



THE  
CLARE MILNE  
TRUST



Trustee Recruitment Pack 2025







# Welcome

## Dear Candidate,

Thank you for your interest in becoming a trustee for the Clare Milne Trust. We are a Westcountry based charity committed to supporting individuals living with disabilities across Devon and Cornwall by providing essential funding to charities and other not-for-profit organisations that make a real difference. We have an exciting opportunity for dedicated and driven individuals to join our Board of Trustees to contribute to the impactful work of our charity throughout these two counties. As trustees, we are privileged to be involved in this important charity, striving to make a significant impact.

We welcome interest from anyone who has energy, passion and a commitment to our mission. As a trustee, you will be joining at an exciting time as we shape our strategy, ensuring that our funding reaches the communities and causes that need it most, helping to build a more inclusive and accessible society for people living with disabilities in our region.

We welcome interest from those who can bring diverse perspectives, a positive 'can-do' approach and an eagerness to contribute as part of a friendly, tenacious and collaborative team. Trustee experience is not essential, but applicants must be able to commit sufficient time to prepare for and attend quarterly board meetings, join our visits across Devon and Cornwall to support our grant-making, and support our work and governance. Vision and strategic thinking are key qualities that will help guide our future to deliver Clare Milne's important legacy.

If you are ready to make a meaningful impact and help us shape the future of our charity, we'd love to hear from you. Together we can continue to make a lasting difference to the lives of people living with disabilities in Devon and Cornwall.

## Kevin Underwood

Chair of Trustees



# Who are we?

The Clare Milne Trust is a grant making charity, benefiting from a significant endowment. Clare Milne was a very special individual, much loved by her family and many friends. Clare was full of life despite the challenges of living with cerebral palsy and was always keen to try new things.

In 1998, Clare received significant funds from the estate of her famous grandfather, A. A. Milne, the author and creator of *Winnie the Pooh*. Clare and her mother, Lesley Milne, decided that the money should be used to set up a charity to help people with disabilities. The Clare Milne Trust was established in 1999 and began awarding grants in 2002.

Sadly, Clare died prematurely in 2012 at the age of 56. It was her mother Lesley's dream to "know that my girl will be remembered for something that brings happiness where it is most needed."

Taking our responsibilities seriously, our vision is to improve lives for those living in Devon and Cornwall who face the daily challenges of living with disabilities. Our mission is to help by making grants to not-for-profit organisations in support of their work for the real benefit of those with disabilities.

We care deeply about how our funding for charities and other not-for-profit organisations can empower people, by building relationships, by learning and by accepting appropriate risk to make an even greater impact for those living with disabilities in the counties of Devon and Cornwall. In 2024, we awarded £801,454 in grants to 70 organisations.

We are looking to invite two new members to join our current board of six trustees following two recent retirements.



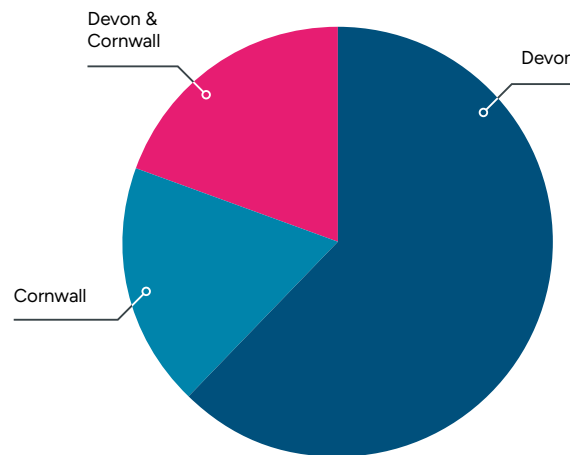




# Impact of Clare Milne Trust funding

The Clare Milne Trust supports a range of charities and other organisations looking to support those with the greatest need, throughout the counties of Devon and Cornwall.

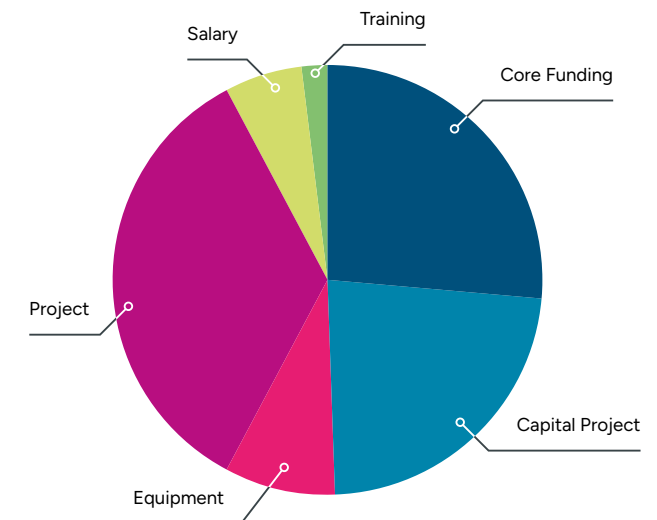
## Location of grant beneficiaries in 2024



£801,454 was awarded in grants to 70 organisations in 2024.

