

Trowbridge Town Hall Trust

Trustee Recruitment Pack



Join Us: Help Shape the Future of Trowbridge Town Hall

Inspiring a vibrant creative hub at the heart of the town - nurturing local talent, connecting community, and honouring the building's original purpose: "for the benefit of the inhabitants of the town for ever."

Trowbridge Town Hall Trust is seeking new Trustees to help deliver its mission of securing The Old Town Hall's place as a valued community asset and establishing it as a nationally regarded venue.

This is a pivotal moment in the life of the charity, as the building emerges from a multi-million-pound investment and the Trust begins to reoccupy the space following a two-year refurbishment.

Who we're looking for

In this round of recruitment, we are particularly seeking a Treasurer to lead on the strategic financial oversight of the charity. This individual will:

- Advise fellow Trustees on financial matters
- Oversee the setting and monitoring of the annual budget
- Play an active role in Board decision-making
- Support the Trust's Finance Manager in ensuring strong financial management

We are also looking for additional Trustees with experience in one or more of the following areas:

- Fundraising
- Legal
- Buildings / capital projects
- Human resources
- Marketing

That said, we welcome applications from anyone who feels they can add value to the organisation, regardless of background or specialism.

Diversity and Inclusion

We are actively working to make our Board more representative of the community we serve. We're particularly keen to hear from individuals from minority ethnic backgrounds and from people with disabilities.

If you'd like an informal conversation in advance of an application, please get in touch on

recruitment@trowbridgetownhall.com

COMMUNITY OWNED, COMMUNITY LED.

Registered charity no: 01157085. Registered company no: 08142832.

BACKGROUND INFORMATION

Trowbridge Town Hall was opened in 1889, the brainchild of local mill owner and philanthropist William Roger Brown. A plaque outside declares it was built “for the benefit of the inhabitants of the town for ever.” For the first 80 years of its life, the Town Hall was at the heart of civic and social life. As recently as the 1970s, its Great Hall played host to bands such as The Who.

In 1973, the building was converted into a Magistrates’ Court, and by 2011 it stood dormant.

Following an invitation for expressions of interest from the building’s owners, Wiltshire Council, the Trowbridge Town Hall Group was formed to develop a proposal to reimagine the building as an arts, cultural, and heritage centre with community use. In 2012, the Group became a registered charity and company limited by guarantee, taking on a short-term lease from Wiltshire Council.

Since 2012, Trowbridge Town Hall Trust has led the building’s use as a creative and community hub, offering a regular programme of cinema, theatre, live music, visual arts, and outreach activities.

In 2019, the Trust commissioned an independent governance review to ensure its operations were transparent, effective, and accountable. One outcome was the creation of a membership scheme, through which members elect two Trustees to serve on the Board.

The Trust currently employs five people and is funded through a combination of grant income and revenue from events and room hire.

The Town Hall was central to Trowbridge’s successful bid for the Future High Streets Fund, securing a £9 million investment to restore and revitalise the building. In 2023, the building closed for a transformative 20-month restoration. Throughout the closure, the Trust retained a small core team who continued to deliver outreach projects and plan for the building’s future.

Now, as the two-year refurbishment comes to an end, and a new CEO has been appointed, the Trust is focused on ensuring that the Town Hall continues to thrive as a vibrant, inclusive hub - “for the benefit of the inhabitants of the town for ever.”

TASKS FOR THE BOARD

The main tasks for the board are:

Strategy

- Oversee the masterplan and feasibility study, drawing conclusions from its findings and agreeing a future strategy to achieve delivery
- Support the diversification of activities in the building, exploring new ways to generate income
- Develop and implement a fundraising strategy both to support activities and longer term maintenance of the building

Legal

- Ensure the organisation is always acting in strict accordance with the law
- Responsible for the safe operation of all activities that take place within it

Finance

- Ultimate legal responsibility for financial solvency of organisation
- Contribute to and sign off annual budgets
- Ensure appropriate financial controls are in place
- Scrutinize and monitor the financial performance of the Trust against its budget
- Manage the Trust's Risk Register

Management

- Attend and participate in Board Meetings – between 4 and 8 meetings annually – these may be virtual
- Act as a member of one of four subcommittees (Finance and Risk, Community Engagement, Building Development, Fundraising) – between 4 and 12 meetings annually – these may be virtual
- Share responsibility for collective decision making
- Review and contribute to policies and procedures, as required
- Ensure that the board operates with ethical integrity and in line with best practice relating to equal opportunities

Communication/Advocacy

- Promote and communicate values and culture of the Trust internally and externally
- Develop the Town Hall brand appropriate to each stage of the project
- Work closely and in line with other developments in the Trowbridge area
- Work closely with, and report to, Wiltshire Council
- Develop, maintain and use professional or personal networks to the benefit of TTHT
- Proactively develop relationships for potential fundraising
- Attend events put on by the organisation

Recruitment/Training

- Recruit and monitor performance of Director
- Support and encourage staff of TTHT within a positive work environment
- Assist in induction of new Trustees on to the board
- Take part in individual and group training as appropriate



PERSON SPECIFICATION

All candidates must have:

- A commitment to developing the Town Hall as a community and creative hub
- An understanding of the needs of a town like Trowbridge
- An interest in the development of Trowbridge as a town
- An understanding of, and sympathy for, the role art and creativity can play in building healthy and resilient communities
- An ability to think strategically and contribute positively
- The ability to be a good team player

Independent Trustees serve three year terms.

How to apply

To apply, please send a CV and covering letter to recruitment@trowbridgetownhall.com

This should cover:

- What interests you about being a Trustee of Trowbridge Town Hall Trust
- What skills and experience you'd bring to the organisation

You're invited to visit the Town Hall and meet the team before applying.

Applications for this phase of recruitment will be open until candidates have been appointed.