of a second three-year term subject to Board approval. There are four quarterly Board meetings per year. The Trust Groups meet as necessary between Board meetings to consider and drive forward Trust priorities.

If you have a strong connection to North Berwick (perhaps because you live or work in the area) and have time to dedicate to this role, we would love to hear from you.

The successful candidate(s) will need to have some of the following skills and personal attributes:

- Legal expertise
- Audit expertise
- Construction project management
- Construction risk management
- Architectural expertise
- Land management and grounds maintenance expertise
- Surveying
- Historic building conservation
- Empathetic to the views of young people, perhaps with children in one of the North Berwick schools
- A team player
- Reliable and patient
- Ability to prioritise issues and possess good time management
- Confident communicator
- Critical thinker
- Tactful, honest and trustworthy

The Trust would particularly welcome applications from younger people within our community, and from people not already committed to voluntary roles with other local organisations (to help minimise potential conflicts of interest).

How to apply

To apply for this role, please email your tailored CV and covering letter outlining your suitability to our Trust Manager (cath@northberwicktrust.co.uk) before 5pm on Thursday 21st April 2022.

Additional information

Please provide your CV and covering letter in Microsoft Word. Further information on North Berwick Trust Limited can be found on our website: www.northberwicktrust.co.uk.

The Trust's Chair and Chairs of the Trust Groups will initially consider all applications. Shortlisted applicants will be invited to meet this Group. Recommendations for appointment are anticipated to be made at the June 2022 Trust Board meeting.