- **40 in Devon** totalling £500,590
- **14 in Cornwall** totalling £146,409
- **16 for projects that covered Devon and Cornwall** totalling £154,455

## Type of funding awarded in 2024



The trustees awarded a wide range of grant funding in 2024.

- **Core funding** 13 grants totalling £213,235
- **Capital projects** 13 grants totalling £183,127
- **Equipment** 7 grants totalling £68,242
- **Projects and activities** 31 grants totalling £274,850
- **Salary costs** 5 grants totalling £47,000
- **Training costs** 2 grants totalling £15,000



# The role

With responsibilities and a job to do as a board, our approach is friendly, inclusive and informal in atmosphere. We want people to join us in our mission to deliver Clare Milne's important legacy and contribute to our discussions.

As the governing body of The Clare Milne Trust, the trustees are collectively ultimately responsible for all of the charity's activities. The volunteer board is supported by a part-time administrator.

The board ensures that the charity complies with its constitution, charity law and other applicable legislation and regulations, being responsible for the appropriate oversight, governance and strategic leadership in pursuit of the charitable purpose and aims of The Clare Milne Trust, ensuring that they are reflected in board discussions and decisions. This approach and oversight should be consistent throughout the charity's work as a key grant giving charity in Devon and Cornwall.

Our trustees are responsible for ensuring the best use of the charity's finances and other resources in pursuit of the charitable objectives, including ensuring the proper investment of funds.

All trustees must maintain the highest standards of integrity and probity, safeguarding the good name and reputation of The Clare Milne Trust, respecting the Nolan Principles by upholding the seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. These principles guide ethical conduct for those in public office and are intended to ensure public trust and integrity.

## Key Information

<b>Meetings:</b>	4 per year (on weekdays, from about 9.30am to late afternoon)
<b>Attendance:</b>	Trustees should aim to attend all meetings - occasional attendance online may be possible
<b>Location:</b>	Meetings are held at various locations in Devon and Cornwall
<b>Remuneration:</b>	The role of a trustee is a voluntary role and therefore unpaid
<b>Expenses:</b>	The charity will reimburse out-of-pocket expenses reasonably incurred by the post holder during the course of their duties
<b>Term:</b>	Trustees are appointed to serve for a period of one term (up to three years), after which, if re-appointed as a trustee, they will be eligible to be re-appointed for a further two three-year terms (a maximum of nine years)

## Meeting Dates

17<sup>th</sup> July 2025  
22<sup>nd</sup> October 2025  
21<sup>st</sup> January 2026  
22<sup>nd</sup> April 2026



# About you

We intend to bring fresh new thinking to the board by welcoming two new trustees as we approach our future grant giving and to maintain our commitment to strong and inclusive governance. We are truly committed to ensuring diversity and gender equality within our organisation and board, and we welcome applications from candidates from all backgrounds, as well as from young people over 18 years old.

We're looking for people who share our passion to make a positive impact by providing grants to charities and other not-for-profit organisations who support those living with disabilities in Devon and Cornwall.

You do not necessarily need previous trustee experience, but will be able to demonstrate commitment to support The Clare Milne Trust and be able to devote sufficient time to fulfil this interesting and rewarding trustee role. Trustees need to read and consider a significant number of detailed grant applications and papers in preparation for our quarterly meetings, join charity visits around Devon and Cornwall, in addition to contributing to the ongoing governance and running of the charity.

We are interested in speaking to professionals, including accountants, who can share their financial expertise and insight, especially as we review the larger grant applications.

Additionally, tech savvy younger people would be particularly welcome to apply, and we value knowledge of the Devon and Cornwall region, familiarity with our work already and the ability to envisage potential opportunities and identify innovative, high-quality ideas.

The trustee role can be very rewarding and enjoyable, offering an opportunity to serve the community whilst learning new skills and developing your strategic thinking skills.



## Application Process

We are working with Jackie Dawkins of Shine Charity Recruitment, who is supporting our search. Jackie would be delighted to talk to you about this role and The Clare Milne Trust in more detail. We would then ask you to send her your CV and a covering letter telling us why you are interested in this role with The Clare Milne Trust and outlining what skills and experience you would bring. Please email [jackie@shinecharityrecruitment.co.uk](mailto:jackie@shinecharityrecruitment.co.uk)

- Meeting with Jackie to discuss the charity, the role and trusteeship in general
- Closing date 30<sup>th</sup> June 2025
- Selected candidates will be invited to meet with the Chair and two other Trustees (w/c 7<sup>th</sup> July tbc)
- Attendance at our July board meeting as an observer
- Formal appointment to take place at subsequent meeting and subject to satisfactory references

