



Trustee Prospectus

The Cornwall Buildings Preservation Trust is seeking new Trustees to join the Board; this Prospectus provides some background and useful links. We also recommend that you visit our website at [Home | CBPT \(cornwallbpt.org.uk\)](https://www.cornwallbpt.org.uk) for up-to-date news about us and our current projects.

We welcome applications from all sections of the community. A word version of the Application Form on pages 7-9 can be downloaded from our website at [Recruitment: New Trustees | CBPT \(cornwallbpt.org.uk\)](https://www.cornwallbpt.org.uk). If you need any reasonable adjustments to the recruitment process, please let us know. Contact us at: trustees@cornwallbpt.org.uk

January 2026

From our Interim Chair, Karen Pritchard

Dear Applicant,

Thank you for your interest in the Cornwall Buildings Preservation Trust (CBPT), and I hope that the information in this Prospectus will encourage you to apply to join us as a Trustee.

Our current Board of Trustees has a wide range of technical skills covering historic building conservation and management, structural engineering, architecture and grant funding. Most Trustees work in architecture, engineering, surveying or caring for historic buildings. Some are also members of other Cornish heritage and conservation groups which provides us with a broader range of skills and connections. Two Trustees are nominated by Cornwall Council – one is the Cabinet member for Environment and Climate Change who chairs Bord Ertach Kernow (Cornwall's Strategic Heritage Partnership).

We are a committed and friendly team, and the Trustees work well together. We all have a desire to advance CBPT as a prominent charity for those who wish to see historic buildings protected and given a new lease of life.

We are now looking for people to join the Board who have complementary skills to those of the present Trustees, and who have the time, vision and enthusiasm to help us make the most of this great opportunity to continue the development of the charity. In addition to historic building specialists, we are keen to hear from people with experience in marketing and communications, fundraising and income generation, strategic planning, legal work or HR. We'd also like to strengthen our links with educational providers of practical and professional heritage skills training and are keen to recruit and support younger Trustees who are looking for professional development opportunities.

If you are ready for this exciting challenge and you have the experience, skills, and passion to work with us to achieve our goals, we would be delighted to receive an application from you.

About Cornwall Buildings Preservation Trust

The Cornwall Buildings Preservation Trust is a small Charitable Incorporated Organisation. We aim to protect the knowledge, skills and buildings of Cornwall and Scilly's unique heritage, both now and for future generations. We work to save, conserve and re-purpose threatened historic buildings, championing heritage for local people and communities and telling our story to the world. We also manage Old Duchy Palace, a Grade 1 listed medieval building in the centre of Lostwithiel.

It's an exciting time for the Trust as we move forward from three years of grant-funded consolidation and development work. During 2025 we completed a programme of environmental sustainability works at Old Duchy Palace, designed to improve its resilience to climate change and reduce its carbon footprint. A new 3 -year Business Plan was agreed, and we moved all day-to-day operations online. New outreach work included taking part in the Cornish Heritage Expo at Pendennis Castle.

The Trust is actively looking to enable new projects, especially significant industrial, commercial or institutional heritage buildings that need to be conserved for long term business, housing or community use. Supported by a part-time Business Development Consultant, we work in partnership with interested local groups to achieve successful outcomes; our current focus is on the inland historic county towns of Launceston and Bodmin.

At the same time, we need to strengthen our Board of Trustees. We already have a strong technical skills base but wish to grow and diversify with new volunteer Trustees who can bring broader community experience, outreach and business skills to the table.

What we are looking for

We are looking for new Trustees who are interested in historic building conservation but also have the skills and experience to help bring forward new projects and build our capacity. We are also keen to support younger Trustees seeking professional development experience.

We expect that new Trustees will focus on the future activities of the Trust. Young Trustees can expect to gain all round experience of both core Trust operations and project work.

