

# Saltash Town Council – Grant Application Form

**APPLYING FOR:** Community Chest Grant

(Tick one box)

Festival Fund Grant

**DATE APPLICATION SUBMITTED:**

<b>Contact Name:</b>	[REDACTED]
<b>Position:</b>	Managing Director
<b>Organisation:</b>	Regenerative Food and Farming
<b>Contact Address:</b>	[REDACTED]
<b>Telephone Number:</b>	[REDACTED]
<b>E-mail:</b>	[REDACTED]
<b>Status of Organisation:</b>	CIC (We have recently set up as a charity but have been working through a CIC called Regenerative Food and Farming since 2021 – which we are using as we don't have a set of accounts or recent bank statement in the Gleaning Cornwall charity name yet).
<b>Charity/Company number (if applicable)</b>	<b>Charity No:</b> (1215626)  <b>Company No:</b> 12385557

<b>What geographical area does your organisation cover?</b>	Most of Cornwall and Plymouth, Exeter, Oakhampton & Tavistock.
<b>How long has your organisation been in existence?</b>	Nearly 5 years.

Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

**1. Organisation Background**

	<b>Date Applied</b>	<b>Project</b>	<b>Amount Applied for</b>	<b>Successful Y/N</b>
<b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b>  (Please list – continue on a separate sheet if necessary)				

<p><b>Please list the aims and objectives of your organisation</b></p>	<p><b>We wish to reduce on-farm food waste and help feed people in need, fresh, healthy food.</b></p>
<p><b>What are the main activities of your organisation?</b></p>	<p><b>Harvesting crops in fields in Cornwall and delivering them to food banks, community larders, community kitchens, refugees, the homeless, etc. On average we help feed 11,000 people most weeks with 7.7 tonnes of produce. In Saltash we supply the community fridge and community kitchen and Saltash food bank.</b></p>

	Yes / No or N/A
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?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

## 2. Your project

<b>Project</b>	<b>Start Date</b>	01 / 08 / 2026
	<b>Finish Date</b>	01 / 09 / 2026
	<b>Total Cost</b>	£ 259
	<b>Grant Applied For</b>	£ 250

<b>Project title:</b>	Phone for coordinator / social media lead, with good camera
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>Up until now, the Gleaning Cornwall team have worked on existing and borrowed laptops, ipads and phones. These now need upgrading, replaced or given back! In total we need three laptops and two phone for the coordinator that does our social media. We work a lot from our phones and to have one with a bigger screen and good camera, will make a big difference to our efficiency and quality of images and short films we can communicate with. We are asking other town councils, where we deliver food to, for their support with this, to help spread the load.</p> <p>Please note that we have to find grants to cover our £3,500 monthly costs, but for this, we help feed 11,000 people, nearly every week.</p>

<p><b>Where will the project/activity take place?</b></p>	<p>In Cornwall (see map on our website's Home Page - <a href="https://gleaningcornwall.org.uk/">https://gleaningcornwall.org.uk/</a> ) but we also feed around 2,000 people a week in Devon now.</p>
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<p><b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)</p>	<p>Within Saltash we feed around 235 people in need, nearly every week. 35 people via the Food Bank and around 200 through Community Enterprises. We also deliver to Millbrook.</p>
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p>We are often thanked by recipient organisations who tell us that accessing healthy food is difficult. Many are buying food from wholesalers or cheap supermarkets, to pad out the handouts from supermarkets, which tend to be ultra processed or cheap baked goods. Many can't afford what is available from Fairshare.</p> <p>We also know how much food is wasted in our fields. Around 12-15% of the UK's food waste comes from on-farm, through no fault of the growers. That is the same as food waste coming from transport, processing, hospitality and retail combined. This food all has a carbon footprint.</p> <p>In the letter attached you can see a great deal of evidence relating to the poverty in Cornwall. We ensure all gleaned produce is free not only to recipient organisations but also end users.</p>

<p><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>WE have had interest in potentially making donations, from a few councillors but none in the SE region.</p>
<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>We have sought professional assistance in choosing a suitable laptop, who is also going to add the needed programs. Success will be measured by continually monitoring our impact as a small scheme. We collect data on how much of what produce we glean, how many miles coordinators and volunteers have to travel to both glean and distribute, our carbon footprint, numbers of recipients, who they are etc.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>We would like to have the computer as soon as possible but if possible, certainly before the busy late summer harvest period starts.</p>
<p><b>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people?</b> (Mandatory if your project involves working with this client group.)</p>	<p>All vulnerable people need to glean with a suitable adult. We follow protocol, set out in our Safeguarding policy. We are all trained also.</p>

**3. How you will pay for your project.**

<p><b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>A HP 15" Laptop – Intel Core i3, 4GB 128GB, FHP from hp.com. Through hp.cpm it is £259 currently.</p>
<p>How will you promote the contribution to your project from STC?</p>	<p>We can promote it on our social media channels and on the website if wanted.</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:**

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
St Austell Town Council	£250	Yes	
Truro TC	£250	Yes	

<b>Please confirm the bank account your project is using is in the project's name/organisation name</b>	The Co-operative, Regenerative Food and Farming
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**4. Further information enclosed Checklist.**

	<b>Enclosed</b> (please tick)
<b>A copy of your organisation's most recent bank statements</b> (mandatory).	Yes
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory).	Yes
<b>A letter head showing the organisation's address and contact details.</b>	Yes
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organisation's status).	Yes
<b>A copy of your organisation's latest set of accounting statements</b> (if any exist).	Yes
<b>Copies of any letters of support for your project.</b>	
<b>If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council.</b>	
<b>A copy of your organisations Safeguarding Policy (if relevant).</b>	Yes

<b>Other</b> (please list)	
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If any of the above documents have not been enclosed, please give reasons why in the box below:

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## **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 Grants 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:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. 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.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report including photographs to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Town Council meeting.

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>	MANAGER		
<b>Date:</b>	26 <sup>th</sup> May, 2026		

**Applicants should refer to the Privacy Notice on the Town Council Website [www.saltash.gov.uk](http://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                      Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

<b>OFFICE USE ONLY:</b>	
<b>Date received</b>	
<b>Received by:</b>	
<b>Application Reference:</b>	
<b>Date to P&amp;F Chairman/Vice Chairman</b>	
<b>Approved to go to Committee</b>	

<b>Committee Date</b>	
<b>Decision/Minute number</b>	
<b>Amount awarded</b>	
<b>Application refused by P&amp;F Chairman or refused by Committee</b>	
<b>Appeal notice issued</b>	
<b>Appeal received</b>	
<b>Approved for Committee</b>	
<b>Decision/Minute number</b>	

**REGENERATIVE FOOD & FARMING CIC  
ANNUAL REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 JANUARY 2025**

**REGENERATIVE FOOD & FARMING CIC  
ANNUAL REPORT AND UNAUDITED ACCOUNTS  
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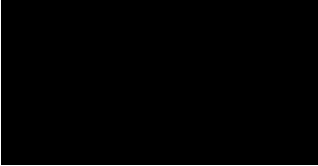
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**REGENERATIVE FOOD & FARMING CIC  
COMPANY INFORMATION  
FOR THE YEAR ENDED 31 JANUARY 2025**

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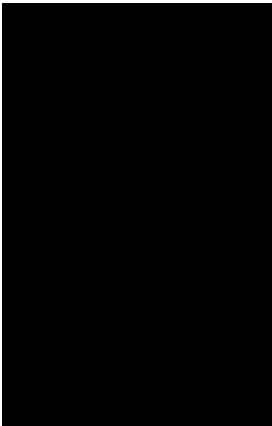
**Directors**



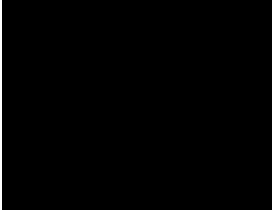
**Company Number**

12385557 (England and Wales)

**Registered Office**



**Accountants**



**REGENERATIVE FOOD & FARMING CIC**  
**(COMPANY NO: 12385557 ENGLAND AND WALES)**  
**DIRECTORS' REPORT**

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The directors present their report and accounts for the year ended 31 January 2025.

