



Saltash Town Council



Grant Application Form

APPLYING FOR: Community Chest Grant
(Tick one box)
Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	[REDACTED]
Position:	Vice Chairman
Organisation:	Cornwall International Male Choral Festival
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organization:	Charity
Charity/Company number (if applicable)	Charity No:1 099924 Company No: 509936
What geographical area does your organization cover?	The whole of Cornwall

How long has your organization been in existence?	Since 2003.
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p>Have you applied for a grant from Saltash Town Council within the last 5 Years?</p> <p>(Please list – continue on a separate sheet if necessary)</p>	Jan 2019	Festival	£300	N
	Jan 2022	Festival	£250	Y
<p>Please list the aims and objectives of your organization</p>	<p>To create the largest and most influential international Male Choir Festival in Britain and Europe in order to maintain and extend male voice singing as an important aspect of Cornwall’s cultural heritage;</p> <p>To increase the membership, particularly of younger male singers, and introduce an educational aspect in to the Festival programme to achieve this;</p> <p>To encourage Cornish composers and UK composers to write new works for male choirs.</p>			

What are the main activities of your organization?	We are a biennial International Festival which brings about thirty Male choirs from UK and abroad. Together with a matching number of Cornish male choirs, we run regional concerts in every major Cornish town. We also run a major singing competition as well as a Youth outreach programme. In our intervening year we run an International Composers competition.
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	No
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	No
If application is from an education, health or social service establishment – do you work in partnership with other groups?	Yes
If application is from an education, health or social service establishment – is project in addition to statutory services?	Yes

2. Your project

Project	Start Date	2 / 5 / 2024
	Finish Date	6 / 5 / 2024
	Total Cost	£ 128,800
	Grant Applied For	£ 300

Project title	Cornwall International Male Choral Festival 2024 Saltash Gala Concert and youth workshops
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<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>We are a biennial Festival having started in 2003. We are expecting more than 1000 singers from over 40 choirs to take part in some 30 events across Cornwall.</p> <p>As well as over 25 Cornish Choirs, we will have 20 from the rest of the UK, and 5 from abroad including Austria, Sweden and hopefully Ukraine.</p> <p>We will be holding a Gala Concert in Saltash on 2nd May which will be hosted by Burraton Male Voice Choir. It will also feature an Austrian Choir and Warrington MVC.</p> <p>In addition, we are intending to bring the Svanholm Singers from Sweden to run an outreach project in Saltash for schools in South East Cornwall.</p>
<p>Where will the project/activity take place?</p>	<p>Saltash Methodist Church</p>

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The Festival, which is a registered charity, will be bringing direct activity to Saltash in the form of a concert, school workshops and interaction with visiting choirs, involving both residents and youth. It will also showcase Burraton Male Voice Choir, and we do hope you will feel able to support us.</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>We have run regional concerts in Saltash with international choirs since 2005. These have always been well attended.</p>
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>The attendance at our many events over the years has shown how we are appreciated. The ticket income also allows us to be financially viable and sustainable.</p>

<p>How will the project be managed and how will you measure its success?</p>	<p>The Festival operates as a Company Limited by Guarantee and as a Registered Charity, and engages a Festival Director. Our honorary President is Colonel Edward Bolitho. The Trustees / Board members are all volunteers and most take an active role in running part of the Festival operation. We measure our success in audience numbers, youth attendance at workshops and our financial bottom line.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>This year, our Festival runs from 2 to 6 May. Our major milestone has been achieved in that we have over 40 choirs committed to performing. 25 of these are from outside Cornwall and will be staying in the county.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>Our Youth Programme is run in conjunction with Cornwall Music Service Trust and complies with all their safeguarding procedures.</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>Concert Expenses £29,000</p> <p>Competition Expenses £11,500</p> <p>Visiting Choir Support £30,000</p> <p>Marketing & Promotion £16,900</p> <p>Director and Administration <u>£41,400</u></p> <p>Total costs: £128,800</p> <p>STC grant will be used as support for visiting youth choirs.</p>
<p>How will you promote STC once application and project are complete?</p>	<p>On our website, and in our publicity.</p>