We are especially interested in people who can offer one or more of the following:

- Successful advocacy, networking, and public relations experience within a local community context
- Knowledge of potential new projects
- Digital skills with an interest in website management and increasing the digital capabilities and outreach of the Trust
- Fundraising experience
- Financial management skills
- Understanding of property law and/or community ownership companies
- Experience of historic buildings research and analysis
- Links to the education sector and/or construction industry in terms of practical and/or professional heritage skills development

We welcome applications from all backgrounds and ages. The current Board has a broad age range, but we want to further enhance its diversity and hope that at least one new Trustee would be under 30. We expect to host a candidate from the Heritage Network's *Step on Board Initiative* during 2026.

We are happy to consider those with no previous Trustee experience, but you should be able to demonstrate an understanding of the duties and responsibilities of being a Board and committee member. These are outlined in our general Trustee Job Description. For more information visit: [The essential trustee: what you need to know, what you need to do \(CC3\) - GOV.UK \(www.gov.uk\)](#)

What the commitment is

The Board meets every 6 weeks – usually online on a Tuesday evening.

Because the Trust currently has no permanent paid staff, we look to our volunteer Trustees for both strategic and operational input. We establish working groups as needed; currently there are three – (1) Project Development and Forward Strategy, (2) Management of Old Duchy Palace and (3) Environmental Policy and Planning. New Board members would be encouraged to participate in the working groups, for which additional meetings are organised as necessary.

What we can offer

Our work offers opportunities to contribute directly to Cornwall's Heritage Strategy and Climate Change Action Plan. It is supported by Historic England and Cornwall Council with whom we collaborate on proposed project activity. The Trust is a Board member of Ertach Kernow and we participate in the Heritage Workforce skills development sub-group.

At local level, Trustees can make a real difference to help make individual projects happen, by offering free technical, fundraising and planning expertise especially to community/not for profit groups. Where appropriate, the Trust may consider acquiring buildings to facilitate re-use.

At Old Duchy Palace, new Trustees can experience and understand at first hand the practical process of managing a Grade 1 Listed Building which is sub-let for business use.

We meet and conduct most business online, but as our remit covers all of Cornwall and Scilly, we can pay out of pocket expenses for Trustees to visit potential projects and liaise with interested local groups. We carry public liability insurance for site visits.

We will provide an Onboarding Pack to new Trustees and have a Training budget available to meet specific skills development needs. There are also frequent free training opportunities, often at lunchtimes.

How to apply

If you would like an informal chat about joining the Trust, which we would recommend as a first step, please email us at: trustees@cornwallbpt.org.uk and a Board member will then contact you.

The next step is to complete and sign the Application Form and send it, together with your CV, to the Secretary, Georgina McLaren at trustees@cornwallbpt.org.uk.

The Board reviews all applications, and individual interviews will then be arranged at mutually convenient times.

Formal appointments are confirmed at our Annual General Meeting, which usually takes place in the Spring.

Other information can be downloaded from our website. This is updated as changes occur and includes:

- Annual Report and Accounts
- Constitution
- Environmental Policy and Action Plan
- Health and Safety Policy
- Safeguarding Policy
- A Low Carbon Future for Duchy Palace – Project Summary

We look forward to hearing from you.

Trustee Job Description

Purpose:

These are the general job description terms that a trustee will serve under. Additional job descriptions for specific trustee roles are available to supplement this document.

Overview:

As a Trustee, you will play a pivotal role in guiding the strategic direction and governance of The Cornwall Buildings Preservation Trust. Trustees are responsible for ensuring the charity operates effectively, fulfils its legal and financial obligations, and achieves its charitable objectives. This is a voluntary position that requires dedication, integrity, and a commitment to the values and mission of the charity.

Responsibilities:**1. Governance Oversight:**

- Actively participate in trustee meetings, offering insights, expertise, and guidance on matters relating to the charity's governance.
- Ensure that the charity complies with all legal and regulatory requirements, including relevant legislation and regulations governing charities in the UK.