**Directors**

The following directors held office during the whole of the period:



**Statement of directors' responsibilities**

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law, the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small company provisions**

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors

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Director

Approved by the board on: 17 March 2025

**REGENERATIVE FOOD & FARMING CIC**  
**INCOME STATEMENT**  
**FOR THE YEAR ENDED 31 JANUARY 2025**

	<b>2025</b>	<b>2024</b>
	£	£
<b>Turnover</b>	4,447	980
Cost of sales	(42,188)	(35,952)
<b>Gross loss</b>	(37,741)	(34,972)
Distribution costs	(3,992)	-
Administrative expenses	(46,359)	(11,971)
Other operating income	114,161	45,717
<b>Operating surplus/(loss)</b>	26,069	(1,226)
<b>Surplus/(loss) on ordinary activities before taxation</b>	26,069	(1,226)
Tax on surplus/(loss) on ordinary activities	-	-
<b>Surplus/(loss) for the financial year</b>	26,069	(1,226)

**REGENERATIVE FOOD & FARMING CIC**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 JANUARY 2025**

	Notes	2025 £	2024 £
<b>Fixed assets</b>			
Tangible assets	4	30,581	4,512
<b>Current assets</b>			
Debtors	5	-	252
Cash at bank and in hand		2,899	15,066
		<u>2,899</u>	<u>15,318</u>
<b>Creditors: amounts falling due within one year</b>	6	(3,269)	(15,688)
<b>Net current liabilities</b>		<u>(370)</u>	<u>(370)</u>
<b>Net assets</b>		<u>30,211</u>	<u>4,142</u>
<b>Reserves</b>			
Profit and loss account	7	30,211	4,142
<b>Members' funds</b>		<u>30,211</u>	<u>4,142</u>

For the year ending 31 January 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A - Small Entities.

The financial statements were approved by the Board of Directors and authorised for issue on 17 March 2025 and were signed on its behalf by

  
Director

Company Registration No. 12385557

**REGENERATIVE FOOD & FARMING CIC**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JANUARY 2025**

**1 Statutory information**

REGENERATIVE FOOD & FARMING CIC is a private company, limited by guarantee, registered in England and Wales, registration number 12385557. The registered office is [REDACTED]

**2 Compliance with accounting standards**

The accounts have been prepared in accordance with the provisions of FRS 102 Section 1A Small Entities. There were no material departures from that standard.

**3 Accounting policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

***Basis of preparation***

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets.

***Presentation currency***

The accounts are presented in £ sterling.

***Tangible fixed assets and depreciation***

Tangible assets are included at cost less depreciation and impairment. Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives: 20% Reducing Balance.

**4 Tangible fixed assets**

	<b>Plant &amp; machinery</b>	<b>Motor vehicles</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost or valuation</b>			
At 1 February 2024	1,466	5,700	7,166
Additions	4,880	28,835	33,715
At 31 January 2025	6,346	34,535	40,881
<b>Depreciation</b>			
At 1 February 2024	528	2,126	2,654
Charge for the year	1,164	6,482	7,646
At 31 January 2025	1,692	8,608	10,300
<b>Net book value</b>			
At 31 January 2025	4,654	25,927	30,581
At 31 January 2024	938	3,574	4,512

**5 Debtors**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year</b>		
Accrued income and prepayments	-	252
	-	252

**REGENERATIVE FOOD & FARMING CIC**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JANUARY 2025**

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**6 Creditors: amounts falling due within one year**

**2025**  
£

**2024**  
£

Other creditors

435

335

Deferred income

2,834

15,353

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3,269

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15,688

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**7 Company limited by guarantee**

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

**8 Average number of employees**

During the year the average number of employees was 0 (2024: 0).

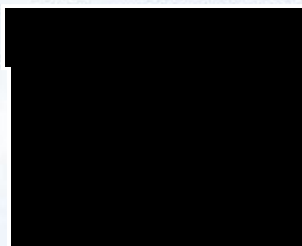
**REGENERATIVE FOOD & FARMING CIC  
DETAILED PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31 JANUARY 2025**

This schedule does not form part of the statutory accounts.

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>		
Sales	4,447	980
<b>Cost of sales</b>		
Purchases	1,079	-
Subcontractor costs	40,711	35,203
Other direct costs	398	749
	42,188	35,952
<b>Gross loss</b>	(37,741)	(34,972)
<b>Distribution costs</b>		
Distribution costs	3,992	-
<b>Administrative expenses</b>		
Wages and salaries	22,052	-
Pensions	190	-
Employer's NI	366	-
Staff training and welfare	866	-
Travel and subsistence	142	121
Motor expenses	4,927	5,485
Stationery and printing	435	61
Insurance	1,326	134
Equipment expensed	1,257	1,702
Repairs and maintenance	1,486	-
Depreciation	7,646	1,129
Accountancy fees	435	335
Advertising and PR	5,231	3,004
	46,359	11,971
<b>Other operating income</b>		
Other operating income	114,161	45,717
<b>Operating profit/(loss)</b>	26,069	(1,226)
<b>Profit/(loss) on ordinary activities before taxation</b>	26,069	(1,226)

\*phone 03457 213 213

040910 PD0EA03-20260428-06277-004599



39400 C

## Charity And Community Bank Account

Summary	Date	Description	Withdrawals	Deposits	Balance
Account title <b>REGEN FOOD &amp; FARMING</b>	27 MAR 26	OPENING BALANCE			11,042.42
	30 MAR 26		12.19		
	30 MAR 26		268.50		10,761.73
	31 MAR 26		30.00		
	31 MAR 26		200.00		10,531.73
	1 APR 26		39.00		
Statement date <b>27 April 2026</b>	1 APR 26		75.00		10,417.73
	2 APR 26		70.00		
Statement number <b>74</b>	2 APR 26		50.00		
	2 APR 26		160.98		
Page number <b>1 of 1</b>	2 APR 26		1,297.50		8,839.25
	7 APR 26		50.00		
Statement opening balance <b>11,042.42</b>	7 APR 26		94.50		8,694.75
	9 APR 26		50.00		8,644.75
Total withdrawals <b>5,265.25</b>	10 APR 26		646.87		7,997.88
	13 APR 26		6.40		
Total deposits <b>0.00</b>	13 APR 26		70.14		
	13 APR 26		85.20		
	13 APR 26		200.00		
Statement closing balance <b>5,777.17</b>	13 APR 26		200.00		7,436.14
	14 APR 26		156.63		
International Bank Account Number	14 APR 26		1,277.50		6,002.01
GB49 CPBK 0892 9965 9565 13	21 APR 26		74.84		
Bank Identification Code CPBK GB22	21 APR 26		150.00		5,777.17
<b>Statement closing balance</b>					<b>5,777.17</b>

Deposits\* into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

\*For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **ODIS** Overdrawn Intermediats Balance **NSTF** Non Sterling Transaction Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

The Companies Act 2006

Community Interest Company Limited by Guarantee

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**Articles of Association<sup>1</sup>**

**of**

**Regenerative Food & Farming Cornwall C.I.C.**

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(CIC Limited by Guarantee, Schedule 1, Small Membership)

**The Companies Act 2006**  
**Community Interest Company Limited by Guarantee**

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is defined as a CIC or charity, a permitted industrial and provident society or non-UK based equivalent.)

