

## Tyne & Wear Archives & Museums Development Trust

6 July 2016

### Fundraising update, including revenue fundraising and major projects 2016/17

<b>Report by:</b>	<b>Company Secretary</b>
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#### 1. Key performance indicators: Contributed income

At the end of May 2016 TWAM had achieved the following\*:

	<b>£ Actual 2015/16</b>	<b>£ Target 2016/17</b>	<b>£ Actual 2016/17</b>	<b>% Achieved</b>
Donations	104,348	110,940	23,541	21
Business Partners	21,626	22,490	12,966	58
Appeals	6,794	10,000	1,085	11
Connected Charities	15,750	20,500	0	0
Patrons	2,189	5,000	318	6
Trusts & Foundations	45,250	83,000	11,500	14
	<b>195,957</b>	<b>251,930</b>	<b>49,410</b>	<b>20</b>
Shibley Art Gallery	3,650	8,240	1,082	13
Laing Art Gallery	50,186	73,220	5,942	8
Discovery Museum	37,084	76,670	6,135	8
Stephenson Railway Museum	2,613	3,590	239	7
Segedunum Roman Fort	2,528	8,370	413	5
South Shields Museum	10,295	8,990	2,539	28
Arbeia Roman Fort	3,777	6,900	1,139	17
GNM: Hancock Museum	56,679	63,660	18,786	30
T&W Archives	1,460	2,290	170	7
Business Partners			12,966	11
	<b>195,957</b>	<b>251,930</b>	<b>49,410</b>	<b>20</b>

\* After 2 months of the financial year the pro-rate percentage earned would be 16.7%.

#### 1.1 Donations

On site donations to the end of May 2016 were £23,541 which represents an increase of 62% on 2015/16 and 26% above target. Donation per visit (DPV) has increased to 12p and almost every site has shown an increase including the Laing Art Gallery (+ 267%), Discovery Museum (+ 5%), Shipley Art Gallery (+ 35%), GNM: Hancock (+ 120%), Arbeia Roman Fort (+ 54%) and South Shields Museum (+ 46%).

The increase at the Laing Art Gallery was a due to the popularity of a donation ticket for the Leonardo Da Vinci exhibition which generated 3,487 donations over the course of the exhibition. 15% of visitors took the option to upgrade the standard ticket price (£2.50) to a donation ticket (£5 plus Gift Aid). We will continue to offer an option to give via a donation ticket at future Laing exhibitions.

### **1.2 Business Partners**

TWAM's corporate membership and sponsorship programme is performing well. Port of Tyne and Sofa Workshop both sponsored the Late Shows 2016 event and we are currently negotiating with Newcastle Building Society to upgrade its membership profile to Patron (from Supporter) and sponsor the Laing Art Gallery's programme of summer family fun activities.

### **1.3 Appeals and patrons**

The Butterfly Wall continues to perform strongly and is slightly ahead of 2015/16. New activities are planned to re-invigorate the My Tyneside Wall appeal including a targeted approach to leading members of the Chinese Community and a major event at Discovery Museum in November featuring a high-profile speaker addressing contemporary issues of migration and diversity.

### **1.4 Trust and foundations**

On 9 June TWAM secured £3,000 (over 2 years) from the Sobel Foundation for the SEND Programme for South Shields Museum and Arbeia Roman Fort. This is the first time we have secured funding from this Somerset-based trust for our work. TWAM also submitted a successful annual report to the Shears Foundation securing year 2 funding for the Hatton Gallery learning programme.

## **3. Major projects 2016/17**

The following projects require additional funding to be secured to enable the projects to be delivered as proposed or a feasibility study to develop a proposal.