2. Strategic Planning:

- Contribute to the development and review of the charity's strategic plan, ensuring alignment with its mission, vision, and values.
- Provide input on long-term goals, objectives, and priorities to drive the charity forward.

3. Financial Stewardship:

- Oversee the charity's financial management, including budgeting, financial reporting, and ensuring proper financial controls are in place.
- Review and approve financial statements, ensuring transparency and accountability in financial matters.

4. Risk Management:

- Identify and assess potential risks to the charity's operations and reputation, taking proactive measures to mitigate risks where possible.
- Ensure appropriate risk management policies and procedures are in place and adhered to.

5. Advocacy and Networking:

- Act as ambassadors for the charity, representing its interests to stakeholders, partners, and the wider community.
- Build and maintain relationships with key stakeholders, including donors, volunteers, government agencies, and other charities.

6. Evaluation and Continuous Improvement:

- Monitor and evaluate the charity's performance against its objectives and targets, seeking opportunities for improvement and innovation.
- Participate in regular reviews of trustee effectiveness and governance practices, contributing to a culture of continuous learning and development.

Qualifications and Skills:

- Commitment to the mission and values of the charity.
- Strategic vision and ability to think critically and creatively.
- Excellent communication and interpersonal skills.
- Integrity, honesty, and a strong sense of ethical responsibility.
- Experience in a relevant field such as business, finance, law, or nonprofit management (desirable but not essential).
- Ability to work effectively as part of a team and collaborate with diverse stakeholders.



Trustee Application Form

Thank you for your interest in becoming a trustee of Cornwall Buildings Preservation Trust. Please complete this form and return it along with your CV to: trustees@cornwallpbt.org.uk

1. Personal Details

Full Name:	
Address:	
Postcode:	
Telephone:	
Email:	

2. Skills and Experience

Please briefly outline your relevant skills and experience that you believe would benefit CBPT:

3. Motivation

Please explain why you are interested in becoming a trustee of CBPT (max 250 words):



4. Time Commitment

Trustees are expected to attend board meetings (usually held every 6 weeks) and contribute to the work of the Trust between meetings. Are you able to meet this commitment? Yes / No

5. References

Please provide contact details for two referees who can comment on your suitability for this role:

	Referee 1	Referee 2
Name:		
Relationship to you:		
Email:		
Telephone:		

6. Trustee Eligibility Declaration

I declare that:

- I do not have an unspent conviction for an offence involving dishonesty, deception, or any other offence that disqualifies me from acting as a trustee under the Charities Act 2011.
- I am not currently declared bankrupt, subject to bankruptcy restrictions or an interim order.



- I am not subject to an individual voluntary arrangement, debt relief order, or any other arrangement to pay off creditors.
- I am not disqualified from being a company director or from acting in any managerial capacity under the Companies Directors Disqualification Act 1986.
- I have not been removed as a trustee by the Charity Commission, the court, or a charity regulator in Scotland or Northern Ireland due to misconduct or mismanagement.
- I am not barred or disqualified from acting as a trustee under the Safeguarding Vulnerable Groups Act 2006 or subject to any other relevant sanctions.
- I am not incapable of managing and administering my own affairs due to a mental health disorder under the Mental Health Act 1983.
- I have not been convicted of any offence overseas that would disqualify me in the UK.
- I am not disqualified from acting as a trustee under the Charities Act 2011.
- I will inform the trustees promptly if I believe I can no longer fulfil these criteria.

7. Privacy Notice

The information you provide on this form will be used solely for the purpose of assessing your application for trusteeship. It will be shared only with those involved in the recruitment process and will be stored securely. If you are not appointed, this information will be securely destroyed after six months unless you consent to us retaining it for future trustee opportunities.

8. Declaration

I declare that the information I have provided is true and complete. I understand that any false statements or withholding of relevant information may result in my application being disqualified or, if appointed, my trusteeship being terminated.

Signed:

Date:

Please return this completed form along with your CV to trustees@cornwallbpt.org.uk