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Cornwall Community Fund	500	✓	✓
Tanner Phoenix Fund	4000	✓	✓
Falmouth Town Council	1500	✓	
Truro City Council	2500	✓	
Launceston Town Council	300	✓	

Please confirm the bank account your project is using is in the project's name/organization name	yes
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4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	These are only put in place for the actual Festival 2-6 May
A letter head showing the organization's address and contact details	✓

A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	✓
A copy of your organization's latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	
Other (please list)	

If any of the above documents have not been enclosed, please give reasons why in the box below:

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

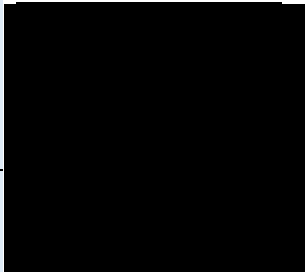
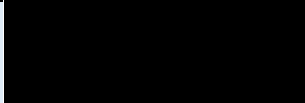
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

Signed:			
Print Name(s):			
Position(s):	Vice Chairman		
Date:			

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

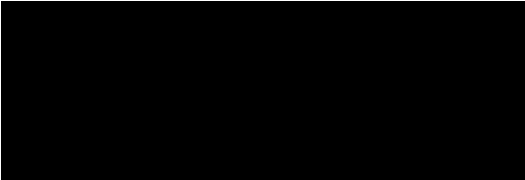
COMPLETED FORMS SHOULD BE RETURNED TO:
 The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
 Saltash PL12 6JX or enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	12/02/2024
Received by	Lindsay Mansfield
Application reference	FF120
Date to P&R Chairman/Vice Chairman	12/02/2024
Approved to go to Committee	20/3/2024
Committee date	12/3/2024
Decision/Minute number	
Amount awarded	
Application refused by P&R Chair or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

- 3 FEB 2024

MG 032483 F1VI636A 709F3046A00147 39400 C 50489

THE DIRECTORS
CORNWALL INTERNATIONAL MALE VOI



Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 30 January 2024

Business Current Accounts

Business Current Account Statement	£3,751.75
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Business Savings Accounts

Business Premium Account	£16,055.22
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This is the end of your account summary.





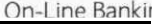



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32483 176549 F1VI636A 1 of 3



Your Business Current Account

At a glance

Date	Description	Money out £	Money in £	Balance £
30 Dec	Start Balance			4,025.35
2 Jan	 Direct Credit From Amvc Male Vce CH Ref: CC Alcester Mvc		160.00	4,185.35
3 Jan	 Direct Credit From Ccla Investment MA Ref: 942753		44.04	4,229.39
9 Jan	 Commission Charges For The Period 13 Nov /12 Dec	8.50		4,220.89
10 Jan	 On-Line Banking Bill Payment to  Ref: Postage 2023	10.81		4,210.08
15 Jan	 Direct Credit From Pendennis Shipyar Ref: Pendennis		1,000.00	5,210.08
26 Jan	 On-Line Banking Bill Payment to  Ref: Monthly Fee	1,458.33		3,751.75
30 Jan	Balance carried forward			3,751.75
	Total Payments/Receipts	1,477.64	1,204.04	

30 Dec 2023 - 30 Jan 2024

Start balance	£4,025.35
Money out	£1,477.64
▶ Commission charges	£8.50
▶ Interest paid	£0.00
Money in	£1,204.04
End balance	£3,751.75

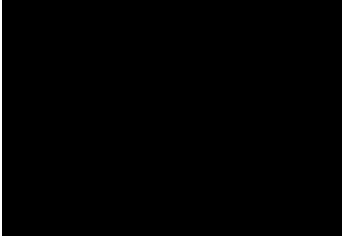
Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.



