

# The Burton at Bideford

## Art Gallery and Museum

### Trustee Recruitment Pack



*“We will deliver a world-class creative destination, challenging and inspiring people. The Burton at Bideford is known nationally as a place to visit for a quality experience, with exceptional service, accessible and welcoming to all.”*

Introduction from Tim Ireson, Chair of Trustees

On behalf of the Board I would like to thank you for taking the time to find out more about becoming a Trustee of the Burton at Bideford.

The information within this pack will provide you with information about the Charity, a brief description of what the Board of Trustees sets out to do, and for those unfamiliar with the story of “The Burton”, some background information.

As a Board we aim to recruit team members who can offer skills, knowledge, experience and time for this voluntary role. We hope that the enclosed content, together with the Burton's website <https://www.burtonartgallery.co.uk> will provide you with most of the information you seek. Should you wish to have an informal discussion with me, please find my contact details later in this document.

Tim Ireson  
Chair of Trustees

## Vision, Mission and Values

***We are The Burton at Bideford  
We are a jewel in North Devon's crown  
We are a Gallery, Museum, Shop, Café and Community Venue  
We work with passion and care, Locally, Nationally and Internationally***

### Our Vision

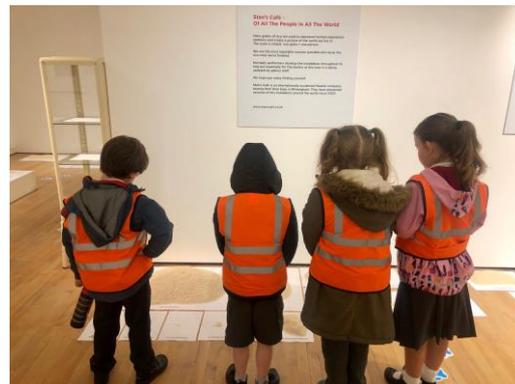
*To be a venue which reaches out with generosity, empathy, playfulness, and above all hope. We want to inspire creativity and understanding in others. We believe our fellow human beings are capable of anything, and whether they are adults or children, professionals or amateurs, we want to intrigue and engage them in all we do.*

### Our Mission

- *To showcase relevant, diverse, innovative work, which is emotional, provoking and engaging.*
- *To reach out and listen to our visitors, to build an audience of equals and celebrate our time on the planet.*
- *To use our collections to their best advantage in our search for relevance, understanding and the promotion of a shared community.*
- *To continually support the spiritual and wellbeing of our community and promote the arts as a central part of the human condition.*
- *To engage with people creatively and enhance their lives*
- *To remove barriers to participation and at all times offer good value in all that we do*

### Values

*Passion, Confidence. Empathy. Creativity. Generosity. Curiosity. Sustainability*



### Overview

In November 2014, the Members of Torridge District Council agreed to establish a not for profit body to manage The Burton Art Gallery and Museum, including Bideford Tourist Information (The Burton). The Burton at Bideford was established, and transfer of management took place on April 1<sup>st</sup> 2016.

The move to an external body is a long-term arrangement which included an initial service and funding agreement with Torridge District Council for five years from April 2016. This agreement with T.D.C. has recently been extended by a further five years, from 2021-2026. The major focus for the first five years has been on building and ensuring a robust financial position, developing strong relationships with major partners and delivering the initiatives as set out in the five year strategy for The Burton at Bideford. Underlying all activity is the requirement to fulfil the duty of care to the "Collections", and other legal contractual obligations.

The Burton at Bideford has been awarded National Portfolio Organisation (NPO) status by the Arts Council England with a four-year agreement of funding and service delivery from 1<sup>st</sup> April 2018, recently extended for a further 12 months, during which the Charity will apply for continuation of this status for a further 4 years.