<b>Venue</b>	<b>Target</b>	<b>Description/Update</b>
Arbeia Roman Fort	£335,000	South Shields Roman Trail Phase of £3.5 million transformation of Arbeia Roman Fort. <u>TWAM will apply to the DCMS/Wolfson Fund in August for £150,000, followed by an HLF Our Heritage application November for £70,000. The balance of funding will come from Arts Council Capital and a small legacy.</u>

Discovery Museum	£350, 000 - £420,000	Develop a new module for the popular Science Maze gallery to focus on the generation of energy by renewable and other means. <u>The trustees of the Reece Foundation have pledged up to £10,000 to support the development phase of this project. A fundraising plan will be developed to identify potential supporters of the delivery phase.</u>
Discovery Museum	£784,000	'Charge! England's Northern Cavalry' will tell the story of the Light Dragoons in an extended and refurbished gallery. <u>On 17 June TWAM secured an HLF second round award of £422,000 to enable this project to go ahead a planned. The balance of funds will come from the Light Dragoons, MoD, Arts Council Capital and non-cash contributions from volunteers.</u>
Laing Art Gallery	£1,25 million	Picturing Ourselves – Cross regional art partnership with Norfolk and Sheffield. <u>Postponed until 2017 and replaced with a Circus project of which Sheffield Museums will be lead applicant.</u>
ShIPLEY Art Gallery	£60,000	Public programme to celebrate the Shipley's centenary in 2017. <u>TWAM's project enquiry was well received and an application to HLF's Our Heritage programme will be developed over the summer. Partnership funding will be available from ACE Capital</u>
Discovery Museum	£60,000	Exhibition and public programme to celebrate the 50 <sup>th</sup> anniversary of Martin Luther King's visit to Newcastle.
GNM: Hancock	£1 million	Redevelopment of the Explore More gallery.

#### 4. Fundraising challenges

Whilst the referendum vote to leave the EU has no direct, immediate financial impact for TWAM, there is concern within the cultural sector that financial

uncertainty and increased demand for funding may increase the challenges for fundraisers. We will keep trustees briefed as any information becomes available.

### **5. Recommendations, Actions Required and Timescale**

The Directors are requested to:

1. Receive this report for information.
2. Discuss how they can most effectively support revenue fundraising.
3. Consider how they can effectively support TWAM in fundraising for those major projects which already have an identified target and contribute to developing proposals.

### **6. Background Papers and Contact Officer Details**

List of Background Papers: - held on file Tyne & Wear Archives & Museums Development Trust.

Contact Officer: - Jackie Reynolds, Company Secretary, 0191 277 2158

**Tyne & Wear Archives & Museums Development Trust**

**6 July 2016**

Request to Utilise Trust Funds

**Report by: Company Secretary**

FOR DECISION AND  
INFORMATION

**1. Introduction**

This report requests approval for use of funds held by TWAMDT

**2. Recommendation**

The Trustees are recommended to:

- Delegate responsibility to the Director of TWAM to apply the restricted funds as set out in Appendix A to finance eligible expenditure defrayed to 6 July 2016.

**3. Application of restricted funds to finance eligible expenditure**

The Trust and its predecessor the Tyne & Wear Museums Development Trust were awarded grants, donations and contributions which were restricted to funding eligible expenditure incurred by Tyne & Wear Archives & Museums (TWAM) in delivering the specified projects and events. Almost exclusively these funds were created as a result of specific funding applications made by TWAM to deliver particular projects. During the course of the financial year TWAM cashflows these projects. Periodically, TWAM applies the restricted funding to finance eligible expenditure it has defrayed in delivering the projects. A list of the restricted funds which the Trustees are now requested to delegate responsibility to the Director of TWAM to apply is attached at Appendix A.

**Background Papers and Contact Officer Details**

List of Background Papers:- held on file Tyne & Wear Archives & Museums Development Trust