Charity Registration Number (if applicable): [ ]

Company Registration Number (if applicable): [ ]

Registered Office: [ ]<sup>3</sup>

#### **4. Not for profit**

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

### **OBJECTS, POWERS AND LIMITATION OF LIABILITY**

#### **5. Objects<sup>4</sup>**

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to farmers, horticulturalists, food producers and local food retailers in Cornwall. ]

#### **6. Powers**

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

#### **7. Liability of members<sup>5</sup>**

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;

7.2 payment of the costs, charges and expenses of winding up; and

7.3 adjustment of the rights of the contributories among themselves.

### **DIRECTORS**

#### **DIRECTORS' POWERS AND RESPONSIBILITIES<sup>6</sup>**

#### **8. Directors' general authority**

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

#### **9. Members' reserve power**

- 9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.
- 9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

## **10. Chair**

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

## **11. Directors may delegate<sup>7</sup>**

- 11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:

11.1.1 to such person or committee;

11.1.2 by such means (including by power of attorney);

11.1.3 to such an extent;

11.1.4 in relation to such matters or territories; and

11.1.5 on such terms and conditions;

as they think fit.

- 11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.
- 11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

## **DECISION-MAKING BY DIRECTORS**

## **12. Directors to take decisions collectively<sup>8</sup>**

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

## **13. Calling a Directors' meeting**

- 13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.
- 13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

- 13.2.1 all the Directors agree; or
- 13.2.2 urgent circumstances require shorter notice.
- 13.3 Notice of Directors' meetings must be given to each Director.
- 13.4 Every notice calling a Directors' meeting must specify:
  - 13.4.1 the place, day and time of the meeting; and
  - 13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 13.5 Notice of Directors' meetings need not be in Writing.
- 13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

**14. Participation in Directors' meetings**

- 14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
  - 14.1.1 the meeting has been called and takes place in accordance with the Articles; and
  - 14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.<sup>9</sup>
- 14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

**15. Quorum for Directors' meetings<sup>10</sup>**

- 15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].
- 15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:
  - 15.3.1 to appoint further Directors; or
  - 15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

**16. Chairing of Directors' meetings**

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

**17. Decision-making at meetings<sup>11</sup>**

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.<sup>12</sup>

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

**18. Decisions without a meeting<sup>13</sup>**

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

**19. Conflicts of interest<sup>14</sup>**

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.

- 19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:
- 19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;
  - 19.3.2 not be counted in the quorum for that part of the meeting; and
  - 19.3.3 withdraw during the vote and have no vote on the matter.
- 19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

## **20. Directors' power to authorise a conflict of interest**

- 20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:
- 20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;
  - 20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;
  - 20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.
- 20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.
- 20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

## **21. Register of Directors' interests**

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

## APPOINTMENT AND RETIREMENT OF DIRECTORS<sup>15</sup>

### 22. Methods of appointing Directors

- 22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.
- 22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

### 23. Termination of Director's appointment<sup>16</sup>

A person ceases to be a Director as soon as:

- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or
- (e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (f) the Director ceases to be a member.

### 24. Directors' remuneration<sup>17</sup>

- 24.1 Directors may undertake any services for the Company that the Directors decide.
- 24.2 Directors are entitled to such remuneration as the Directors determine:
- (a) for their services to the Company as Directors; and
  - (b) for any other service which they undertake for the Company.
- 24.3 Subject to the Articles, a Director's remuneration may:
- (a) take any form; and
  - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

- 24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.
- 24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

## **25. Directors' expenses**

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

- (a) meetings of Directors or committees of Directors;
- (b) general meetings; or
- (c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

## **MEMBERS<sup>18</sup>**

### **BECOMING AND CEASING TO BE A MEMBER<sup>19</sup>**

## **26. Becoming a member<sup>20</sup>**

- 26.1 The subscribers to the Memorandum are the first members of the Company.
- 26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.
- 26.3 Each member of the company shall be a Director.
- 26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.
- 26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

## **27. Termination of membership<sup>21</sup>**

- 27.1 Membership is not transferable to anyone else.
- 27.2 Membership is terminated if:
- 27.2.1 the member dies or ceases to exist;
  - 27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

## **DECISION MAKING BY MEMBERS**

### **28. Members' meetings<sup>22</sup>**

- 28.1 The Directors may call a general meeting at any time.
- 28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.<sup>23</sup>
- 28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.<sup>24</sup>
- 28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

### **29. Written resolutions**

- 29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:
- 29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.
- 29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.
- 29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.
- 29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
- 29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.
- 29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- 29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.

- 29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].
- 29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

## **ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS**

### **30. Means of communication to be used**

- 30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- 30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.
- 30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

### **31. Irregularities**

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

### **32. Minutes**

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:
- 32.1.1 of all appointments of officers made by the Directors;
- 32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

### **33. Records and accounts<sup>25</sup>**

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

### **34. Indemnity**

34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:

(a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;

(b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and

(c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- (b) a “relevant Director” means any Director or former Director of the Company or an associated company.

**35. Insurance**

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

- (a) a “relevant Director” means any Director or former Director of the Company or an associated company;
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the company or associated company; and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

**36. Exclusion of model articles**

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

**SCHEDULE**  
**INTERPRETATION**

**Defined terms**

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

<u>Term</u>	<b>Meaning</b>
1.1 <b>“Address”</b>	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2 <b>“Articles”</b>	the Company’s articles of association;
1.3 <b>“asset-locked body”</b>	means (i) a community interest company, a charity <sup>26</sup> or a Permitted Industrial and Provident Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
1.4 <b>“bankruptcy”</b>	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
1.5 <b>“Chair”</b>	has the meaning given in Article 10;
1.6 <b>“Circulation Date”</b>	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7 <b>“Clear Days”</b>	in relation to the period of a notice, that 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;
1.8 <b>“community”</b>	is to be construed in accordance with accordance with Section 35(5) of the Company’s (Audit) Investigations and Community Enterprise) Act 2004;
1.9 <b>“Companies Acts”</b>	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;
1.10 <b>“Company”</b>	[ ] [Community Interest Company/C.I.C.];
1.11 <b>“Conflict of Interest”</b>	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company;