2 FEB 2024

Statement of Account



014169

19 January 2024

Account name: **CORNWALL INTERNATIONAL MALE CHORAL FESTIVAL LIMITED**
Account number:
Statement period: **01/10/2023 to 31/12/2023**

Please find enclosed a statement of your account covering the period 1 October 2023 to 31 December 2023. This statement shows the value of your investments as at 31 December 2023.

Details of all transactions carried out on your account within the reporting period have been included for your reference.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.



If you would like to discuss any of the information on your statement please contact Client Services.

Account summary

Total valuation as at 31 December 2023	£10,059.46
Total valuation as at last statement at 1 October 2023	£10,059.46
Total income during the period	£129.14

Holdings as at 31 December 2023

Fund name	Value
COIF Charities Deposit Fund	£10,059.46

Total value

£10,059.46

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Fund Managers Limited (registered in England and Wales, No. 8735639) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.



CORNWALL INTERNATIONAL
MALE CHORAL *festival*

President

Col Edward Bolitho OBE

Vice Presidents

Michael Galsworthy CVO CBE

Dr Roy Wales

David Peters

Ellen Winsor MBE DL

Peter Davies

Festival Registered Office

Peat House

Newham Road

Truro

Cornwall TR1 2DP

www.cimcf.uk

Company Reg No 4509936

Charity Registration No 1099924

Artistic Festival Director

Gareth Churcher MA LTCL MAAT

CMST

Truro School

Trennick Lane

Truro

Cornwall TR1 1TH

director@cimcf.uk

4509936

SATURDAY



R41QC4GH

RM

24/10/2015

#91

COMPANIES HOUSE

THE COMPANIES ACTS 1985 TO 1989

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION

The *Company's name* is "Cornwall International Male Voice Choral Festival Limited" (and in this document it is called "the *Charity*").

The *Charity's* registered office is to be situated in England/Wales

The *Charity's* objects ("*the Objects*") are:

to advance, promote, develop and maintain public education in, and appreciation or, the art and science of male voice choral singing in all its aspects, particularly, but not exclusively, through the holding of an international festival.

In furtherance of the Objects but not otherwise the Charity may exercise the following powers.

- 1 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments, and to operate bank accounts in the name of the *Charity*;
- 2 To raise funds and to invite and receive contributions: provided that in raising funds the *Charity* shall not undertake any substantial permanent trading activities and shall conform to any relevant statutory regulations;
- 3 To acquire, alter, improve and (subject to such consents as may be required by law) to charge or otherwise dispose of property;
- 4 Subject to clause 5 below to employ such staff, who shall not be directors of the *Charity* (hereinafter referred to as "*the trustees*"), as are necessary for the proper pursuit of the *Objects* and to make all reasonable and necessary provision for the payment of pensions and superannuation to staff and their dependants;
- 5 To establish or support any charitable trusts, associations or institutions formed for all or any of the *Objects*;
- 6 To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the *Objects* or similar charitable purposes and to exchange information and advice with them;
- 7 To pay out of the funds of the *Charity* the costs, charges and expenses of and incidental to the formation and registration of the *Charity*;
- 8 To do all such other lawful things as are necessary for the achievement of the *Objects*.

The income and property of the *Charity* shall be applied solely towards the promotion of the *Objects* and no part shall be paid or transferred, directly or indirectly, by way of a dividend, bonus or otherwise by way of profit, to members of the *Charity*, and no *trustee* shall be appointed to any office of the *Charity* paid by salary or fees or receive any

remuneration or other benefit in money or money's worth from the *Charity*: provided that nothing in this document shall prevent any payment in good faith by the *Charity*:

