

FORD STREET & MAYNARD  
ALMSHOUSE CHARITY

**Private & Confidential**  
Tavistock Town Council  
Town Council Offices  
Drake Road  
Tavistock  
Devon  
PL19 0AU

info@tavistock.gov.uk

**Date:** 8th September 2025

Dear Sir or Madam

**Ford Street and Maynard Almshouse Charity (charity number 202643) (the "Charity")**

The trustees of the Charity write seeking the formal consent of Tavistock Town Council to proposed changes to the governing documents of the Charity.

The Charity was established as a charitable trust in circa 1983 and is currently governed by three Schemes dated 1983, 1997 and 2019 (being the "Governing Documents"). As such, these schemes are now outdated.

As an unincorporated charitable trust, the trustees are exposed to significant potential personal liabilities. To address the issue of personal liabilities and the dated structure and governing documents of the Charity, the trustees propose to change the structure of the charity to a Charitable Incorporated Organisation (the "CIO"). As an incorporated charity this will provide better liability protection for the trustees (and help to attract future trustees), as well as giving the Charity a modern constitution that reflects current law and best practice.

The CIO is to be registered with the Charity Commission and will continue the Charity's charitable objects which provide great public benefit. Once all necessary consents have been secured and the Governing Documents are updated, the assets and property of the charitable trust will be transferred to the CIO. In the case of permanent endowment property (believed to be the Charity's properties and investments), will be "vested" in the CIO, which will have the effect of the CIO becoming the sole corporate trustee of the permanent endowment property, to ensure it is used in accordance with the terms of the charitable trust.

To enable the transfer of assets and property to take place, the Governing Documents need to be modified, including to enable the CIO to be the sole corporate trustee of the permanent endowment property. This will include removing clause 5 of the 1983 Scheme, which states that Tavistock Town Council shall have the right to appoint Nominative Trustees, an extract of which is shown below:

**5. Nominative Trustees.** - Except at first as hereinafter provided the Nominative Trustees shall be appointed as follows:

Two by Tavistock Town Council and  
One by Tavistock Hamlets Parish Council.

Each appointment shall be made for a term of four years at a meeting convened and held according to the ordinary practice of the appointing body. The chairman of the meeting shall cause the name of each person appointed to be notified forthwith to the Trustees or their clerk. The person appointed may be but need not be a member of the appointing body.

Removal is required so that the CIO can be the sole corporate trustee of the permanent endowment, instead of providing for the appointment of Nominative Trustees (and other provisions in respect of the trustee body).

To make the required changes to the 1983 Scheme, as outlined above, the Trustees require the consent of Tavistock Town Council because your ability to appoint Nominative Trustees will be removed.

The Trustees would be happy, however, for Tavistock Town Council to have the power to appoint Nominative Trustees under the CIO constitution, should Tavistock Town Council wish to continue its ability to appoint trustees.

The trustees would be grateful, therefore, if a representative of Tavistock Town Council could sign and date a copy of this letter and return it to Blandy & Blandy LLP (One Friar St, Reading, Berkshire RG1 1DA), who are acting on behalf of the Charity, indicating the consent of Tavistock Town Council to the proposed removal of your right to appoint Nominative Trustees under the 1983 Scheme.

Further, the Trustees would be grateful if representatives of Tavistock Town Council could inform Blandy & Blandy LLP as to whether they would like the power to appoint Nominative Trustees under the CIO constitution.

Thank you for your cooperation. We look forward to hearing from you.

Yours faithfully     \

Chair of Trustees  
Ford Street & Maynard Almshouse Charity

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**Agreement**

Tavistock Town Council agrees to the proposals set out in this letter, in particular to the removal of our rights to appoint Nominative Trustees under the 1983 Scheme of Ford Street and Maynard Almshouse Charity.

**Signed**..... **Dated**.....

**Name**.....

**For and on behalf of Tavistock Town Council**