

**OUTSIDE BODIES – JOB SPECIFICATION FORM**

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| <b>DATE</b>   | October 2021   |
| <b>NAME OF ORGANISATION</b>   | Maidstone Relief in Need Charities   |
| <b>TYPE OF ORGANISATION, e.g. Charity</b>   | Charity  |
| <b>CONTACT DETAILS</b>  | <p><b>NAME:</b><br/>Debbie Snook – Clerk to the Trustees</p> <hr/> <p><b>ADDRESS</b><br/>Maidstone Borough Council<br/>Maidstone House<br/>King Street<br/>Maidstone<br/>Kent ME15 6JQ</p> <hr/> <p><b>TELEPHONE NO:</b><br/>01622 602030</p> <hr/> <p><b>EMAIL:</b><br/>debbiesnook@maidstone.gov.uk</p> <hr/> <p><b>WEBSITE:</b><br/>N/A</p>                             |
| <b>Mission and Objectives of Organisation</b>   | To relieve either generally or individually persons resident in the former Borough of Maidstone who are in conditions of need, hardship or distress. The former Borough is the Borough as constituted prior to local government reorganisation in 1974. The main activity in relation to this objective is the making of grants of money to individuals and organisations. |
| <b>Role and responsibility of the Council representative e.g. Observer, Trustee, Director</b> | Trustee  |
| <b>What do you hope to achieve through the relationship?</b>                                  | The relationship is historic and governed by the Scheme for the Regulation of the Charities. Nominative Trustees are appointed by the Council for a term of 4 years and may be but need not be Members of the Council.   |
| <b>How often does the Organisation meet?</b>  | Two or three times a year, usually in the morning.   |
| <b>Desirable skills and experience from the Council's representative</b>                      | <ul style="list-style-type: none"> <li>• Knowledge of the system of State benefits – desirable but not essential.</li> <li>• Knowledge of the law and financial procedures relating to and governing charities - desirable but not essential.</li> </ul>   |
| <b>Terms of Reference Attached?</b>   | See above.   |
| <b>Any other information the Organisation wishes to add?</b>                                  | The Scheme for the Regulation of the Charities states that the Nominative Trustees shall be persons who through residence, occupation or employment, or otherwise, have special knowledge of the former Borough of Maidstone.  |