Appointment of New Trustees

Version	Last Revision	Author	Next Revision
v0.1	18.09.18	Initial draft by S Jones	
V0.2	10.02.19	Draft amended following review at trustees meeting	
V0.3	19.05.19	Draft amended following comments from Nick Wells	
V1.0	10.06.19	Approved at Trustees meeting 23 May 2019	June 2020
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V1.1	17.09.2026	Nick Wells and David Bishop	June 2027

1. Introduction

The Trust's Standing Orders must be followed in the appointment of a Trustee.

Responsibility for the recruitment of a new trustee rests with the existing trustees. They must oversee the management of an open and efficient process and always act in the best interests of Christ Church.

The composition of the body of trustees of Christ Church, Bath is referenced in the original trust deed, indicating that the number of trustees should be limited to ten, and that the Bishop of Bath and Wells, the Archdeacon of Bath and the Rector of Walcot all have a place on trustees as ex-officio members. The ex-officio places are explained in writing to new incumbents of these three roles, inviting them to take up the ex-officio post if they wish. Although the Bishop has not taken up the post in recent years, Archdeacon of Bath and the Rector of Walcot (or their representative) have been active and valuable members of the trustees. This being the case, it is generally agreed that the existing trustees aim to maintain a trustee body of eight other members.

It is noted that the Priest-in-Charge and the Church Wardens are invited to attend meetings in an active, but non-voting capacity.

Considering candidates

Possible candidates to fill a trustee vacancy will be discussed at a quorate meeting of the current trustees. Potential trustees should have a strong personal commitment to the Christ Church and its objectives. It is essential that there are no legal or other barriers to a trustee's appointment.

Trustees must be 18yrs or older and considered capable of managing their own affairs.

Employees of Christ Church (or their 'connected persons' that is family, relatives or business partners) may not be considered as trustees.

Church Wardens may not be considered as trustees, as they fulfil a distinct role as elected representatives of the congregation.

Members of the congregation may serve on Church Council and Trustees concurrently, and once appointed as a Trustee, they should stand down from Council at the next Annual Church Meeting.

Trustees should aim to avoid two 'connected persons' serving as trustees at the same time (that is two members of the same family or two business partners). If it is considered in Christ Church's best interest to make such an appointment, this should be fully discussed at a quorate trustees' meeting and the reasons recorded in the minutes.

More generally, the current trustees should consider:

- what new skills, knowledge or experience does the body of trustees need?
- are there specific interest groups that a new trustee has knowledge of?
- Has diversity been fully considered?

Selection of trustees

New trustees are nominated and agreed by the existing body of trustees, and the selection of the prospective trustee is recorded in the minutes of the relevant meeting. The prospective Trustee must state in writing that they are willing to act as a Trustee (included in the Declaration template set out in Appendix 1).

Vetting trustees

Before appointing a trustee, the Chair of Trustees will obtain a declaration from the prospective trustee that they are not automatically disqualified from the appointment, under Charity Commission rules. These rules are set out in the Charity Commission document guidance on automatic disqualification rules for charity trustees and charity senior positions. (hyperlink accessed 05.06.2026).

A template for this declaration is provided in Appendix One.

Trustees must consider potential conflicts of interest in advance of an appointment. They should ask potential trustees to declare any potential conflicts of interest which they themselves are aware of. The potential for conflicts of interest does not necessarily disqualify an otherwise well qualified person being appointed as a trustee, but it is important to identify any conflicts of interest and to make sure that they are properly managed. For further information, see the Trustees Policy for the Management of Conflicts of Interest.

The Charity Commission recommends that DBS checks should be obtained for trustees of charities which work with children or vulnerable adults. Church of England guidance does not *require* all PCC members to be DBS checked, even when the church 'sponsors and approves' work with children

and/or vulnerable adults: "*the decision about who to check on a PCC is left to local determination and will depend on the specific circumstances*." [1] Trustees have decided to adopt the guidance for PCCs in respect of the Trust.

The Trustees of Christ Church have agreed that those with financial responsibility (the Treasurer and the Chair) should be DBS enhanced checked for those roles .

Appointment of trustees

Once a prospective trustee has formally agreed to become a Trustee, their trusteeship may then begin immediately, or on a specified date.

New trustees should be signposted to the Charity Commission guide CC3 'The essential trustee: what you need to know'.

Appointment to the position of trustee at Christ Church is for a six-year term, with option to renew subject to the agreement of the other trustees. Those trustees already serving at the time this policy is first agreed will nominally commence a six-year term on a staged basis (January 2020, 2021 and 2022). The minutes of the relevant meeting will record which trustees will commence their six year term of service on which date.

Following the appointment of a new trustee, the trustees must ensure that:

- Christ Church Council is informed of the appointment
- The list of Trustees on the church website is updated
- The Charity Commission is notified of the appointment as soon as possible
- Bank mandates are amended if the new trustee is to be a signatory to the charity's account

Resignation or removal of a Trustee

If a trustee wishes to resign this should be ideally put in writing, and as a minimum be recorded in the minutes of the relevant trustee's meeting. The list of trustees held by the Charity Commission should be updated accordingly.

If the body of trustees does not have confidence in any individual trustee they may recommend their removal at the end of their six-year term, or in exceptional circumstances, hold a vote of no-confidence at a trustees meeting.

References

Charity Commission Guidance CC3 *The essential trustee: what you need to know, what you need to do* accessed via https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do (date of access 05.06.2026)

Charity Commission Guidance CC30 *Finding new trustees* accessed via https://www.gov.uk/government/publications/finding-new-trustees-cc30/finding-new-trustees (date of access 05.06.2026) Charity Commission Guidance *Automatic disqualification rules for charity trustees and*

[1] Church of England Safer recruitment practice guidance DBS Eligibility and related matters: Frequently Asked Questions (Feb 2017) https://www.churchofengland.org/sites/default/files/2017-11/dbs-faq-february-2017.pdf (Accessed 05.06.2026)

charity senior positions accessed via https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions (date of access 05.06.2026)

Charity Commission Guidance *Charity trustees: resignation and removal* accessed via https://www.gov.uk/guidance/charity-trustees-resignation-and-removal (date of access 05.06.2026)

Appendix 1: Declaration by new trustees of Christ Church

FUNDS HELD IN CONNECTION WITH CHRIST CHURCH IN BATH charity number 1055275

Trustee eligibility and responsibility

By completing and signing this form, you declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation's purposes (objects) and rules set out in its governing document
- are **not** prevented from acting as a trustee because you:
    - have an unspent conviction for one or more of the offences listed here [2]
    - have an IVA, debt relief order and/or a bankruptcy order
    - have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
    - have been removed from being in the management or control of any body in Scotland (under relevant legislation)
    - have been disqualified by the Charity Commission
    - are a disqualified company director
    - are a designated person for the purposes of anti-terrorism legislation
    - are on the sex offenders register
    - have been found in contempt of court for making (or causing to be made) a false statement
    - have been found guilty of disobedience to an order or direction of the Charity Commission

Personal benefit

If Christ Church pays (or will pay) any trustee for being a trustee OR any trustee or person connected to them for providing goods and services, you declare that this will:

- be in the organisation's best interests
- be lawful and authorised
- help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)

You also declare that:

- the information you provide is true, complete and correct
- you understand that it's an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
- you will comply with your responsibilities as trustees - these are set out in the Charity Commission guidance CC3 'The essential trustee'
- you have read and understood the Christ Church safeguarding guidance

Name	
Signature	
Date	

[2] https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions (accessed 05.06.2026)