#### **The Trustee Board will:**

- Maintain a resilient and robust framework for the organisation.
- Maintain a public profile and identity.
- Support an ethos of entrepreneurialism within the staff and volunteers.
- Deliver and uphold the aims and objectives of the Council and other principal funders and strategic leads, including Arts Council England and the Heritage Lottery Fund.
- Identify and develop new income sources, such as legacies, donations and private philanthropy.
- Maximise commercial possibilities.
- Maintain an effective relationship with Torridge District Council.

#### **Requirements for Trustees**

The Charity, which is also a company limited by guarantee, is required by its Articles of Association to have a minimum of 4 and maximum of 9 trustees who should be between the ages of 18 and 75 and not barred by law from acting as Directors.

Normal term of office is 3 years after which a trustee will be required to resign but can stand for re-election.

The Trust holds 7- 8 Board days a year which may include one Board 'away day'. Meetings usually take place on the 3<sup>rd</sup> Thursday of each month in Bideford, or occasionally at another location. Start times may vary, but currently start at 9.30 am with social lunch and conclusion by 3.00 pm. The majority of papers are circulated a week before the meeting and Trustees are expected to comply with this when requesting an item for the agenda. Trustees are expected to have studied circulated documents in order to have an effective meeting.

There will also be a requirement for additional hours representing the Charity, either utilizing an individual skill base and being the Trustee Lead on a strategic initiative, or possibly being a member of a sub-committee. We endeavour to have Trustee representation at as many exhibition openings or events as possible.

There is an expectation that the Board will be active and engaged, and trustees will need to be able to commit the necessary time to be effective.

The Charity commits to support Trustees and provide training where appropriate including that identified by the Trustee.

Trustees are expected to act reasonably and prudently in the best interests of the Charity, never in pursuit of personal interests or the interests of another organisation and to meet the legal obligations common to all charity trustees (i.e. comply with charity law, duty of prudence and duty of care).

It should be noted that the Charity is limited by guarantee under the Articles of Association. Consequently, there is no liability, other than a limit of £10.00, should the organization fold. Further information can be found at Companies House via [www.gov.uk](http://www.gov.uk) .

Stakeholders may be Trustees at The Burton at Bideford, but they will need to keep a separation between the roles and demonstrate how they would go about this.

#### **Responsibilities of the Trustee Board**

A job profile for the position of Trustee is available and will be circulated as part of the recruitment process.

## Vetting

If offered a place on the board potential trustees will need to:

- Confirm in writing that they are not disqualified from acting as trustees using the Charity Commission declaration form.
- Submit references.
- Declare any existing or potential conflicts of interest.
- Undertake DBS checks if appropriate.
- Be aware that the Charity may carry out additional independent checks.

## Skills, knowledge and experience

A balanced Board will include people from a range of backgrounds and knowledge such as heritage, visual arts, business, finance, legal, fundraising, marketing or IT. As the business and strategic plan develops the knowledge required will vary.

It is essential that trustees should have/be:

- A proven track record in heritage, arts or business or a relevant profession particularly at a strategic level.
- An interest in involvement in community service or charity sector (paid or voluntary).
- A commitment to the objectives of the organisation and a particular interest in some of the following: the visual arts, heritage, crafts, local community, economic regeneration
- Communication and advocacy skills – ability to express balanced opinions and listen to the opinions of others; ability to give and receive challenge and debate, internally and public facing.
- Values of integrity, openness, diplomacy, understanding and tact.
- Good analytical skills – ability to read and understand complex subject matter and comment.
- Good awareness, understanding of, and empathy with, issues concerning the creative industries as a whole.
- Prepared to attend evening and/or daytime meetings as well as Trustee away days, training and development sessions.
- Within reason, willingness to be available to provide staff with advice and/or attend additional sub-committee or project meetings.
- A commitment to support fundraising activity.
- Not disqualified from acting as a Director/Trustee.

It is desirable that trustees have:

- Awareness of and interest in local issues.
- Experience of working with local authorities, National Lottery distributors and other funding bodies, charitable fundraising or managing significant budgets.
- Experience of trusteeship/committee member of a charity or other voluntary organisation.

