



SEPTEMBER 1, 2023

Blood moor Hill Community Centre
Constitution
Adopted on the 1st September 2023



CHAIR: ROBERT MAYES CHARITY
239912



Part 1

1. Introduction

1.1. Robert Mayes is a Registered Charity (Number 239912), run and maintained by the Incumbent and Parochial Church Council of Pakefield Parish Church (PCC), for the benefit of the residents of the ecclesiastical parish of Pakefield. Its status arises from, and is defined in, a will dated 1933, by the Late Mr Robert Mayes (The Charity).

1.2. The Charity is considered both the activities of, within, and on behalf of Bloodmoor Hill Community Centre (BHCC) and the physical property as defined in the Lease from ESC (East Suffolk Council). As well as providing support to those living within the Ecclesiastical parish of Pakefield in need.

1.4. The Committee of management shall be custodian trustees for the Charity during the time of the lease of BHCC. and the provisions of Sub Section (2) of Section 4 of the Public Trust Act 1906 shall apply to the said trustees and to the Committee respectively in the like manner as they apply to the Public Trustee and managing trustees.

2. Object of the Charity

2.1. The objects of The Charity, are to:

2.1.1. Maintain the BHCC property situated on Dale End, Lowestoft NR33 8WA for the use of the inhabitants of and the local residents to Pakefield and its environs, without bias or distinction of political, religious or other opinions. On behalf of the lease holders (PCC)

2.1.2. advance education and provide facilities in the interest of social welfare for recreational and leisure time activities with the object of improving the conditions of life for said inhabitants; and

2.1.3. to support people who are struggling with poverty through charitable endeavours

2.1.4. to support, as the charity trustees think fit, other local charities that provide a direct benefit to the inhabitants of the local environ.

2.2 Purpose

2.2.1 The charity will, on behalf of the lease holders (PCC) be tasked with the day to day running of BHCC

2.2.2 The charity will be co-ordinated by the committee of management who are accountable to the PCC

2.2.3 The Treasurer of the charity will maintain the accounts and will provide a summary report to the PCC each quarter

3. Committee of Management

3.1. BHCC is to be managed and administered by the Robert Mayes Charity and its board of Trustees.

3.2. The Committee of Management is to comprise:

3.2.1. not less than five and no more than fifteen members to act as 'charity trustees' within the meaning of section 177 of the Charities Act 2011 ("Trustees");

3.2.2. Other interested parties may become members ("Members") and vote at AGM's.

3.3. The Standing/Exc. Committee will have the following officers, all of which all must be Trustees:

3.3.1. a Chairperson (The Incumbent of Pakefield Parish Church)

3.3.2. a Treasurer; and

3.3.3. a Secretary.

3.3.4 at least two members of the Pakefield Parochial Church Council (PCC)

3.4. Any Trustee who: is adjudged bankrupt; makes a composition or arrangement with his/her creditors; is incapacitated from acting; or. communicates in writing to the Committee a wish to resign, shall thereupon cease to be a Trustee.

4. Annual General Meetings

4.1. An annual general meeting ("AGM") must be held in each year and not more than fifteen months may elapse between successive annual general meetings.

4.2. All general meetings other than an AGM shall be called special general meetings.

4.3. The Trustees can call an AGM or Special General Meeting

4.4. Notice of a General Meeting is to be given to the public at least 14 days before the date of such meeting. The public notice must specify the date, time and place of the meeting and the general nature of the business transacted. If the meeting is to be an

AGM, the notice must say so.

4.5. The notice must be readily available to Members and other interested parties.

4.6. The Incumbent, (Chairperson) will preside over the AGM

4.7. The accounts of BHCC for the preceding year are to be presented to the AGM.

4.8. Members are eligible to vote at an AGM or special general meeting.

4.11. All inhabitants of Pakefield and those living with what is locally called *The Dales*, in the county of Suffolk of eighteen years of age and upwards shall be entitled to attend and vote at the annual general meeting and any special general meetings.

5. Meetings of the Committee

5.1. In addition to any general meeting, the Trustees is to hold no less than 2 ordinary meetings per year.

5.2. A quorum for every meeting of the Committee is not less than one-third of the total number of Members.

5.3. In the absence of both the Chairperson and Vice-Chairperson (if such a role exists at any time) the trustees present may choose one of their number to act as the Chairperson for the purpose of that meeting.

5.4. Decisions are determined by a majority of votes cast by Members present at a meeting.

5.5. The Chairperson shall hold a second or casting vote if required.

5.6. An Electronic Minutes and Books of Account are to be kept. And stored in the PCC's Microsoft account.

6. Rules

6.1. The Trustees are empowered to:

6.1.1. set the terms and conditions for use of the Hall and to set the charges (if any) for such use.

