The Frome Shed

The Frome Shed are looking for Trustees to join the Frome Shed Trustee board.

Trustees aim to meet formally on a monthly basis to oversee the work we do, to review and develop future plans, policies and budgets etc.

Trustees are also volunteers and are expected to get involved in helping to run the Frome Shed, to help with publicity, fund raising etc. We don't just need Shedders with ideas, we need Shedders who are prepared to help with the practical work needed to put those ideas into action.

If you wish to consider becoming a Trustee, you will need to submit a nomination form. Depending on how many nominations we received we may require a vote by all members at the AGM.

If you wish to be nominated, please complete all pages of this form (AGM 2022 Trustee Nomination form) and return to the Frome Shed, The Welsh Mill Hub, Park Hill Drive, Frome BA11 2LE or email to info@fromeshed.org.uk by the **3rd Sept 2026** so that due notice may be given for voting prior to the AGM.

Only nominations received before the 3rd Sept 2026 will be put forward to all Members.

2022 Nomination form – The information in this form marked * will be made available to all members:

*** I (Name)**	**Of (Address):** ***Town** **Postcode:**
wish to be considered for a place on the Trustee Board of the Frome Shed and would like my name to be put forward for election by members at the AGM on 8th September 2022.	
***I've been a member of the Frome Shed since:**	
***My reasons for wishing to serve on the Trustee Board are: (Max 150 words)**	
***Skills and experience which I could bring to the Trustee Board are: (Max 150 words)**	
Telephone number	**Email address**

I confirm that I meet the qualifying criteria.

Please study overleaf the details of who can be a trustee and what are their duties, as well as studying the Frome Shed Constitution at: http://bit.ly/FromeShedConstitution BEFORE signing this form.

Signed (Candidate):……………………………………………… Date: ……………………………

Who can be a trustee of the Frome Shed

You must make sure you are allowed to be a trustee:

- you must be properly appointed, and should know how long your appointment lasts
- if you are not properly appointed, the trustees' decisions or actions may be invalid, potentially creating disputes or putting charity assets at risk
- acting whilst disqualified as a charity trustee or company director is a criminal offence

3.1 Who can be a trustee
3.1.1 Minimum age
You must be at least 16 years old to be a trustee of a charitable company or a charitable incorporated organisation (CIO), unless the charity's governing document says you must be older. You must be at least 18 to be a trustee of any other type of charity.

3.1.2 Disqualification
You must not act as a trustee if you are disqualified under the Charities Act. This includes if you:

- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the commission (or the court) because of misconduct or mismanagement
- If your charity wants to appoint someone who is disqualified as a trustee, you can apply to the commission for a waiver. Whether the commission can grant a waiver will depend on the particular circumstances. For example, the commission can't grant waivers for disqualifications under company director disqualification or insolvency legislation.

3.1.3 Fit and proper persons
Charities that want to claim UK tax reliefs and exemptions (eg Gift Aid) must meet the management condition in the Finance Act 2010. This requires all of the charity's managers (including trustees) to be 'fit and proper persons'.

3.1.4 Working with children and vulnerable adults
Some people are barred by the Disclosure and Barring Service (DBS) from specified kinds of work involving contact with children or vulnerable adults ('regulated activity'). It is illegal for a barred person to apply for a regulated activity (paid or voluntary). It is illegal for a charity to knowingly employ a barred person in such work. A charity must check with the DBS before employing someone working in a regulated activity.

Being a trustee of a charity that works with children or vulnerable adults is not a regulated activity (even if the charity carries out regulated activities). But the trustees should seriously consider whether it would be appropriate to have a trustee who is barred by the DBS, taking account of potential risks to the charity's reputation and beneficiaries.

Trustees' duties at a glance

This is a summary of trustees' main legal responsibilities, which are explained in detail in the rest of this guidance. You should read this section as a minimum, and ensure you fully understand your responsibilities by referring to the rest of the guidance as necessary.

Before you start - make sure you are eligible to be a charity trustee

Ensure your charity is carrying out its purposes for the public benefit

The "Objects" (Purposes) of the CIO are: **For the public benefit, the preservation and protection of good health among people in Frome and the surrounding area, including those who are retired, unemployed or have health problems, through the provision of facilities for hobbies, recreation or other leisure time occupation including practical interests, skills sharing, the learning of new skills, and helping with community based projects.**

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes
- Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.

Comply with your charity's governing document and the law

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity
- You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

Act in your charity's best interests
You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

Manage your charity's resources responsibly
You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds or selling land

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

Act with reasonable care and skill
As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

Ensure your charity is accountable
You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers