



**TAUNTON THEATRE ASSOCIATION LTD
COAL ORCHARD, TAUNTON, TA1 1JL**

**Join our Board as a Trustee/Director *and*
support our work in bringing great art and entertainment to the SouthWest**

Thank you for your interest in becoming a trustee with Taunton Theatre Association, operator of Taunton Brewhouse. Here, you will find brief information about what we do and hold dear, about our history and plans as well as how we are organised and funded. We comment on time commitments involved in being a trustee as well as our thoughts on what you might think of as benefits.

We look for individuals who are representative of our community and who can bring governance skills from different backgrounds. You will share our interest in and passion for the arts.

About Taunton Theatre Association (TTA)

Our mission

At Taunton Brewhouse, TTA brings performance and visual art to the centre of Somerset's County Town. We welcome people locally and from further afield, to enjoy and participate in a programme of bold and brilliant artistic and creative experiences that inspire and transform our individual and shared experience of the world.

Our vision

We imagine a future where people and communities are liberated through artistic expression, becoming connected and considered equal.

Our values

Welcoming:	We value open hearts, open minds, and welcome all to Taunton Brewhouse
Bold:	We value bold artists and bold ideas, inspiring locally and globally
Collaborative:	We believe meaningful collaborations can change the world. We work together to create, play and learn
Resilient:	We are committed to remaining Taunton's enduring centre for creative excellence.

Our back story

Taunton Brewhouse was built in 1977 on the site of an old brewery as a purpose designed theatre. Taunton Theatre Association (TTA), building on the long history of performance at the site, became theatre operator in 2014. Since then, TTA has established a strong presence in the SouthWest with a broad programme of performing arts from local and touring companies, including an annual in-house Christmas musical with community ensemble working alongside professional performers. We also offer curated films and live transmissions from national/international venues, a revolving programme of exhibitions, and arts activities for all. We seek funding to continue our Distillery Programme that supports the development of new work by SouthWest artists.

Attached to an 18th Century Brewmaster's House on the Bank of the River Tone we sit alongside the new Coal Orchard development in the independent quarter of central Taunton. There, we welcome all to our 350-seat auditorium and separate studio theatre as well as to enjoy our art gallery, creative hub, and refreshment facilities.

Our small team of professional staff are supported by enthusiastic volunteers who add a different dimension to our work and root us firmly in our community. Although times are always challenging for the arts, our people are endlessly resourceful and resilient.

Our plans for the future

Our focus now is on developing the artistic programme at the venue and beyond, fully optimising our resources whilst developing other ways to reach out into the community and our region to better meet audience needs.

We are increasing the use of the building, diversifying income streams, and taking every opportunity to welcome people to Taunton Brewhouse. Daytime offers complement our evening programme, and we want to redevelop our public spaces so that residents and visitors to the town centre can enjoy them whether or not they are engaging with our creative programme. Our space is one that artists regularly visit to develop new ideas and concepts, which we share with audiences.

The artistic vision for Taunton Brewhouse will continue to grow and develop. The Main Auditorium will continue to drive healthy ticket sales through a unique and distinctive programme. We will bring the best of UK touring from the country's most significant companies presenting original music, plays and comedy as well as the best of independent film, restored classics, and event screenings from important world stages to our cinema. Our studio programme focusses on developing local and regional artists and their work. Our Creative hub offers a programme of life-long learning for adults while our Youth Theatre offers opportunities for young people in all areas of our activity.

Beyond our building we learn from our digital projects and work in strategic partnerships to present performance in other spaces and venues across the region.

Our governance

Taunton Theatre Association Ltd is a registered charity, and company limited by guarantee. It is governed by a board of trustees/directors with a broad range of expertise currently covering the performing arts, music, cinema, strategic planning, management, finance and legal. Trustees are responsible for the overall governance and strategic direction of the organisation. Representatives from our Local Authority as funders and landlord also attend meetings. The Board supports the Executive Director and staff team to deliver the charity's objectives, while upholding its values. TTA Taunton Brewhouse encourages an open culture where volunteers play a key role in supporting the employed staff team. Trustees, who are also volunteers, are invited to share their skills, perspectives, and experience to support the development of the Company.

A wholly owned subsidiary, TTA Trading Ltd with its own Board, operates our non-charitable activities and covenants its surplus to the charity. The two companies form the 'group'.

Our funding

TTA receives a grant from our Local Authority (from April 2023 Somerset Council), which is also the Landlord, and bids for funds from grant-making trusts including Arts Council England. TTA also receives an annual donation from its trading subsidiary. However, most funds are raised through the sale of tickets for performance and events.