- 5.1 of the usual professional charges for business done by any trustee who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the *Charity* to act in a professional capacity on its behalf: provided that at no time shall a majority of the trustees benefit under this provision and that a trustee shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner is under discussion;
- 5.2 of reasonable and proper remuneration for any services rendered to the *Charity* by any member, officer or servant of the *Charity* *who is not a trustee*;
- 5.3 of interest on money lent by any member of the *Charity* at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank *to be selected by the trustees*;
- 5.4 of fees, remuneration or other benefit in money or money's worth to any company of which a *trustee* may also be a member holding not more than 1/100th part of the issued capital of that company;
- 5.5 of reasonable and proper rent for premises demised or let by any member of the *Charity* or a *trustee*;
- 5.6 to any trustee of reasonable out-of-pocket expenses;
- 5.7 *of any premium in respect of any indemnity insurance to cover liability of the trustees*
 - (i) *which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity, or*
 - (ii) *to make contributions to the assets of the Charity in accordance with the provisions of section 214 of the Insolvency Act 1986.*

Provided that any such insurance in the case of (i) above cannot extend to any claim arising from any act or omission which the trustees knew to be a breach of trust or breach of duty or which was committed by the trustees in reckless disregard of whether there was a breach of trust or breach of duty or not AND PROVIDED ALSO THAT any such insurance shall not extend to the costs of an unsuccessful defence to criminal prosecution brought against the trustees in their capacity as trustees of the Charity; and in the case of (ii) above shall not extend to any liability to make such contribution, where the basis of the trustees liability is his knowledge prior to the insolvent liquidation of the Charity (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation.

And provided that nothing in this document shall prevent any trustee or their families from benefiting from the services of the Charity in accordance with the Objects as someone attending or participating in the events and services provided by the Charity

6. The liability of the members is limited.
7. Every member of the *Charity* undertakes to contribute such amount as may be required (not exceeding £10) to the *Charity's* assets if it should be wound up while he or she is a

member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

If the *Charity* is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property, it shall not be paid to or distributed among the members of the *Charity* but shall be given or transferred to some other charity or charities having objects similar to the Objects which prohibits the distribution of its or their income and property and chosen by the members of the *Charity* at or before the time of dissolution and if that cannot be done then to some other charitable object.

Let the persons whose names and addresses are written below, wish to be formed into a company under this Memorandum of Association.

Signatures

Names and Addresses of Subscribers

dated:

Witness to the above Signatures:

name:

address:

occupation:

**The Companies Acts 1985 and 1989
Company Limited by Guarantee and not having a Share
Capital**

**Articles of Association of
The Cornwall International Male Voice Choral Festival Limited**

Interpretation.

1. In these articles:

“the Charity” means the company intended to be regulated by these articles;

“the Act” means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force;

“the articles” means these Articles of Association of the Charity;

“clear days” in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

“executed” includes any mode of execution;

“the memorandum” means the memorandum of association of the Charity;

“office” means the registered office of the Charity;

“the seal” means the common seal of the Charity if it has one;

“secretary” means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity, including a joint, assistant or deputy secretary;

“the trustees” means the directors of the Charity (and “trustee” has a corresponding meaning);

“the United Kingdom” means Great Britain and Northern Ireland: and

words importing the masculine gender only shall include the feminine gender.

Subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise, bear the same meaning as in the Act.

Members.

2. (1) The subscribers to the memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 63

shall be members of the Charity. No person shall be admitted a member of the Charity unless his application for membership is approved by the trustees.

- (2) Unless the trustees or the Charity in general meeting shall make other provision under Article 63, the trustees may in their absolute discretion permit any member of the Charity to retire, provided that after such retirement the number of members is not less than two.
- (3) A member may at any time withdraw from the Charity by giving at least 7 clear days notice to the trustees. Membership shall not be transferable and shall cease on death.
- (4) The trustees may, without showing cause, by resolution passed by a majority numbering not less than half of the trustees at the time being and not being less than two thirds of those present and entitled to vote at the meeting of the trustees specially convened for the purpose of considering such resolution and the Charity may without showing cause by a resolution passed at any general meeting refuse to allow any member to continue as a member of the Charity and if such resolution shall be passed then such person shall thereupon such cease to be a member of the charity and his or her name shall be removed from the register

General meetings.

3. The Charity shall hold an annual general meeting each year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one annual general meeting of the Charity and that of the next: Provided that so long as the Charity holds its first annual general meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The annual general meeting shall be held at such times and places as the trustees shall appoint. All general meetings other than annual general meetings shall be called extraordinary general meetings.
4. The trustees may call general meetings and, on the requisition of members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient trustees to call a general meeting, any trustee or any member of the Charity may call a general meeting.

Notice of general meetings.

5. An annual general meeting and an extraordinary general meeting called for the passing of a special resolution appointing a person as a trustee shall be called by at least twenty-one clear days' notice. All other extraordinary general meetings shall be called by at least fourteen clear days' notice but a general meeting may be called by shorter notice if it is so agreed:
 - (1) in the case of an annual general meeting, by all the members entitled to attend and vote; and
 - (2) in the case of any other meeting by a majority in number of members having a right to attend and vote, being a majority together holding not less than 95 percent of the total voting rights at the meeting of all the members.

The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such.

The notice shall be given to all the members and to the trustees and auditors.

6. The accidental omission to give notice of a meeting to, or the non- receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

Proceedings at general meetings.

7. No business shall be transacted at any meeting unless a quorum is present. Five persons entitled to vote upon the business to be transacted, each being a member or a duly authorised representative of a member organisation, or one tenth of the total number of such persons for the time being, whichever is the greater, shall constitute a quorum.
6. If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the trustees may determine
7. The chairman, if any, of the trustees or in his absence some other trustee nominated by the trustees shall preside as chairman of the meeting, but if neither the chairman nor such other trustee (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the trustees present shall elect one of their number to be chairman and, if there is only one trustee present and willing to act, he shall be chairman.
8. If no trustee is willing to act as chairman, or if no trustee is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairman.
9. A trustee shall, notwithstanding that he is not a member, be entitled to attend and speak at any general meeting.
10. The chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
11. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:

(1) by the chairman, or

- (2) by at least two members having the right to vote at the meeting, or
 - (3) by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
12. Unless a poll is duly demanded a declaration by the chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
 13. The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chairman. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.
 14. A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
 15. In the case of an equality of votes, whether on a show of hands or on a poll, the chairman shall be entitled to a casting vote in addition to any other vote he may have.
 16. A poll demanded on the election of a chairman or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
 17. No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken

Votes of members.

18. Subject to Article 15, every member shall have one vote.
19. No member shall be entitled to vote at any general meeting unless all moneys then payable by him to the Charity have been paid.
20. A resolution in writing executed by or on behalf of each member who would have been entitled to vote upon it if it had been proposed at a general meeting which he was present shall be as effectual as if it had been passed at a general meeting duly convened and held and may consist of several instruments in the like form each executed by or on behalf of one or more members
21. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not

disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.

22. A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Charity at the office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll
23. Any organisation which is a member of the Charity may by resolution of its Council or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Charity, and the person so authorised shall be entitled to exercise the same powers on behalf of the organisation which he represents as the organisation could exercise if it were an individual member of the Charity.

Trustees

24. The number of trustees shall be not less than *three* but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
25. The first trustees shall be those persons named in the statement delivered pursuant to section 10(2) of the Act, who shall be deemed to have been appointed under the articles. Future trustees shall be appointed as provided subsequently in the articles.

Powers of trustees.

26. Subject to the provisions of the Act, the memorandum and the articles and to any directions given by special resolution, the business of the Charity shall be managed by the trustees who may exercise all the powers of the Charity. No alteration of the memorandum or the articles and no such direction shall invalidate any prior act of the trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this article shall not be limited by any special power given to the trustees by the articles and a meeting of trustees at which a quorum is present may exercise all the powers exercisable by the trustees
27. In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the articles the trustees shall have the following powers, namely:
 - (1) to expend the funds of the Charity in such manner as they shall consider most beneficial for the achievement of the objects and to invest in the name of the Charity such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the objects of the charity;
 - (2) to enter into contracts on behalf of the Charity.

Appointment and retirement of trustees.

28. *At the first annual general meeting all the trustees shall retire from office, and at every subsequent annual general meeting one-third of the trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but, if there is only one trustee who is subject to retirement by rotation, he shall retire.*
29. *Subject to the provisions of the Act, the trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last re-appointed trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot*
30. *If the Charity at the meeting at which a trustee retires by rotation, does not fill the vacancy the retiring trustee shall, if willing to act, be deemed to have been re-appointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the trustee is put to the meeting and lost.*
31. *No person other than a trustee retiring by rotation shall be appointed or re-appointed a trustee at any general meeting unless.*
- (1) he is recommended by the trustees; or*
 - (2) not less than fourteen nor more than thirty-five clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for appointment or reappointment stating the particulars which would, if he were so appointed or re-appointed, be required to be included in the Charity's register of trustees together with a notice executed by that person of his willingness to be appointed or re-appointed.*
33. *No person may be appointed as a trustee*
- (1) if they are under the age of 18 years unless the charity is a registered company; or*
 - (2) in circumstances such that, had he already been a trustee, he would have been disqualified from acting under the provisions of Article 38*
34. *Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to all persons who are entitled to receive notice of the meeting of any person (other than a trustee retiring by rotation at the meeting) who is recommended by the trustees for appointment or reappointment as a trustee at the meeting or in respect of whom notice has been duly given to the Charity of the intention to propose him at the meeting for appointment or reappointment as a trustee. The notice shall give the particulars of that person which would, if he were so appointed or re-appointed, be required to be included in the Charity's register of trustees.*
35. *Subject as aforesaid, the Charity may by ordinary resolution appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee and may also determine the rotation in which any additional trustees are to retire.*

- 36 *The trustees may appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee provided that the appointment does not cause the number of trustees to exceed any number fixed by or in accordance with the articles as the maximum number of trustees. A trustee so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the trustees who are to retire by rotation at the meeting. If not re-appointed at such annual general meeting, he shall vacate office at the conclusion thereof*
- 37 *Subject as aforesaid a trustee who retires at an annual general meeting may, if willing to act, be re-appointed.*
- 38 *A trustee shall cease to hold office if he*
- (1) ceases to be a trustee by virtue of any provision in the Act or is disqualified from acting as a trustee by virtue of section 2 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);*
 - (2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs,*
 - (3) resigns his office by notice to the Charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or*
 - (4) is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that his office be vacated*
 - (5) Becomes prohibited from holding office by reason of any matters in the act or the Company Directors Disqualification Acts 1986 or otherwise becomes prohibited by law from being a director of a company*

Trustees' expenses.

- 39 *The trustees may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of trustees or committees of trustees or general meetings or otherwise in connection with the discharge of their duties, but shall otherwise be paid no remuneration.*

Trustees' appointments.

40. *Subject to the provisions of the Act and to Clause 5 of the memorandum, the trustees may appoint one or more of their number to the unremunerated office of managing director or to any other unremunerated executive office under the Charity. Any such appointment may be made upon such terms as the trustees determine. Any appointment of a trustee to an executive office shall terminate if he ceases to be a trustee. A managing director and a trustee holding any other executive office shall not be subject to retirement by rotation.*
41. *Except to the extent permitted by clause 5 of the memorandum, no trustee shall take or hold any interest in property belonging to the Charity or receive remuneration or be interested otherwise than as a trustee in any other contract to which the Charity is a party.*

Proceedings of trustees.

