

# COURT BARN

## A Museum of Craft & Design



Discover the stories and legacy of the craftspeople, designers and artists working in the north Cotswolds from 1900 to the present day

## Trustee Information Pack

Court Barn  
Church St  
Chipping Campden  
Gloucestershire  
GL55 6JE



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Chipping Campden

# About the Museum

Court Barn Museum celebrates the talented designers and craftspeople who have worked in Chipping Campden and the north Cotswolds since the beginning of the twentieth century. This is a story of the Arts and Crafts movement and its legacy, a story of how a small town in a beautiful setting became a gathering place for designers and craftspeople of national and international reputation.

The permanent displays focus on nine individuals or workshops including C.R. Ashbee, Katharine Adams, F.L. Griggs, Gordon Russell, Hart Silversmiths and Robert Welch.



The 'Nine Lives' in Court Barn's permanent display:

C. R. Ashbee (Guild of Handicraft), Alec Miller (wood carver & sculptor) and the Hart family (silversmiths)

Gordon Russell (furniture)

Katharine Adams (bookbinding)

Paul Woodroffe (stained glass & book illustration)

F.L. Griggs (etching & engraving)

Michael Cardew (Winchcombe Pottery)

Robert Welch (silversmith & product designer)



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# Exhibitions, events and community engagement



The summer 2023 exhibition showcased the work of eight QEST (Queen Elizabeth Scholarship Trust) Scholars and promoted the important work that QEST undertakes in supporting craftsmanship in many disciplines. An excellent relationship with QEST has been established, promoting the museum as place of craft and design excellence.

Additionally, the Museum took part in ArtFund's The Wild Escape project, which asked children to explore the creatures in our collections and learn about the importance of biodiversity through a visit to the local orchard. Over 100 children took part from three local primary schools as well as the local scout group.

# The Guild of Handicraft Trust

Court Barn is a project of the Guild of Handicraft Trust



The Trust is governed by a dedicated, experienced and voluntary Board of Trustees. The trustees are responsible for policy, financial accountability and the overall management of Court Barn's operations.

We are seeking trustees and officers to bring new perspectives and experiences to shape Court Barn's future and govern its direction as the Museum looks towards its 20th anniversary in 2027.

## Our Mission:

To encourage people to learn from and enjoy the Museum's collections showing the work of craftspeople from the Arts & Crafts movement onwards. To foster the appreciation of craft and design work; and to support local artists, designers and craftspeople.



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# Treasurer: Person specification



As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of Court Barn's financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

## We are looking for...

- Whilst not necessarily requiring formal accountancy qualifications, the postholder will need to be confident in financial analysis, both on a day-to-day and strategic basis. The treasurer prepares the annual accounts, using Quickbooks.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors



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# The Treasurer: About the role

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place eg Excel and online applications such as Quick Books
- Monitoring and advising on the financial viability of the activities the museum would like to organise.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk.
- Lead on the liaison with the independent examiner
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.
- Keeping the board informed about its financial duties and responsibilities and liaising with the Chair.
- The treasurer works with the Chairman and Secretary to provide oversight and leadership to the staff as required between trustees meetings.

**Overall Time Commitment:** An average of 1-2 days per month, though the demands vary with the annual financial cycle. Attending 4-6 Board meetings annually, currently held at Court Barn. Monthly scheduled meeting with the management team with flexibility to respond swiftly to the occasional ad hoc issue.



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# Getting Involved

To express an interest in joining the Board of Trustees and to be considered for the role, please email [admin@courtbarn.org.uk](mailto:admin@courtbarn.org.uk) to arrange for an informal conversation.

We would then ask you to submit a CV and covering letter outlining what you could bring to the role and explaining how you meet the requirements outlined in the Person Specification. If this isn't the right role for you, we are still keen to hear from you as there may be other ways you can support the museum, as a trustee, volunteer or Friend of Court Barn.

## Equity, Diversity and Inclusion

Court Barn is committed to promoting equity, diversity and inclusion through all our practices, seeking to ensure that all paid and voluntary roles are appropriately advertised and actively encouraging applications from candidates from Global Majority backgrounds, those with disabilities and those from across the spectrum of sexual and gender identities. We are committed to appointing on merit and to removing barriers to both employment and volunteering.



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