Contact Officer:- Jackie Reynolds, Company Secretary, 277 2158

Restricted Funds	Brief Project Description	Additional Funding Utilised to 31/03/16	Funding Requested From 01/04/16 to 06/07/16	Total Funding Requested to 06/07/16
John George Joicey Bequest	<p><b>Boxes of Delight</b></p> <p>This grant enables the Learning Team at TWAM to develop and improve a free artefacts loans box (Boxes of Delight) service for schools, community grants and other educational establishments.</p>	£0.00	£249.00	£249.00
Paul Hamlyn Foundation	<p><b>Culture Track-2</b></p> <p>This is an employability focused volunteering project aimed at supporting young unemployed people to develop skills they need to secure employment.</p>	£0.00	£11,133.40	£11,133.40
John Ellerman Foundation	<p><b>Hatton Future</b></p> <p>This funding is specific to the research and exhibition part of the overall project, exploring the impact and legacy “Basic Design”</p>	£0.00	£3,886.17	£3,886.17
Shears Foundation	<p><b>GNM:Hancock: Under 5’s Gallery Explainer</b></p> <p>This funding is to develop the Mouse House gallery.</p>	£0.00	£174.75	£174.75

Rothschild Trust	<b>Young Ceramic Artists</b> This award consists of five £5,000 bursaries and incorporates an outreach programme that engages with the Henry Rothschild ceramic collection at the Shipley Art Gallery			
Radcliffe Trust		£2,548.82	£25.70	£2,574.52
		£1,500.00	£0.00	£1,500.00
<b>TOTAL Restricted funding to be applied as @ 06/07/16</b>		<b>£4,048.82</b>	<b>£15,469.02</b>	<b>£19,517.84</b>

Un-Restricted Funds	Brief Project Description	Funding Requested to 31/03/16	Funding Requested From 01/04/16 to 06/07/16	Total Funding Requested to 06/07/16
Public Donations: GNM: Hancock	GNM: Donations <b>GNM:Hancock: Gertrude Bell Exhibition</b> The Extraordinary Gertrude Bell is a new exhibition drawn from the Gertrude Bell Archive at Newcastle University with significant loans from the British Museum, Imperial War Museum and others. The money is to be used to ensure that visitors have a high quality experience within the exhibition space. <b>GNM:Hancock: Polar Explorers Exhibition</b> This is a new exhibition discovering what life is like in the coldest places on Earth in families	£5,000.00	£0.00	£5,000.00

	with younger children. The money is to be utilised to ensure that visitors have a high quality experience within the exhibition space.	£5,000.00		
			£0.00	£5,000.00
<b>TOTAL</b> <b>06/07/16</b>	<b>Un-Restricted to be utilised as @</b>	<b>£10,000.00</b>	<b>£0.00</b>	<b>£10,000.00</b>



## Tyne & Wear Archives & Museums Development Trust

6 July 2016

### Governance Update

Report by: **Company Secretary**

FOR DECISION

#### 4. Introduction

The purpose of this report is to update Directors on a number of governance and financial issues.

#### 5. Report Priority Level

Medium (For Decision)

#### 3. Strategic Risk Register

3.1 The Strategic Risk Register contains the most significant risks that may affect the future strategic direction of TWAMDT as encapsulated in the corporate vision, objectives and priorities. This is a dynamic document and as such it is subject to structured continual review.

3.2 The Strategic Risk Register sets out for each risk

- A description of the risk, its scope and consequences
- The assessed level of risk : inherent, current and target levels
- The control owner and designated risk manager
- The assessed level of adequacy of controls
- The controls in place to mitigate against the risk and proposals to strengthen those controls.

The likelihood of a risk occurring is assessed using the following probability table:

Probability	Likelihood
High	Almost Certain (>90%). Very likely to happen though not certain
Medium	Likely (>50% & <90%) More likely to occur than not
Low	Unlikely (>10% & <50%). Less likely than not to occur

Negligible	Rare (<10%). Unlikely to occur but not impossible - has rarely or never happened
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The impact is assessed by reference to the TWAM Risk Tolerance Table.

- 3.3 Monitoring of actions required to manage strategic risks is a continuous process and this report summarises the position as at June 2016.
- 3.4 There are 9 risks on the strategic risk register, of which 2 are evaluated as having a residual rating of medium (Amber) and 7 as low (Green). Overall risk scores have reduced since the previous update as controls have been assessed as operating to the extent that either, the likelihood of the risk occurring or its impact on the organisation is low, and therefore the risks are being managed within accepted tolerances.
- 3.5 A copy of the current Strategic Risk Register is attached at Appendix A for information. The named risk owner is responsible to the Trustees for ensuring an individual risk is managed, controls implemented and resources assigned as appropriate.