What we expect of trustees

The Board normally meets 4 times a year for approximately 2 hours in early evening (6.30 pm start) plus an away 'day' and the Annual General Meeting (evening). Most meetings are in person at Taunton Brewhouse, but we also use Zoom especially for monthly updates.

Trustees are part of sub committees or are identified with a specific responsibility. Some committees meet regularly; others are project or issue based. At present these groups/responsibilities include:

- Finance
- Development and Fundraising
- Representative on TTA Trading, our trading subsidiary
- Environment
- Safeguarding
- Recruitment
- Risk Management

We expect Trustees to:

- share our passion for the arts and to support our mission for Taunton Brewhouse
- help in promoting Taunton Brewhouse programmes and activities to current and potential stakeholders and audiences
- become familiar with our business and financial models, policies, and procedures offer support with personal experience and expertise where relevant.

We aim to provide trustees with opportunities to:

- contribute to the development of TTA Taunton Brewhouse as a significant resource for performing and visual arts in Taunton and the South-west
- use experience to help with the challenges of maintaining a busy arts venue, actively engaging with strategic decisions, and planning to ensure TTA Taunton Brewhouse thrives
- participate in cultural events at our venue and in Taunton
- work alongside other board members, staff, and volunteers from a wide range of professional backgrounds and develop leadership and governance skills and experience.

Terms

There are no defined periods of office, but each year one-third of the Board offer themselves for re-election.

The trustee role is unpaid although expenses incurred on our behalf can be reimbursed by prior agreement.

We want our Board to be representative of all sections of society and actively welcome candidates meeting the criteria but who may be under-represented in arts and culture.

For more information about the role of a Trustee and how to apply or to have an informal discussion before applying, please see the following Job Description.

TAUNTON THEATRE ASSOCIATION: TRUSTEE JOB DESCRIPTION

As a member of the Taunton Theatre Association board of trustees, key responsibilities include:

- agreeing the strategy and goals for the charity, Taunton Theatre Association
- appointing, and setting salaries for, senior management
- giving oversight and support to management
- ensuring due diligence in all regulatory matters
- paying attention to financial management
- ensuring a robust approach to the management of risk

Whilst these are collective responsibilities, individual trustees may take a lead in specific areas of their own expertise for example in performing or visual arts, cinema, hospitality, venue and/or people management, business or charity management, finance, fundraising, legal matters, risk management and marketing. Experience in these areas aligned with our passion and belief in the arts enables us to direct and support the work of TTA for the benefit of our community.

Every trustee has responsibility for:

- ensuring that Taunton Theatre Association Ltd (TTA) complies with its governing document, charity law, company law and any other relevant legislation or regulations
- ensuring that TTA pursues its objects as defined in its governing document
- maintaining proper financial control and ensuring that TTA applies its resources exclusively in pursuance of its objects - the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- contributing to and maintaining vision, mission, and values
- contributing to developing strategy, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets
- ensuring accountability
- ensuring appropriate employment policies and respecting the roles of staff and volunteers
- supporting the operational management of the organisation
- monitoring and, where necessary, implementing internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- ensuring that risk assessments for all aspects of the business are carried out
- safeguarding the good name and values of TTA and Taunton Brewhouse
- maintaining effective board performance and ensuring the effective and efficient administration of the charity including funding, insurance, and premises
- promoting TTA and Taunton Brewhouse
- acting in the best interests of the charity, never in the interests of any individual or another organisation.

In addition to the statutory duties, each trustee is expected to use their specific skills, knowledge, or experience to help the Board reach sound decisions. These involve scrutinising Board and Committee papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

Trustees are required to act reasonably and prudently in all matters relating to the charity and must always keep in mind the interests of TTA and Taunton Brewhouse.

We observe the framework of principles set out by the Nolan Committee (Standard in Public Life 1996: The Seven Principles of Public Life) and statutory duties of directors as set out in Companies Act 2006.

As well as personal and financial probity we look for people who, although may not themselves be required to work directly with vulnerable groups (including children), nevertheless understand the issues inherent in these areas.

Making your application

Please complete the listed documents and send to Val Hammond, Chair of Taunton Theatre Association by email: val@tauntonbrewhouse.co.uk with **Trustee** in the subject line.

We aim to respond quickly to applications.

If you would like to have an informal discussion before going further, please contact Val by email to arrange a Zoom meeting or telephone discussion.

Application documents – please complete and attach to your email:

- Application cover sheet which ensures we have information to properly consider your application
- A short covering letter (no more than 2 sides of A4 outlining why you want to be a trustee and what knowledge or experience you can contribute
- Your CV (if you have one)
- Charity Commission Trustee Declaration
- Diversity Monitoring Form*
- Candidate Privacy Notice*

*These documents are part of our regular recruitment processes for employees and good practice for trustees although trustees are not, of course, employees.

July 2023