## Application process

If you are interested in becoming a Trustee of The Burton at Bideford please submit a CV and covering letter explaining why you are interested and why you think you would be a valuable Trustee.

Please email CV's and covering letters to: [Secretary@theburton.org](mailto:Secretary@theburton.org) or post to:  
The Secretary, The Burton at Bideford, Kingsley Road, Bideford, Devon EX39 2QQ

Applications will be shortlisted against the essential and desirable criteria detailed in this pack and will also be asked to complete a short Skills and Experience Audit.

**Closing Date:** Tuesday 23<sup>rd</sup> March, 2021

## Further background information on the Burton

As the only purpose built venue in the area on the north coast between Bristol and St Ives, The Burton hosts exhibitions of national and international standing and works with the local community of all ages, families and schools.

The nucleus of the collection was gifted to Bideford Borough Council by Hubert Coop in the late 1940's. Thomas Burton, Ex-Mayor and Alderman of Bideford then financed the building of the Burton as 'a gift to house a gift'. He gifted The Burton, to provide:

*"A gallery for the enjoyment, education and good of all, old and young, inhabitants and visitors, - everyone and as far as one can tell, of lasting credit to the living and those to come."*

It first opened in 1951.

Since then the collection has grown and The Burton now has curatorial responsibility for some 3,000 heritage artefacts and paintings valued at £1.4m in the collection, ranging from the Bideford Town Charter sealed by Elizabeth I in 1583 to an oak beam from the original Bideford Bridge and paintings attributed to Sir Joshua Reynolds and by E. Aubrey Hunt, Hubert Coop, Ackland and Edwards.

In 2008 Bideford Tourist Information was merged with The Burton. A new display of the RJ Lloyd Ceramics opened in 2011 following the award of nearly £500k of external funding.

We are very fortunate to have wide ranging support from the "Friends of the Burton". The Friends get involved in fundraising, sponsorship of events and acquisitions and promotion of the Burton throughout the region. <https://www.friendsofburtonartgallery.org>

The Burton operates a significant visual arts programme, between 10 -15 exhibitions a year. As well as displaying work from the collection, it works with national institutions including Tate, The Royal Academy, Victoria & Albert Museum (V&A), and The Barbican. It has also established significant relationships with several national and regional institutions bringing artwork and artists to the area which otherwise might not be seen by the local community. Recent exhibitions have included subjects such as Folk Archive by Turner Prize winner Jeremy Deller & Alan Kane. Dead Dad Book by Vicky Lindo and Bill Brookes, winner of the British Ceramics Biennial 2019 Award. Michael Morpurgo: A lifetime in stores, Here: Uncovering North Devon an exhibition of previously unseen photographs from the Beaford Archive showing the work of James Ravillious and Roger Deakins, and The Printed Line, a touring exhibition from the Arts Council Collection.

Alongside, and just as important to the overall exhibition programme, there are a number of exhibitions with a community or heritage focus and/or of local artists work. These include Torridge Schools Exhibition, the Annual Open Exhibition, Westward Ho! and Bideford Art Society Open Exhibition and Showcase exhibitions of artists represented by The Burton.

The Burton is Fully Accredited, the retention of which is a key priority for every professionally run museum. As the UK standard for museums, Museum Accreditation covers: Organisational Health, Collections Management including Acquisition & Disposal, Care & Conservation, and Visitors and their experiences.

Currently 11 members of staff are employed at The Burton, the majority being part-time. Volunteers contribute an average of 900 hours annually and the number of volunteers is looking to be expanded.

The Burton has a strong track record of attracting external project funding from a wide range of bodies. It is currently receiving £86k p.a. for a four-year period under NPO status. It has received other small grants for both physical works to the building and artistic projects.

In addition, The Burton at Bideford has a wholly owned subsidiary company, The Burton Enterprises Ltd, which successfully generates income through retail sales, commission on craft sales and tourism sales.