#### **4. Register of People with Significant Control**

- 4.1 With effect from 6 April 2016 companies and limited liability partnerships in the UK fall under a legal requirement to establish a register of those who own or control the business. The government's intention is to increase transparency over control and ownership and to assist potential investors and money laundering investigations.
- 4.2 Failure to comply is a criminal offence, resulting in a potential fine or prison sentence. Individuals at risk of violence or intimidation may however apply to Companies House to have their details suppressed. The new 'PSC' register will be available for public inspection on request.
- 4.3 An officer of the company is required to:
- Identify the people with significant control (PSCs) over the company and confirm their information;
  - Record the details of the PSC on the company's own PSC register;
  - Provide this information to Companies House as part of the annual Confirmation Statement (formerly the Annual Return); and
  - Update the information on the company's own PSC register when it changes, and update the information at Companies House when the next Confirmation Statement is made.
- 4.4 Whilst guidance on the PSC register is extensive PSC are broadly defined as being those individuals or corporate entities holding more than 25% of the shares or voting rights in the business. Additionally a right to appoint or remove the majority of the directors would indicate significant control. Trustees, partners or those otherwise exercising significant control may also qualify.
- 4.5 Having considered carefully the criteria, the Company Secretary is of the opinion that there is no one within the TWAMDT who currently meets the criteria of a PSC. A PSC Register will be maintained and it is recommended that the position should be reviewed annually as part of the AGM. An example of a PSC Register is attached at Appendix B for information.

#### **5. Indemnity Insurance**

Following the decision at the last meeting a policy proposal has been sought. The application has been completed by the Company Secretary and is attached at Appendix C. Trustees are requested to review the information and confirm that to the best of their knowledge the information presented is correct and agree to sign the proposal.

## **6. Recommendation**

The Trustees are recommended to agree the actions as follows:

1. Comment on strategic risks as required. No intervention by Trustees is recommended;
2. Confirm that they are in agreement that there is no one who fulfils the criteria of a PSC and that the PSC Register be reviewed annually at the AGM;
3. Review the information within the Indemnity Insurance proposal and confirm that to the best of their knowledge the information presented is correct and agree to sign the proposal.

## **Background Papers and Contact Officer Details**

List of Background Papers:- held on file Tyne & Wear Archives & Museums Development Trust

Contact Officer:- Jackie Reynolds, Company Secretary, 0191 277 2158  
[jackie.reynolds@twmuseums.org.uk](mailto:jackie.reynolds@twmuseums.org.uk)

## Tyne &amp; Wear Archives &amp; Museums Development Trust:

## Strategic Risk Register – June 2016



Risk Reference	Risk Description	Scope & Consequences	Inherent Risk Likelihood (L)/ Impact (I)	Residual Risk L / I	Owner	Risk Manager	Key Control Measures	Control Status	Future Improvements	Target Risk L / I
TWAM DT 001	Poor governance, risk management and compliance including: <ul style="list-style-type: none"> <li>Lack of strategy, direction and planning</li> <li>Trustee body lacks relevant skills or commitment;</li> <li>Conflicts of interest</li> <li>Lack of transparency and accountability</li> </ul>	Failure to deliver strategic aims and objectives . Poor quality decision making Failure of Trustees to fulfil their responsibilities Reputational harm and adverse publicity due to governance problems, real and perceived. Criticism by Charity Commission, Companies House or TWAM Joint Committee.	<b>Medium / High</b> 12	<b>Low / Medium</b> 6	Trustees	Company Secretary	Comprehensive Articles of Association Trustee recruitment and induction process Register of Interests Framework for meetings and recording decisions Scheme of Delegation	Good	1. Consideration of indemnity insurance	<b>Low / Medium</b> 6
TWAM DT 002	Failure to manage financial resources	Questions over sustainability.	<b>Medium / High</b> 12	<b>Low / Medium</b> 6	Trustees	Company Secretary	Financial Procedures	Good		<b>Low / Medium</b> 6