1.12	<b>“Director”</b>	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	<b>“Document”</b>	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	<b>“Electronic Form” and “Electronic Means”</b>	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	<b>“Hard Copy Form”</b>	has the meaning given to it in the Companies Act 2006;
1.16	<b>“Memorandum”</b>	the Company’s memorandum of association;
1.17	<b>“participate”</b>	in relation to a Directors’ meeting, has the meaning given in Article 14;
1.18	<b>“Permitted Industrial and Provident Society”</b>	an industrial and provident society which has a restriction on the use of its assets in accordance with Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations 2006 or Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006;
1.19	<b>“the Regulator”</b>	means the Regulator of Community Interest Companies;
1.20	<b>“Secretary”</b>	the secretary of the Company (if any);
1.21	<b>“specified”</b>	means specified in the memorandum or articles of association of the Company for the purposes of this paragraph;
1.22	<b>“subsidiary”</b>	has the meaning given in section 1159 of the Companies Act 2006;
1.23	<b>“transfer”</b>	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24	<b>“Writing”</b>	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. **Subject to clause 3** of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

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<sup>1</sup> On articles of association generally, see [Part 5] of the Regulator’s information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) (“the Regulations”) by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

<sup>2</sup> See [Part 6] of the Regulator’s information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

<sup>3</sup> See regulation 23 of the Regulations and [Parts 6 and 10] of the Regulator’s information and guidance notes. If the company does not specify that the remaining residual assets are to be transferred to a particular Asset Locked Body, an appropriate recipient will be chosen by the Regulator, in consultation with the company’s directors and members.

<sup>4</sup> On the specification of the company’s objects, see [Part 5] of the Regulator’s information and guidance notes

<sup>5</sup> On limited liability, see [Part 3] of the Regulator’s information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator’s information and guidance notes.

<sup>6</sup> Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, “Resolutions” (available online at <http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml>).].

<sup>7</sup> Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company’s day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

<sup>8</sup> Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

<sup>9</sup> Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

<sup>10</sup> The quorum may be fixed in absolute terms (e.g. “two Directors”) or as a proportion of the total number of Directors (e.g. “one third of the total number of Directors”). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

<sup>11</sup> Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

<sup>12</sup> You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

<sup>13</sup> Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

<sup>14</sup> The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

<sup>15</sup> Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

<sup>16</sup> The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

<sup>17</sup> See the guidance on directors’ remuneration in [Part 9] of the Regulator’s information and guidance notes.

<sup>18</sup> See section 112 of the Companies Act 2006. A company’s members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

<sup>19</sup> There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been

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formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

<sup>20</sup> Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see:

<http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>.)] Article 26.3 provides that the Directors are also members of the company.

<sup>21</sup> Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

<sup>22</sup> The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

<sup>23</sup> Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. “four Members”) or as a proportion of the total number of Members (e.g. “three quarters of the Members from time to time”). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

<sup>24</sup> Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

<sup>25</sup> See the Companies House guidance booklet, “Accounts and Accounting Reference Dates” (available online at <http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml>.)] On the annual community interest company report, see [Part 8] of the Regulator’s information and guidance notes.

<sup>26</sup> Section 1(1) of the Charities Act 2006 defines “charity” as an institution which “is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”.



# **Safeguarding Policy & Procedures for Children, Young People and Adults (May 2025)**

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- 2. Purpose of the policy**
- 3. Policy Statement**
- 4. Legislation**
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General Principles

General Responsibilities

Professional Boundaries guidance for when a child, young person or adult wants to confide in you.

Reporting Procedures

Specific job roles within Regenerative Food and Farming, incorporating Gleaning Cornwall, which have enhanced responsibilities for Safeguarding

Recruitment

Induction & Training

Raising Concerns

- 7. Related Policies**
- 8. Safeguarding Policy sign off**

## 9. Safeguarding Policy Annual audit.

# 1. An Introduction to Safeguarding

Definition of safeguard: "...to protect from harm or damage with an appropriate measure..."

As per legislation around safeguarding, all community sector organisations have responsibilities to safeguard the rights and welfare of any child, young person and adult who accesses their services. All aspects of safeguarding need to be considered:

- the organisation must work in line with current legislation and guidance
- safe work practises used and risk assessing situations
- all staff and volunteers must be diligent, proportionate and report any concerns.

## Children

The **United Nations Convention on the Rights of the Child (UNCRC)** defines a child as everyone under 18 unless, "under the law applicable to the child, majority is attained earlier".

The term 'child' means any person under the age of 18 years, or 16 years, if married. Child protection guidance refers to anyone under the age of 18.

"In England a child is defined as anyone who has not yet reached their 18th birthday. Child protection guidance points out that even if a child has reached 16 years of age and is:

- living independently
- in further education
- a member of the armed forces
- in hospital; or
- in custody in the secure estate

...they are still legally children and should be given the same protection and entitlements as any other child" (Department for Education, 2018a). NSPCC, 2020

## Definition of abuse

"A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children." Source: **Working Together to Safeguard Children 2018**

# Adults

## Definition of Adult at risk

An adult at risk is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Has had adverse childhood and/or adulthood experiences
- Is a substance misuser or recovering user
- Is homeless

Safeguarding duties apply to an adult who:

- has needs for care and support whether or not the Local Authority is meeting any of those needs, and
- is experiencing, or is at risk of, abuse or neglect and
- as a result of those care and support needs, they are unable to protect themselves from either the risk of or the experience of abuse or neglect. (Care Act guidance 14:2)

‘...Abuse is a violation of an individual’s human and civil rights by another person or persons. This could be a single act or repeated over time and may be deliberate or happen by mistake. The individual may not fully understand the consequences of what is happening to them...’ Source: **No Secrets, 2000.**

## 2. Purpose of the policy

This policy sets out the approach that Regenerative Food and Farming will take to safeguard the welfare of every child, young person or adult who access our various services, our staff and volunteers who deliver the services or those who we encounter in the local community on a daily basis.

## 3. Policy Statement

Regenerative Food and Farming recognises that, when working with children, young people and adults, it is the individual’s welfare that is paramount, and our overriding aim is to conduct our activities in a way which will keep them safe from harm, exploitation and uphold their rights

Regenerative Food and Farming believes that everyone has the fundamental right to live free from the fear of abuse or harm in society and the world at large. Everyone should be encouraged to be an active member within their local community and be

able to receive appropriate support and/or contribute to the appropriate support to others in said community. Everyone should be encouraged to recognise that we all have a duty of care to each other as human beings. Everyone should be able to live without being affected by poverty, in any or all of its forms; either the physical trappings of poverty which have long-term impacts on physical and mental wellbeing, or the social stigma and judgement of others.

## 4. Legislation

Regenerative Food and Farming will uphold the rights of everyone as prescribed in the following acts of parliament. This list is not exhaustive and will change as legislation changes.

**The Adoption and Children Act (2002)**, made the welfare of the child the paramount consideration for courts and adoption agencies in all decisions relating to adoption, including in deciding whether to dispense with a birth parent's consent to adoption. It provides a welfare checklist which must be applied by the court and adoption agencies.

**The Care Act (2014)** made provisions for safeguarding adults at risk by outlining the legal responsibilities when protecting adults at risk. It sets out that local authorities have the primary responsibility and must work in partnership with health and care organisations.

**The Care Standards Act (2000)**, was introduced to regulate, and ensure that agencies/ providers were competent in their duty of care, and to develop a level playing field for all service providers of social care. The standards are built on five principles; dignity and respect, compassion, be included, responsive care and support and wellbeing.

**The Charities Act (2011)** consolidated the bulk of the Charities Act 2006, outstanding provisions of the Charities Act 1993, and various other enactments. This act helped to clarify those charities who should work for the “**public benefit**”.

**The Children & Families Act (2014)** demonstrated a commitment to improve services for children at risk and support strong families. The act reforms the systems for adoption, looked-after children, family justice and special educational needs.

**The Children's Act (1989)** specified that more than one person can have parental responsibility, although they can act alone in decision making for the child. If a child does not have anyone to care for them with parental responsibility, a guardian can be appointed by the court.

**The Children's Act (2004)** a development from the Children Act (1989), reinforced that all people and organisations working with children have a responsibility to help safeguard **children** and promote their welfare.

**The Childcare Act (2006)** set out the following legal duties: local authorities are required to ensure sufficient childcare; local authorities are required to provide information to parents and families; agencies are required to work together and integrate services.

**The Counter-Terrorism & Security Act (2015)** received Royal Assent on 12 February 2015. Among other provisions, the act places the Prevent programme on a statutory footing. Prevent is one of four strands of the government's counter-terrorism strategy, and aims to stop people becoming terrorists or supporting terrorism.

**The Data Protection Act (2018) and GDPR Principles** Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is: used fairly, lawfully and transparently.

**Education Act (2002)** introduced the requirement of safeguarding children and young people from abuse or neglect. It sets out the roles and responsibilities of teachers and those with delegated responsibility for child protection. This Act was created in response to the UK's adoption of the Human Rights Act 1989 & 1998.

**The Equality Act (2010)** defined nine “**protected characteristics**” (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, sex, sexual orientation). When assessing whether a person is at risk, there can't be any discrimination based around these characteristics – all choices, assessments, and decisions must be consistent.

**General Data Protection Regulation (2018)** placed duties on organisations and individuals to process personal information fairly and lawfully; they are not a barrier to sharing information, where the failure to do so would cause the safety or well-being of a child to be compromised.

**The Health and Social Care (Safety and Quality) Act (2015)** was made to improve safety and quality of care. Among the measures introduced by the act is a duty on health and adult social care providers to share information about a person's care with other health and care professionals.

**Human Rights Act (1989)** protects all of us from having our human rights taken away by the state. It means that public authorities have a legal obligation to uphold our human rights.

**Human Rights Act (1998)**. This piece of legislation outlining everyone's basic rights in law. Regarding safeguarding adults at risk, there are 5 articles that are of particular note: article 2 protects the right to life; article 3 affords freedom from degrading and inhumane treatment; article 4 prohibits slavery and forced labour; article 5 enshrines the right to liberty and security; article 8 guarantees the right to a private life, family life, and a home life. A person is able to seek legal recourse or have someone go through the law on their behalf if these rights are violated.

**Mental Capacity Act (2005)** applies to everyone involved in the care, treatment and support of people aged 16 and over living in England and Wales who are unable to

make all or some decisions for themselves. The act is designed to protect and restore power to those people at risk who lack capacity.

**Mental Health Act (1983)** was guided by 5 principles for how patients with mental health issues should be treated: least restrictive option and maximising independence, empowerment and involvement, respect and dignity, purpose and effectiveness, efficiency, and equity. In certain conditions, health professionals were now given the power to detain, assess and treat people with mental disorders in the interests of their health and safety or for public safety.

**Mental Health Act (2007)**, broadens the group of practitioners who can take on the functions currently performed by the approved social worker and responsible medical officer. The new role of responsible clinician can be undertaken by a number of qualified **mental health** professionals with the appropriate skills and training.

**Modern Slavery Act (2015)** introduced a number of measures to combat slavery and human trafficking. In addition to creating new criminal offences, powers of enforcement and measures to protect victims, it introduces requirements intended to eliminate slavery and trafficking in global supply chains.

**NHS and Community Care Act (1990)** required local authorities to carry out assessments of people who 'appear to be in need' of community care services and to arrange packages of care.

**The Police Act (1997)** safeguards adults at risk if they are substantially dependent on others in performing basic functions or their ability to communicate with those providing their services. The vetting and barring scheme (originally known as CRB and now known as DBS) will help employers to check on an individual's suitability to work with people at risk.

**Public Interest Disclosure Act (1998)** provides protection to "workers" making disclosures in the public interest and allows such individuals to claim compensation for victimisation following such disclosures.

**Rehabilitation of Offenders Act (1974)** was introduced in order to protect individuals who are convicted of minor, one-time offences from future discrimination. The act enables certain convictions to become 'spent', or ignored, after a 'rehabilitation period'.

**Safeguarding Vulnerable Groups Act (2006)**, ensured unsuitable people with a history of abusive behaviours do not work with adults at risk. People who have a criminal history of abuse and exploitation are placed on a list that is checked when anyone applies for a job with adults at risk.

**Serious Crime Act (2015)** built on the current criminal and civil law to ensure that the National Crime Agency, the police and other law enforcement agencies can continue effectively and relentlessly to pursue, disrupt and bring to justice serious and organised criminals. There are provisions to strengthen the protection of children at risk and others (including to tackle female genital mutilation and domestic abuse) as well as provisions to tighten prison security and to guard against the threat of terrorism posed by returning "foreign fighters".

**Sexual Offences Act (2003)**, redefined definitions of many sexual offences. It defines "consent" and "sexual" and sets out evidential and conclusive presumptions about consent. Amongst other provisions, the act makes it an offence for those engaged in providing care, assistance or services to someone with a learning disability or mental disorder to engage in sexual activity with that person whether or not that person has the capacity to consent.

**NOTE:** The legislation summaries above are basic and merely intended as a brief introduction to the legislation. For a full detailed look at the above legislations, we refer readers to <https://www.legislation.gov.uk/> .

## 5. Guidance

Regenerative Food and Farming CIC also relies on the following guidance for best practice:

**Care Act (2014) Statutory guidance on Care and Support**

**Changes to Female Genital Mutilation Act (FGM) 2003 arising from the Serious Crime Act (2015)** inserted new section 3A into the **2003 Act**; which created a new offence of failing to protect a girl from **FGM**.

**Information Sharing (2018)** is non-statutory and has been produced to support practitioners in the decisions they take to share information, which reduces the risk of harm to children and young people and promotes their well-being.

**Keeping Children Safe in Education (2018)** set out the legal duties to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

**No Secrets (2020)** provides guidance on developing and implementing multi-agency policies and procedures to protect adults at risk from abuse.

**Professional Boundaries – Guidance for Social Workers (2009) General Social Care Council** define and prescribe professional boundaries standards for social workers in the UK.

**What To Do If You Are Worried A Child Is Being Abused (2015)**, is non-statutory, and has been produced to help practitioners identify child abuse and neglect and take appropriate action in response.

**Working Together to Safeguard Children (2018)**, the statutory guidance on how organisations and individuals should work together to safeguard children.

## 6. Regenerative Food and Farming, incorporating Gleaning Cornwall's responsibilities

### General Principles

1. The safety of every child, young person and adult is paramount. Regenerative Food and Farming will create a culture where children and young people are valued and their right to safety and respect is upheld.
2. Regenerative Food and Farming staff and volunteers must be vigilant when executing our duties with relation to Safeguarding.
3. All children and adults, regardless of the nine protected characteristics age, disability, gender, gender identity, marriage & civil partnership, maternity & paternity, race, religion and sexual identity can exercise their right to protection from harm or abuse when working with Regenerative Food and Farming.
4. All potential Safeguarding concerns and allegations will be taken seriously and responded to swiftly and appropriately.
5. Regenerative Food and Farming has a safe recruitment process for staff and volunteers which adheres to best practice.
6. Staff undertake risk management of programmes and undertake individual risk assessments for activities and specific cases.
7. Regenerative Food and Farming will work responsively and appropriately with other agencies to safeguard children, young people and adults. We are committed to adhering to best practice with regards to all aspects of Safeguarding matters in this policy.

### General Responsibilities

All staff and volunteers are required to work within Regenerative Food and Farming's **Code of Conduct** and follow our **Professional Boundaries Policy** and guidance designed to safeguard children, young people and adults from harm and follow the procedures in reporting concerns.

All staff and volunteers are expected to be able to:

- Understand and follow safe, appropriate practice when carrying out their duties and follow our **Lone Worker Policy and Procedures** and the **Data Protection Policy and Procedures**.

- Recognise signs of abuse, neglect and other safeguarding concerns.
- Respond appropriately to a disclosure.
- All staff and volunteers understand that once they have reported the concern to the Regenerative Food and Farming's coordinator lead, manager or director, they will not be expected to investigate further or make any decisions about the next steps.
- Respond appropriately to allegations against staff or volunteers, other adults and against themselves.
- Not share details of any suspicions or allegations of safeguarding issues with family or friends or anyone outside the organisation.

Staff and volunteers should always have access to a copy of the company procedures and specifically contact details for our Designated Safeguarding (DSM- currently Holly Whitelaw) while fulfilling their duties for Regenerative Food and Farming.

All staff and volunteers should be clear on the professional boundaries of their roles. Becoming too involved with or supportive of an individual can be counterproductive for that person and can lead to accusations of improper behaviour. To avoid this, staff and volunteers should always discuss situations with their line managers wherever they are being asked or encouraged to go beyond the general scope of services offered by Regenerative Food and Farming.

The responsibility of responding to, and investigating referrals for situations where children, young people or adults are thought to have experienced abuse or neglect or may be at risk of abuse lies with the Police and the relevant Local Authority.

As per guidance from the NSPCC: "...Professionals who fail to report cases of abuse or neglect may not currently face criminal penalties for non-reporting; however, they may be subject to professional disciplinary proceedings or held to account through Serious Case Review reports or professional negligence cases..."

## **Support**

Regenerative Food and Farming recognise that involvement in situations where there is risk or actual harm, or a serious disclosure has been made, can be stressful for staff and volunteers concerned. Regenerative Food and Farming will offer appropriate support to enable the staff member or volunteer to be able to move on from the incident without being negatively impacted by guilt or anxiety, finding closure in the process.

The mechanisms in place to support staff include:

- Feedback from the DSM so they know the report has been acted upon.
- Debriefing support from our DSM for staff and volunteers so that they can safely reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g., access to counselling.
- Staff who have initiated protection concerns will be contacted by the DSO within one week.

Where the case involves a member of staff or volunteer from Regenerative Food and Farming, the impact could be wider than just the person reporting it and support may be needed by a wider group of colleagues. Managers should always respond sympathetically to any request for support from staff or volunteers but should also be proactive in offering it and not necessarily wait for it to be requested.

## **Professional Boundaries guidance for when a child, young person or adult wants to confide in you.**

### **Do:**

- Listen carefully. Let them tell their own story. Clarify details where you need to (using **T.E.D.** questions. **T**ell me. **E**xplain to me. **D**escribe).
- Take what they are trying to tell you very seriously, they are saying it for a reason.
- Reassure them that they are doing the right thing by talking about what has happened.
- Try to remain calm and do not show too much emotion.
- Explain, where appropriate, what you need to do next.

### **Don't**

- Promise you can keep it a secret, this must be reported.
- Make a judgement on your own about whether the child or adult is telling the truth.
- Interrupt or jump to conclusions.
- Ask leading or suggestive questions.

- Ask them to repeat the information to someone else.
- Ask to see marks/bruises that will involve them removing any clothing.
- Say it will be ok - it might not be for that child, young person or adult.

**Five suggested things to tell a child, young person or adult who decides to confide in you:**

- “What you are saying is important and I will treat it as such”
- “It’s not your fault”
- “I’m glad you were able to talk to someone.”
- “I will help you as best I can”
- “This is so important I need to talk to someone about it.”

Make careful records of what was said as soon as possible, but not in front of them, as this could deter them from making a full and frank disclosure.

Record verbatim what was said by both of you, where it took place, who else was present and the demeanour of the person.

**The reporting areas to cover are as follows:**

- Name of child, young person or adult
- Parent/guardian/carer details and other people at home, if known
- Child, young person or adult’s address or known locations
- Relevant telephone numbers you may know
- What is said to have happened or what was seen?
- When did it occur and where? Who else was on the scene?
- What was said by those involved?
- Whether there is any actual evidence e.g. bruising, bleeding, changed behaviour
- Who has been told about it?

- Was the person able to say what had happened?
- Were you able to ask for consent to share (if appropriate)?

**For adults only:**

- It is very important to ask: what would they like to happen?

With adults there is an assumption that you have informed consent from the person or guardian/carer. If this is not acquired, you may need to explain why you believe the person does not have the mental capacity to have understood the concern. In the case of an adult, it is essential to ask what they would like to happen with the referral.

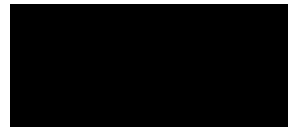
## Reporting procedures

### Procedure when there is a concern: Abuse suspected.

**1. Contact the Designated Safeguarding Manager/Officers of Regenerative Food and Framing**

Staff and volunteers must refer all child, young person or adult safeguarding concerns to our Designated Safeguarding Manager / Officers

Designated Safeguarding Manager:



Designated Safeguarding Officer:

**The DSM/DSO will contact the appropriate agency:**

**MARU** for children and young person concerns 0300 123 1116

**Adult Safeguarding Triage Team** for adult concerns 01872 326 433

**Access Team** for advice & all self-neglect concerns 0300 1234 131

**2. The appropriate course of action may vary according to the situation:**

If **injury** is apparent:

- For **urgent** medical assistance phone 999
- For **non-urgent** medical advice phone 111

If **crime** is suspected

- If a crime is suspected the police must be informed. Contact the emergency services on 999 (or 101 if not at immediate risk)

In summary: In all cases, contact the DSM. Action must always be taken as soon as possible as delay can put a child, young person or adult in serious danger.

The DSM will update the Senior Management Team for discussion and learning opportunities.

## Procedure if abuse is disclosed to you.

### 1. Is medical attention required?

Wherever there is need for medical attention this should be the first priority and 999 contacted.

If medical attention is needed the child, young person or adult should be taken to the nearest casualty department, or an ambulance called, and the situation explained to the medical staff.

Confirm that the medical staff agree to contact the relevant Safeguarding Authorities and give your name and contact telephone number to pass on.

2. Complete our **Safeguarding Concern Form** as soon as you can, and pass it to the DSM/DSO.

3. Update the Designated Safeguarding Manager/Designated Safeguarding Officers of Regen F&F / Gleaning Cornwall

Designated Safeguarding Managers:  
(Contact: [gleaningcornwall@gmail.com](mailto:gleaningcornwall@gmail.com) / 0

Designated Safeguarding Officers:  
(Contact [midcornwallgleaning@gmail.com](mailto:midcornwallgleaning@gmail.com)

4. The DSM/DSO will update the Senior Management Team for discussion and learning opportunities.

## What the DSO will do if abuse is suspected or disclosed

Phone call from staff/volunteer to Designated Safeguarding Officer

1. The DSO will ring for advice or referral:

**MARU** for children and young person concerns 0300 123 1116

**Adult Safeguarding Triage Team** for adult concerns 01872 326 433

**Access Team** for advice & all self-neglect concerns 0300 1234 131

**(During Out of Hours, the DSM/DSO will ring the Social Services OOH 01208 251 300)**

2. When the **Safeguarding Concern form** is received the DSO will complete, with you, the relevant inter-agency form and send it to MARU or Adult Safeguarding Triage Team
3. The original is retained by the DSO in a locked filing cabinet or in a secure area of the Google drive.

## **Allegation against a staff member or volunteer**

### **Guidance**

What to do if the person suspected of abuse is a member of staff or volunteer, a Director or a Designated Safeguarding Manager / Officer within Regenerative Food and Farming.

Regenerative Food and Farming has a separate **Whistleblowing Policy** to refer to.

Wherever allegations are made against a staff member or volunteer, these **must** remain confidential (notwithstanding, the possible need to question staff or volunteers as part of the investigation process) to ensure the person is not adversely affected should the allegations not be upheld.

## **Procedure for an allegation made against a member of staff or volunteer**

### **Member of staff/volunteer suspected of abuse**

1. Concern reported to the Designated Safeguarding Manager / Officer.
2. DSM / DSO reports to LADO 01872 326536  
or Adult Safeguarding Triage Team for advice 01872 326433

3. Appropriate Local Authority Officers will then advise on any appropriate action as well as when and if the staff member or volunteer concerned is to be informed.
4. If abuse is established, this may also lead to a referral to the Disclosure and Barring Service.
5. The DSO/DSM will record relevant details in the Safeguarding Incident log.

## **Designated Safeguarding Manager / Officer suspected of abuse**

1. Concern reported to another member of the DSM / DSO team.
2. Other DSO/DSM to update our Board of Directors. (If a DSM suspected of abuse, report directly to [REDACTED] who acts as a secondary DSM)
3. One of the other DSM / DSO reports to LADO 01872 326536 or Adult Safeguarding Triage Team 01872 326433
4. Appropriate Local Authority Officers will then advise on any appropriate action as well as when and if the DSO concerned is to be informed.
5. If abuse is established this may also lead to a referral to the Disclosure and Barring Service
6. The DSO/DSM will update the Senior Administrator of R for recording purposes in the Safeguarding Incident log.

## **A Director or Coordinator is suspected of abuse**

1. Concern reported to the relevant Safeguarding Manager/Officers
2. DSM / DSO reports to LADO 01872 326536 or Adult Safeguarding Triage Team 01872 326433
3. Appropriate Local Authority Officers will then advise on any appropriate action as well as when and if the trustee concerned is to be informed
4. If abuse is established this may also lead to a referral to the Disclosure and Barring Service.
5. The DSO/DSM will update the Safeguarding Incident log.

## Specific job roles within Regenerative Food and Farming which have enhanced responsibilities for Safeguarding

Whilst recognising that all staff and volunteers have safeguarding responsibilities under this policy, we have identified that certain roles within Regenerative Food and Farming have additional or enhanced responsibilities as follows:

**Directors** are responsible for ensuring the effective implementation of the Safeguarding Policy approved by the Board, in line with current legislation. They should ensure that robust, appropriate and diligent practises regarding safeguarding are embedded throughout the organisation's culture and activities. They should encourage discussion and reflection on matters relating to all aspects of the Safeguarding Policy at Directors meetings. They should foster a culture of vigilance and resilience when it comes to safeguarding issues so that staff and volunteers feel able to deal with raising any concerns or issues they might have.

**Managers** must assess any risks to Regenerative Food and Farming, the staff, the volunteers and the public, adhering to best practice on safeguarding inherent in the projects and services they are responsible for and ensure staff and volunteers deployed are appropriately trained and supported to deal with those risks. Safeguarding issues should be discussed regularly at team meetings and in individual appraisals.

**Designated Safeguarding Manager (DSM) and Designated Safeguarding Officers (DSO)** Regenerative Food and Farming have appointed a Designated Safeguarding Manager who has the support of two Designated Safeguarding Officers.

This team will be responsible for ensuring best practice on a day-to-day basis, observing, monitoring and reporting back to the Senior Management team on all matters relating to safeguarding issues that arise to see if there are any learning opportunities to be made so that our procedures and policies can be modified to ensure best practice at all times.

The DSM (with support by the DSOs) will:

- manage and oversee individual cases
- manage and collate our safeguarding reporting records
- provide advice and guidance
- liaise with police and others about case progress
- be notified of suspensions, resignations or sackings where the employee posed a risk of harm.

## **Duties of the Designated Safeguarding Manager**

- Be available to receive and give advice and support to all staff, volunteers and clients within the organisation on all matters pertaining to children, young people and adults' issues.
- To be the point of contact for any report of concerns, disclosures or allegations in the case of children, young people to the Local Authority via MARU, and for Adults the Safeguarding Triage Team or Access Team.
- To be the point of contact for any report of concerns or allegations in the case of staff and volunteers (or potential volunteers) to the Local Authority Designated Officer for children (LADO) or the Adult Triage Team, and report as quickly as possible the full facts to the Directors, as per the Child, Young People and Adults Safeguarding Policy and Procedures.
- To be the point of contact for any report of concerns or allegations in the case of partner agencies and clients to the Local Authority Designated Officer for children (LADO) or the Adult Triage Team.
- To regularly review the Child, Young People and Adults Safeguarding Policy and Procedures and consult with the Local Authority Safeguarding leads for Children and Adults as appropriate, forwarding recommendations to the Board.
- The Designated Safeguarding Manager will arrange internal awareness and update sessions for staff and volunteers of Regenerative Food and Farming.

## **Duties of the Designated Safeguarding Officers**

- To support the DSM
- To report all safeguarding issues that have been raised to the Designated Safeguarding Manager for guidance.
- To receive completed Safeguarding Concern forms from members of staff, volunteers and service users or members of the public who have reported concerns, and pass those concerns on to the appropriate authority in accordance with this policy and procedures.
- Keep accurate records of any actions taken including the timeline involving children, young people and adults' safety issues. Responsible for keeping these logs secure.
- To cover the eventuality that the Designated Safeguarding Manager is not contactable.

## Induction & Training

Regenerative Food and Farming is committed to ongoing training for staff and/or volunteers to ensure that everyone working for the organisation understands the need to adhere to current best practice on Safeguarding issues.

Any staff and volunteers who, through their role, are in contact with children, young people and adults will have access to Safeguarding training at an appropriate level.