42. Subject to the provisions of the articles, the trustees may regulate their proceedings as they think fit. A trustee may and the secretary at the request of a trustee shall, call a meeting of the trustees. It shall not be necessary to give notice of a meeting to a trustee who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes the chairman shall have a second or casting vote.
43. The quorum for the transaction of the business of the trustees may be fixed by the trustees but shall not be less than *one third* of their number or two trustees, whichever is the greater.
44. The trustees may act notwithstanding any vacancies in their number, but, if the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.
45. The trustees may appoint one of their number to be the chairman of their meetings and may at any time remove him from that office. Unless he is unwilling to do so, the trustee so appointed shall preside at every meeting of trustees at which he is present. But if there is no trustee holding that office, or if the trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the trustees present may appoint one of their number to be chairman of the meeting.
46. The trustees may appoint one or more sub-committees consisting of *three* or more trustees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the trustees would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the trustees.
47. All acts done by a meeting of trustees, or of a committee of trustees, shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any trustee or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a trustee and had been entitled to vote.
48. A resolution in writing, signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of trustees, shall be as valid and effective as if it had been passed at a meeting of trustees or (as the case may be) a committee of trustees duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the trustees.
49. Any bank account in which any part of the assets of the Charity is deposited shall be operated by the trustees and shall indicate the name of the Charity. All cheques and orders for the payment of money from such account shall be signed by at least two trustees

Secretary.

50. Subject to the provisions of the Act, the secretary shall be appointed by the trustees for such term, at such remuneration (if not a trustee) and upon such conditions as they may think fit; and any secretary so appointed may be removed by them.

President.

51. *The Charity may in general meeting and subject to the consent of the appointee appoint an Honorary President or joint Honorary Presidents. The appointee need not be a Trustee nor a member of the Charity, but in such cases shall be entitled to attend and speak at meetings of the Trustees and at general meetings but not to vote. The appointee shall hold the position for a term of three years and may be re-appointed in general meeting*

Minutes.

52. The trustees shall keep minutes in books kept for the purpose:
- (1) of all appointments of officers made by the trustees; and
 - (2) of all proceedings at meetings of the Charity and of the trustees and of committees of trustees including the names of the trustees present at each such meeting.

The Seal.

53. The seal shall only be used by the authority of the trustees or of a committee of trustees authorised by the trustees. The trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a trustee and by the secretary or by a second trustee

Accounts.

54. Accounts shall be prepared in accordance with the provisions of Part VII of the Act.

Annual Report.

55. The trustees shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

Annual Return.

56. The trustees shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

Notices.

57. Any notice to be given to or by any person pursuant to the articles shall be in writing except that a notice calling a meeting of the trustees need not be in writing.
58. The Charity may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address. A member whose registered address is not within the United Kingdom and who gives to the company an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address. but otherwise no such member shall be entitled to receive any notice from the Charity.
59. A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.
60. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

Indemnity

61. Subject to the provisions of the Act every trustee or other officer or auditor of the Charity shall be indemnified out of the assets of the Charity against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.
62. Subject to the provisions of the Act and clause 5.7 of the memorandum the trustees may purchase and maintain insurance at the expense of the Charity for the benefit of the trustees or other officers of the Charity which attaches to them or loss or expenditure which they incur in relation to anything done or omitted as trustees or officers of the Charity.

Rules.

63. (1). The trustees may from time to time make such rules or bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Charity and for the purposes of prescribing classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, they may by such rules or bye laws regulate:
 - (i) the admission and classification of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the conditions of membership and the terms on which members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members;

- (ii) the conduct of members of the Charity in relation to one another, and to the Charity's servants:
 - (iii) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes:
 - (iv) the procedure at general meetings and meetings of the trustees and committees of the trustees in so far as such procedure is not regulated by the articles:
 - (v) generally, all such matters as are commonly the subject matter of company rules.
- (2). The Charity in general meeting shall have power to alter, add to or repeal the rules or bye laws and the trustees shall adopt such means as they think sufficient to bring to the notice of members of the Charity all such rules or bye laws, which shall be binding on all members of the Charity. Provided that no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the memorandum or the articles.

64 Vice Presidents

The charity may in general meeting or at the Annual General Meeting and subject to the consent of the appointee appoint Honorary Vice Presidents of the charity. The appointee need not be a trustee or member of the charity but in such cases shall be entitled to attend and speak at meetings of the trustees or general meetings of the members but not be entitled to vote. Such persons on accepting appointment shall hold the said position until, death or retirement.