	effectively including: <ul style="list-style-type: none"> <li>Activities potentially outside of objects, powers or terms of gifts (restricted funds);</li> <li>Budgetary control and financial reporting;</li> <li>inadequate reserve's policy;</li> <li>Inappropriate investments;</li> <li>Fraud</li> </ul>	Withdrawal of contributions from funders, possible claw-backs, loss of credibility, damage to future plans. Decisions made on inaccurate financial information; Inability to meet commitments. Financial loss from inappropriate investment. Reputational damage		6			Grant procedures Reserves Policy Skills and experience of TWAM staff Independent examination of accounts Timely and accurate financial reporting Segregation of duties TWAM counter-fraud policy Investment advice from Newcastle City Council			6
TWAM DT 003	Failure to maximise fund-raising potential due to: <ul style="list-style-type: none"> <li>Lack of a fundraising strategy;</li> <li>Fundraising is conducted ad hoc with no targeting of investment in the most promising areas</li> </ul>	Unsatisfactory returns Reputational risks of campaign or methods used Accepting funds from sources which compromise the work of the Trust or upset supporters Non compliance with	Medium / Medium 9	Low / Medium 6	Trustees	Principal Development and Trading Officer	Fund-raising Strategy linked to TWAM Corporate Plan Skills and experience of TWAM staff Knowledge and experience of Trustees Fund-raising update on every Trust meeting agenda Protocol for reviewing	Good		Low / Medium 6

	<ul style="list-style-type: none"> <li>• Overdependence on a few income sources ;</li> <li>• Data loss;</li> <li>• Lack of ownership of fundraising by Trustees;</li> <li>• Competition from similar organisations.</li> </ul>	Trust objects					<p>new projects to ensure consistency with objects, powers and terms of funding.</p> <p>Trustee training &amp; development</p> <p>The Trustees actively support and participate in the fundraising process</p> <p>CRM System</p> <p>Ethics Policy</p>			
TWAM DT 004	Failure to retain and / or recruit Trustees	<p>Trust becomes moribund or fails to achieve its purpose</p> <p>Trustee body cannot operate effectively as strategic body</p> <p>Operational impact on key projects and priorities</p> <p>Loss of contact base and corporate knowledge</p>	<b>Medium / High</b> 12	<b>Medium / Medium</b> 9	Trustees	TWAM Director	<p>Comprehensive Articles of Association including Appointment of Trustees</p> <p>Trustee recruitment and induction process</p> <p>Trust is a charitable company limited by guarantee</p> <p>Reputation of TWAM</p>	Good	<ol style="list-style-type: none"> <li>1. Succession Planning</li> <li>2. Consideration of indemnity insurance</li> </ol>	<b>Low / Medium</b> 6
TWAM DT 005	Significant reductions in government financial support for	The organisation the Trust was formed to support	<b>Medium / High</b> 12	<b>Medium / Medium</b>	Trustees	TWAM Director	Joint Agreement & commitment of current	Good	1. Further advocacy thro	<b>Medium / Medium</b>

	cultural organisations	(TWAM) becomes unviable in the long-term  Questions over sustainability, reductions in contributions from funders, possible claw-backs, loss of credibility, damage to future plans		9			<p>funders to culture</p> <p>TWAM three year budget strategy</p> <p>ACE Funding agreement to 2018</p> <p>Effective</p> <p>All project expenditure is discretionary</p> <p>Annual budgeting and ongoing management reporting and monitoring of financial performance.</p> <p>Fund-raising strategy to support the core work of TWAM</p> <p>Active programmes of advocacy, influencing and senior level engagement to ensure our views are shared.</p>		<p>ugh business sector, Arts Council, &amp; NMDC.</p> <p>2. Membership of MA Museums Taskforce (TWAM Director)</p>	9
TWAM DT 006	A Trustee acts inappropriately	Reputational harm and adverse publicity.  Criticism by Charity Commission, Companies House or TWAM	Low / High 8	Low / Medium 6	Trustee	Company Secretary	Trustee recruitment and induction process  Register of Interests  Framework for meetings	Good		Low / Medium 6