For those working or volunteering in regular and close contact with children, young people and/or adults there will be a further, more detailed safeguarding training session which will be refreshed every 2 years (or sooner if appropriate).

Staff or volunteers who hold specific roles may be required to attend additional training appropriate to their responsibilities. Our Designated Safeguarding Manager / Officers will undergo Level 3 Safeguarding for Children and Vulnerable Adults every 2 years, or when there is an update in Safeguarding practice.

## 7. Related Policies

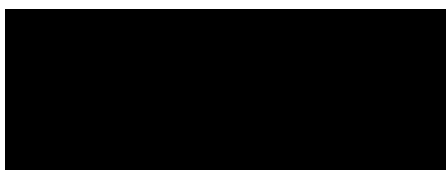
With regards to the subject of Safeguarding, there are other Regenerative Food and Farming policies that relate to this:

**Bullying Policy. Complaints Policy. Confidentiality Policy.**

**Equality & Diversity Policy. On-line Behaviour Policy. Whistle Blowing Policy**

## 8. Safeguarding policy sign off

This policy has been approved and signed off by Holly Whitelaw Director of Regenerative Food and Farming CIC, incorporating Gleaning Cornwall.



Date approved: 26 May 2025

**Review date: May 2026**



# Insurance Policy for Charities and Community Groups

## Policy Schedule – Effective Date 08-Feb-2026

Policy Number	[REDACTED]
Policyholder	Gleaning Cornwall
Address	[REDACTED]
Period of Insurance	08-Feb-2026 to 07-Feb-2027 (both dates inclusive)
Premium	£161.50 (+ IPT @ 12.00% = £19.38)
Total Payable	£180.88

### Public Liability

Limit	£5,000,000 for each claim but in respect of Products Liability, £5,000,000 in total for all claims occurring during the Period of Insurance
Excess	£100 applicable to each third party property claim
Applicable Courts	UK

### Employer's Liability

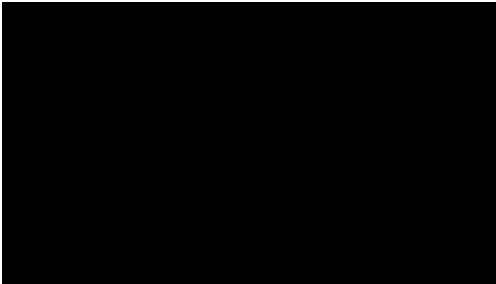
Limit	£10,000,000 in total for all claims occurring during the Period of Insurance
Applicable Courts	UK

**Signed:**

[REDACTED]  
Director of Underwriting, National Markets UK

**Date:**

30-Jan-2026



Sinead Burrows, Town Clerk  
Saltash Town Council  
The Guildhall,  
12 Lower Fore Street,  
Cornwall PL14 6BW

21<sup>st</sup> May 2026

Dear Sinead & the council,

As you may be aware, Cornwall produces a high percentage of Britain's vegetables. However, farmers have to over-produce in order to ensure they can supply their markets and the resulting surplus, along with the crops that do not meet supermarket specifications, often goes to waste.

Since mid-2021, Gleaning Cornwall has harvested surplus or out-graded fruit and vegetables, delivering it to food banks, community larders and kitchens across Cornwall, helping to feed some of the most vulnerable in the County.

We are looking for funding from across Cornwall to help fund three laptops, two phones, two sets of weighing scales, some high viz jackets and some sacks for produce and are asking for a donation from Saltash Town Council to help Gleaning Cornwall continue its work.

Every year we survey the recipient organisations and know that we are mainly supporting families who are struggling with the cost of living, as well as many others in need of assistance. Last year we gleaned over 90 tonnes of produce, which saved recipient organisations around £160,000 and helped to feed some 9,000 people in need nearly every week.

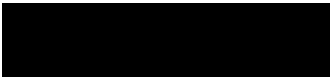
In Saltash we distribute to the Foodbank and Community Enterprises and nearby at the Community Hub in Torpoint.

Our importance to the community is indicated by the fact that the map on our website of food banks etc. that we serve has had almost 22,000 hits in the last 1 ½ years.

Any support, however small, you could kindly offer us will help us get healthy, fresh produce to people in need.

Please don't hesitate to contact me with any questions or concerns.

Yours sincerely,



[gleaningcornwall.org.uk](http://gleaningcornwall.org.uk)



Charity No – 1215626



## RELEVANT DATA RE. CORNWALL:

- **Income**

In Cornwall the full time average weekly income is £425 (*Ref 1*) (UK average £767).

In 2024 there were around 53,000 people claiming Universal Credit in Cornwall (up from 37,000 in 2020), namely, 11% of the total resident population of 583,289.

- **Seasonality**

Tourism accounts for 20% of employment in Cornwall (*Ref 3*), creating systematic seasonal insecurity.

- **A Rural Community**

Rural residents typically need to spend 10-20% more on everyday requirements, (*Ref 4*) than urban residents. A single adult needs £18,600 in remote countryside compared to £14,400 in urban areas, (*Ref 3*) to reach minimum living standards. While the IoD 2025's AHC approach captures housing costs, it cannot measure transport costs (the largest rural household expense excluding mortgages), fuel poverty, or higher food and service costs. The Government's report acknowledges rural households face additional costs but concludes "there is little information available in national administrative microdata to reflect this".

Other "hidden" rural factors include the cost of energy – only half (49%) of homes in Cornwall are connected to mains gas, (*Ref 5*) (cf 74% in UK), instead relying on more expensive options such as oil, LPG or electricity for heating. A higher reliance on alternative fuels contributes to approximately 14% of households in Cornwall living in fuel poverty. (*Ref 40*).

- **Housing**

Cornwall has a much older housing stock than most parts of the country, with 31% of properties built before 1930. 25% of all dwellings in the County are estimated to be in severe disrepair. A higher proportion of homes in Cornwall (51%) require more insulation compared to the national average (38%). (*Ref 3*)

20,000+ second homes driving housing displacement and increasing housing costs. (*Ref 4*)

- **Food Insecurity**

3.87% of adults suffered from hunger; 9.49% struggled to access food; 11.11% worried about not having enough food. (*Ref 6*)

30% of children are estimated to be living in food poverty in Cornwall. (*Ref 2*)

The number of food parcels distributed in Cornwall by the Trussell Trust increased by 60% between 2021 and 2025 (compared with just a 13% increase across England). (*Ref 2*)



- **Summary**

Cornwall faces a significant, often hidden 'pretty poverty' crisis, with 27,000 children living in relative poverty as of late 2025. Despite its idyllic image, the region suffers from low wages, high seasonal unemployment, and a severe housing emergency driven by old housing stock, tourism and second homes. The issue is exacerbated by rurality, increasing the cost of transport, energy and an older than average population, often with complex medical conditions.

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Ref 1 Office for National Statistics, April 2025

Ref 2 Cornwall Council "The Kernow we Know", May 2025

Ref 3 Plymouth University Pretty Poverty Report 2025

Ref 4 Joseph Rowntree Foundation, based on Loughborough University research, Smith, Davis, Hirsch, 2010

Ref 5 Cornwall Council "Cornwall Housing Decarbonisation Strategy", (October 2024)

Ref 6 University of Sheffield research, food insecurity of adults (Jan 2021)