THE STRADLING COLLECTION

Governance

INTRODUCTION:

The Stradling Collection (is a registered charity with charity number: 1117689. It is governed by a Trust Deed dated 19th September 2006. A deed of variation was completed on 26th March 2024 which removed the limit on the number of Trustees and the Trustee Board adopted a section 333 resolution allowing 2 Trustees to sign documents when duly authorised to do so.

PURPOSE AND OBJECTIVES:

We are passionate about design, its role in shaping everyday life, and nurturing the next generation of designers and makers. By sharing our unique Collection of 20 and 21st century objects for the home through an ambitious exhibition, learning and engagement programme, we fire imagination and connect people with design and making.

LEGAL STRUCTURE:

The Stradling Collection is constituted as a Charitable Incorporated Organisation.

TRUSTEES:

1. Responsibilities:
   - Ensure the charity is carrying out its purposes for the public benefit
   - Comply with charity law and the charity's governing document
   - Act in the charity's best interests
   - Manage the charity's resources responsibly
   - Act with reasonable care and skill
   - Ensure the charity is accountable
2. Appointment and Removal of Trustees
   - New Trustees are appointed by the current Trustees after reviewing what additional skill sets are required and the skill sets of potential applicants.
   - Trustees will be appointed for a 3-year term and can complete 3 terms. In exceptional circumstances a person can be asked to stay on for a 4th term.
   - The Trustees will appoint a Chair for a 3-year term.

- If it is decided for whatever reason that a Trustee should no longer continue with the charity, then a vote by the Trustees will be sufficient to remove him/her.

TRUSTEE MEETINGS

- To be quorate, 3 Trustees must be present. If the chair cannot attend, then the deputy chair will chair the meeting. If the deputy chair cannot be present, then the Trustees attending the meeting should elect a chair for that meeting.
- Meetings can be held by telephone or remotely if required.
- 14 days notice is required for Trustee meetings and papers for consideration at the meeting should be sent out one week before the meeting. If it is not possible to meet this timetable it will be for the chair to decide whether the meeting can proceed or whether papers distributed at short notice can be considered at the meeting.
- Decisions will be taken by majority voting and in the event of a tie the chair of the meeting will have a casting vote.
- All decisions taken will be minuted with specific authority noted where the signing of documents is required.

SUB-COMMITTEES

- There are 2 permanent sub committees – Finance and Governance (F&G) and Programming, which cover the areas suggested in their titles. Other sub committees can be set up as needed to cover specific projects such as Acquisitions and Disposal policy and recruiting new Trustees.
- Sub committees meet on an ad hoc basis but must have 3 Trustees present to be quorate. A chair is elected for each meeting. Minutes of the meetings are taken and distributed with the papers for the next Trustee meetings.
- Sub committees can have specific responsibilities delegated to them, but any major decision will normally be referred to the Trustees for ratification.

3. **ANNUAL TRUSTEE REVIEWS**

- Each year the chair should carry out a brief review with each Trustee. This could be by way of a short questionnaire or a short face to face session. Areas covered would be:

a) Has the Trustee made a positive contribution to the workings of the charity
b) Have the Trustees operated efficiently over the last year
c) Are there significant gaps in the skill sets represented by the current Trustees

d) Has the chair managed the trustees well over the last year

4. **CONFLICT OF INTEREST POLICY**
   - Trustees, staff and contractors must all declare any conflict of interest that might arise.
   - Except in exceptional circumstances an individual would be expected to withdraw from any discussions or actions relating to the issue where a conflict has been identified.

5. **FINANCIAL OVERSIGHT**
   - The Trustees will organise for an annual budget to be drafted and approved.
   - The Trustees will arrange for the preparation of the annual accounts and for their review by an auditor or external examiner.
   - The Trustees have the ultimate responsibility for the financial management and record keeping of the charity

6. **RISK MANAGEMENT**
   - The Trustees should carry out regular identification and review of the risks that the charity is exposed to.
   - The Trustees should maintain a risk register with a schedule of actions that should be taken to mitigate those risks.
   - The Trustees should ensure compliance with health and safety regulations at all times.

7. **POLICIES AND PROCEDURES**
   - The charity will maintain and regularly review policies including but not limited to:
     a) Safeguarding
     b) Equality and diversity
     c) Data Protection (GDPR)
     d) Volunteer management
     e) Whistleblowing
     f) Sustainability
     g) Visitors
     h) Health and safety

8. **REVIEW AND AMMENDMENTS**
   - This document will be reviewed annually.
   - Any amendments must be approved by the Trustees

MARCH 2026