		Joint Committee. Financial loss Legal action against Trust					and recording decisions Scheme of Delegation Ethics Policy			
TWAM DT 007	Trustees not kept informed	The Trust becomes remote and ill informed  Poor quality decision making  Failure of Trustees to fulfil their responsibilities	<b>Low / High</b> 8	<b>Low / Low</b> 4	Trustees	Company Secretary	Framework for meetings and recording decisions  Scheme of Delegation  Independent scrutiny by TWAM Audit Committee  Annual review and report to Joint Committee	Good		<b>Low / Low</b> 4
TWAM DT 008	IT failure	Loss of data  Interrupted communications  Limited access to information	<b>Low / High</b> 8	<b>Low / Low</b> 4	Trustees	TWAM Director	TWAM has SLA with Newcastle City Council which includes Business Continuity Framework  Standalone CRM system	Good		<b>Low / Low</b> 4
TWAM DT 009	External advisors to the Trust do not have the requisite skills to adequately support the Trust	Failure of Trustees to fulfil their responsibilities  Criticism by Charity Commission, Companies	<b>Low / High</b> 8	<b>Low / Medium</b> 6	Trustees	Company Secretary	Effective procurement processes  Advisors credentials checked prior to engagement	Good		<b>Low / Medium</b> 6



		s House or TWAM Joint Committee. Reputational damage					Effective induction process			
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## TRUSTEES & TRUST FUND INDEMNITY INSURANCE PROPOSAL

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A FULL POLICY WORDING IS AVAILABLE ON REQUEST

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*Please complete in capital letters using an ink pen and tick boxes as appropriate*

- Please
- a. ensure that **all** relevant sections of the Proposal are completed
  - b. tick boxes as appropriate

Name of Trust(s)

Tyne & Wear Archives & Museums Development Trust
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Address for Communication Purposes

Discovery Museum, Blandford Square, Newcastle upon Tyne		
Post Code NE1 4JA	Telephone No. 0191 2772158	

Date Trust Fund set up

3 August 2010
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Nature/Purpose of Trust (eg. Pension Fund)

Fund-raising on behalf of Tyne & Wear Archives & Museums. The Trust carries out its objectives by raising funds from individual donors, trust and foundations to support a wide variety of museum activities.
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1. a. Give details of Trustees below

Full name	Age	Professional qualifications	Date qualified	Number of years' experience as a Trustee
Ivor Robert Stolliday	69			30 years
James Garbutt	43	Fellow of the Chartered Institute for Securities & Investment	2001	18 months

Christine Holland	64	Member of the Institute of Public Relations		18 months
Andrew Miller				
Neil Elliott Braithwaite	61	Solicitor	1978	35
Ammar Yusuf Mirza CBE	43	FRSA, FinstLM, MBA, Dip.Mgt	2001	15

b. Are any of the Trustees remunerated for so acting? Yes  No

2. a. Give details below of professional advisers used (eg. investment, legal, property management) etc.

Name of firm	Nature of professional advice
Newcastle City Council	Legal advice
Ryecroft Glenton	Accountants

b. Is any indemnity provided to any of the professional advisers by the Trustees? Yes  No

If 'Yes' please provide details.

3. In connection with Pension Funds please give name and address of Employer(s)

N/A
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4. Is there a clause in the trust deed which sets out the indemnity to be provided to the Trustees? Yes  No

**If 'Yes' please enclose a copy of the relevant clause**

## 29. Indemnity

The Charity shall indemnify every Officer of the Charity against any liability incurred by him or her in that capacity in successfully defending legal proceedings, whether civil or criminal, in that capacity or in connection with any application in which relief is granted by the court from liability for negligence, default, breach of duty or breach of trust in relation to the Charity to the extent permitted by sections 232 to 234 of the 2006 Act.

