



**Hampton
Fund**

Trustee Information Pack

October 2024

Dear Candidate,

Thank you for your interest in becoming a Trustee for Hampton Fund.

I am immensely proud of the achievements of Hampton Fund and of those it has supported since 1811 and it is a true honour to have been elected as their Chair of Trustees.

Trustees are critical to any charity. They must be committed to their role and with the skills, knowledge and experience that the charity needs. In turn, they contribute much to the success of the charity. Trustees play an essential role in the governance of charities, serve as a means of communication with the community, bring on board valuable professional or other experience and help to ensure that charities are well-managed.

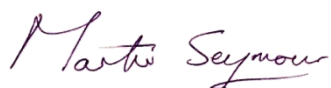
We are fully committed to removing any barriers to diversity on our Board and welcome applications from people irrespective of life experiences, ages or background. We will make specific efforts to assist people who might otherwise have difficulties in attending board meetings.

We are currently seeking a trustee with particular work experience and expertise in investment management, organisational financial planning and management.

If you feel you fit the bill, I hope you will take this opportunity, using the guidance in this document to show your reasons for wanting to get involved, and how you feel your skills and experience can help drive the work of Hampton Fund forward.

In which case I very much look forward to working with you in the near future.

Yours sincerely,

A handwritten signature in cursive script that reads "Martin Seymour".

Martin Seymour,
Chair, Hampton Fund

About Us & What We Do

Hampton Fund is a grant making charity, supporting the needs of residents in Richmond upon Thames, with priority for those in Hampton, Hampton Hill, Hampton Wick, Teddington, Twickenham and Whitton.

We support individuals and families in our community by creating opportunities to live well though relieving the burden of financial, physical and emotional hardship. We do this directly by helping with the costs of gas, electricity and other household essentials, but also through support to local voluntary sector organisations whose work reaches those facing these challenges. Our vision is to build an empowered, resilient and compassionate community where everyone has an equal opportunity to thrive.

Despite the perception of Richmond as a wealthy borough, there are still high levels of need and disadvantage as in any urban area. The demand for our support demonstrates the need locally, reinforcing independent research, such as [On The Edge](#), which we co-funded. Hampton Fund made over 2,000 grants to help with peoples' fuel bills and pay for essential household items in 2023/24 at a value of £1.25m. We also funded 50 local community organisations at a value of £1.43m, covering issues as varied as food poverty, health or homelessness to support for carers or those with disabilities.

Hampton Fund is managed by a small team: Chief Executive, Individual Grants Manager, Community Grants Manager, Operations Manager and an Administrator.

Our History

Formerly known as Hampton Fuel Allotment Charity, which is still our legal name, the charity was established by an Act of Parliament in 1811, when land owned by King George III in the ancient town of Hampton was donated to the parish of St Mary's Church. The land was rented out, and the money used to buy fuel for the poor of the parish.

By the mid-1980s our income had significantly reduced. However, the Trustees made the decision to sell land owned by the charity. In 1989 St Clare's Nursery was sold to Sainsbury's for £21.6m. The sale significantly revived the fortunes of the charity: the money was invested with the income providing support to those in need. The charity

has since been able to extend the area of benefit beyond Hampton residents to Twickenham, Teddington and Whitton.

After 200 years, in 2019 we introduced our new name Hampton Fund. After all, the word 'fuel' is misleading and we don't own an allotment! The new name has helped us enormously with our marketing to reach out to more people we can help. This is one of many key changes over recent years.

Our Values

Integrity. We are honest, trustworthy and non-judgemental.

Independence. We are impartial and able to act decisively.

Impact. We tackle need in the community through the effective use of our funds.

Our Board of Trustees

Hampton Fund can have a maximum of 12 Trustees. Three Trustees are nominated by the local parishes of St Mary's, St James's and All Saints, all in Hampton; three are nominated by the London Borough of Richmond upon Thames; the permanent ex-officio Trustee is the serving Vicar of St Mary's Hampton; and the remaining Trustees are co-opted from the local community on the basis of the skills and experience required by the Charity.

Investment Management

Our current investment fund c. £64m is managed by Barclays Wealth and Rathbone Investment Management. We also have independent investment advice from Mazars Wealth Management. While our Finance and Investment Committee already has expertise and experience in investment management, given the importance of our investments, we recognise the need to have at least three appropriately qualified trustees on our Board with a working knowledge and skills in this specialism, in particular those with investment management, strategy and advisory experience. You will specifically be involved in the ongoing monitoring and development of our investment strategy and selecting and monitoring the external investment managers tasked with implementing this strategy. Wider experience of financial planning and management within an organisational context will also be extremely valuable.

Our funds form a permanent endowment, which means that in making allocations Trustees have a duty to "further the charity's aims both now and in the future."

The Trustees have adopted a Total Return approach to management of the Permanent Endowment Fund, which provides more flexibility by relaxing income constraints on its investments. A resolution to this effect was passed in April 2015. The Trustees aspire to protect the value of the Permanent Endowment Fund in real terms, as far as possible, by making transfers periodically from the Unapplied Total Return Fund.

Diversity and Inclusion

It is important to us that the Board reflects the views of the wider community. We recognise that there is a current imbalance and we will work proactively to address this. We are fully committed to increasing the diversity of our Board, which will:

- Understand better the needs of all sections of the community.
- Offer a broader range of perspectives about issues that affect our communities.
- Be more creative in generating ideas and solutions.
- Improve decision-making.

To this end we are keen to recruit people with different life experiences, different ages and from different backgrounds. It is not necessary to have previous board committee experience as training will be provided. We will look to ensure that the barriers to undertaking the role for anyone wishing to apply, such as those that are working or with caring responsibilities, are reduced as far as possible.

Role Specification

- Expertise in investment strategy, advice and management specifically, but also organisational financial management and planning if possible.
- It is expected that Trustees will live or work or have another connection to our area of benefit.
- Trustees will be actively engaged in our local community and have a good knowledge of the area.

Time Commitment

- Board meetings take place every quarter in the evening. There are six committees that meet to consider a range of areas that make up the charities business: grant reports and recommendations; human resources and

governance issues; finance and investment matters, property interests and communications. Trustees are expected to be a member of at least two committees, of which – in this case – one will be the Finance and Investment Panel.

- Working Groups can be established to look at a specific topic and are time limited.
- Trustee away days take place periodically.
- Meetings are usually in person, at the Hampton Fund Office, but with the option to join by video link if needed.

Personal Qualities

- Empathy with the aims of the charity.
- The ability to think broadly and objectively: trustees are involved in making decisions on a wide range of issues.
- An understanding of the voluntary sector and the needs of the voluntary sector.
- An understanding of the broader issues around poverty.
- The ability to get on with people and work collaboratively
- To act as an ambassador for the charity when attending external meetings and events as a trustee.
- To be discreet and respect confidentiality in all matters related to the charity's activities.

Additional Information

- Trustees do not receive any remuneration, but reasonable expenses will be reimbursed.
- The appointment is normally for a period of five years and it is expected that a Trustee would serve no more than two terms of office, i.e. ten years.

How To Apply

Please send the following information to richard@hamptonfund.co.uk **no later than Wednesday, 18th December.**

- Your up-to-date CV.
- Details of two referees.

- A personal statement (no more than 2 sides) outlining your interest in this role; and how you meet the Role Specification and Personal Qualities.

Further information about Hampton Fund can be found on our website www.hamptonfund.co.uk

If you would like to discuss this opportunity further, please contact Richard Barron, Chief Executive, richard@hamptonfund.co.uk or 07930 996609.

Interviews are likely to be held the week commencing 13th January 2025.