5. a. Date the last trust accounts were prepared

31/03/2015

**Please enclose a copy of the last actuarial valuation of the Trust N/A**

b. Capital valuation of assets

£Nil

c. Please state how the Trust investments are managed N/A

- i. Insurance Company managed fund policy or group pension policy Yes  No
- ii. Professionally managed investments Yes  No
- iii. Investments managed directly by Trustees Yes  No

d. In connection with Pension Funds, give details below of nature of assets eg., stocks and shares, real property

Asset	Value
N/A	

e. Benefits provided, other than pensions

None

f. Number of members in Trust Currently 6 (maximum is 11)

6

g. Number of members currently receiving benefit under the Trust None

None

h. Have there been any major alterations in the structure of the Trust in the past 5 years (eg. mergers with other Trusts etc.)

Yes  No

If 'Yes' please give details below

6. a. Limit of Indemnity required under **this** insurance

£250,000  £500,000  £1,000,000  Other  £

(please specify)

b. State **total** limit under **all** Trustees and Trust Fund Indemnity Insurances

i. currently applicable  ii. now required

7. Is a voluntary contribution to be made towards each and every claim Yes  No

If 'Yes' tick amount required £1,000  £2,500  £5,000  £10,000

8. In respect of the risks to which this proposal relates is there any other Trustees and Trust Fund Indemnity insurance in force? Yes  No

If 'Yes' state  
a. name of insurer

b. renewal date

9. Has any insurer in respect of the risks to which this proposal relates ever

a. declined a proposal, refused renewal or terminated an insurance? Yes  No

b. required an increased premium or imposed special conditions? Yes  No

If 'Yes' in either case, give details

10. Have there been any claims or losses in respect of the risks to which this insurance relates including losses incurred by any Trust Funds?

Yes  No

If 'Yes' give details below or attach a separate note if preferred

11. Is any Trustee or any employee of the Trustees **after enquiry** aware of any circumstances which might

a. give rise to a claim against any present or former Trustee? Yes  No

b. result in the Trust Fund incurring any losses or expenses which might be within the terms of the cover? Yes  No

c. otherwise affect the Company's consideration of this insurance? Yes  No

If 'Yes' give details including maximum potential cost (by separate note if preferred)

12. Do you wish to pay your premium by monthly instalments?

Yes  No

**ADDITIONAL INFORMATION**

Use this space to provide further information in support of answers given to questions in this Proposal. Please state question number clearly.

**IMPORTANT**

**Please read the following carefully before you sign and date the Declaration**

- The questions on this proposal form and any other details we specifically request relate to facts which we consider material to underwriting this insurance. However, because no list of questions can be exhaustive please consider whether there is any other material information which is known to you which could influence our assessment and acceptance of the risk. **FAILURE TO DISCLOSE ALL MATERIAL FACTS WHETHER OR NOT THE SUBJECT OF A SPECIFIC QUESTION MAY INVALIDATE YOUR INSURANCE.**
- We recommend that you should keep a record, including copies of letters and this Proposal Form, of all information supplied to us for the purpose of entering into this insurance.
- Please tick the box if you would like a copy of this Proposal sent to you.

**DECLARATION**

**Before signing the Declaration please check your answers carefully particularly if this Proposal Form is not completed in your own hand.**

- I/We declare that to the best of my/our knowledge and belief the answers given are true and complete.
- I/We agree that if any answers, have been completed by any other person, such person shall for that purpose be regarded as my/our agent and acting on my/our behalf, and not the agent of Royal & Sun Alliance Insurance Plc
- I/We declare that this Proposal Form is for the insurance in the normal terms and conditions of the Insurer's policy.
- I/We agree that the information provided on this Proposal Form and any information supplied by me/us shall be incorporated in and form part of the insurance contract.
- I/We declare that I/we have received a copy of the Royal & Sun Alliance customer service leaflet

Signature of each Trustee

Date

Signing this Proposal Form does not bind the Proposer or the Insurer to complete this insurance.