6.1.2. appoint a Booking Clerk and other unpaid officers as considered necessary.

6.1.3. engage and dismiss paid officers as considered necessary.

6.1.4. the Trustees may accept donations or property for the direct or indirect support of the general purposes of BHCC.

6.1.5. BHCC may make donations to other Charities, as the Members think fit, and as set out in clause 13 of Part 2 of this document and in line with Charity

Commission guidelines at the time a donation is considered.

7. Insurance

The Trustees are required to insure the building, furniture and effects to their full value against fire and the usual risks and suitably insure against risks arising from the leasing of property and the employment of persons.

8. Income

8.1. The income of BHCC is to be paid into the Charity account (Held with Barclays Bank) and is to be applied as the Trustees decide in insuring, maintaining and repairing the Hall, furniture and effects, and paying rates and taxes as required in furthering the objects of BHCC.

8.2. The income of BHCC shall be applied solely towards the promotion of the objects.

8.3. Members are entitled to be reimbursed their reasonable expenses properly incurred when acting on behalf of the Charity provided that receipts are produced to evidence those expenses.

8.4. Members may benefit from indemnity insurance in addition to insurance covering personal injury of members as purchased by BHCC.

8.5. None of the income of BHCC may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any Member or Associate Member. This does not prevent a Member or Associate Member from receiving reasonable and proper remuneration for any goods or services supplied to BHCC

9. Benefits and payments

9.1. General provisions

9.1.1. Member or any connected person may:

9.1.1.1. buy or receive any goods or services from BHCC on terms preferential to those applicable to members of the public;

9.1.1.2. sell goods or services to the BHCC;

9.1.1.3. be employed by, or receive, any remuneration from BHCC;

9.1.1.4. receive any other financial benefit from BHCC, unless the payment is permitted by clause 10.2 below.

9.2. Scope and powers permitting Members' or benefits

9.2.1. A Member may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to BHCC where that is permitted in accordance with, and subject to the conditions in section 185 of the Charities Act 2011.

9.2.2. Subject to clause 10.3 below a Member may provide BHCC with goods that are not supplied in connection with the services provided to BHCC by the Member or Associate Member.

9.2.3. Any Member connected with that transaction must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion and they shall not vote on any such matter and shall not to be counted when calculating whether a quorum of Members is present at any such meeting.

9.2.4. A Member may take part in the normal trading and fundraising activities of BHCC on the same terms as members of the public.

9.3. Payment for supply of goods only – controls

9.3.1. BHCC and its Members may only rely upon the authority provided by clause 10.2 above if each of the following conditions are satisfied:

9.3.1.1. the amount or maximum amount of the payment for the goods is set out in an agreement in writing between BHCC and the Member supplying the goods under which the supplier is to supply the goods in question to or on behalf of BHCC;

9.3.1.2. the amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question;

9.3.1.3. the Trustees are satisfied that it is in the best interests of BHCC to contract with the supplier rather than with someone who is not a Member. In reaching that decision the Trustees must balance the advantage of contracting with a Member against the disadvantages of doing so;

9.3.1.4. the supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him/her with regard to supply of goods to BHCC

9.3.1.5. the supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Trustees is present at the meeting at which there is discussion of the proposal to enter into a contract or arrangement with him/her with regard to supply of goods to BHCC

9.3.1.6. the Trustees decision and the reason for that decision are recorded in the minutes; and

9.3.1.7. a majority of the Trustees then in office are not in receipt of remuneration or payments authorised by this clause 9.

9.4. In clauses 9.2) and 9.3 of this clause BHCC includes any company in which BHCC committee members :

9.4.1. holds more than 50% of the shares;

9.4.2. controls more than 50% of the voting rights attached to the shares; or

9.4.3. has the right to appoint one or more of its Members to the board of the company.

10. Dissolution

10.1. If the Trustees resolve to dissolve responsibility of BHCC due to non-renewal of lease agreement with Est Suffolk Council, the Trustees will remain in office and be responsible for winding up the affairs of BHCC in accordance with this clause and in compliance with Charity Commission regulations.

10.2. The Trustees must collect in all the assets of BHCC and must pay or make provision for all its liabilities.

10.3. The Trustee must apply any remaining property or money, in restricted or designated funds

10.3.1. directly towards BHCC's objects; or

10.3.2. to the Robert Mayes Charity for its continued works to support those in need within the Ecclesiastical Parish of Pakefield

10.3.2 Funds with the general fund would remain with the remit of the trustees of the Robert Mayes Charity to support residents in need within the Ecclesiastical Parish of Pakefield.

10.4. The Trustees may pass a resolution before or at the same time as the resolution to dissolve BHCC specifying the manner in which the Trustees are to apply the remaining property or assets of BHCC and the Trustees must comply with the resolution provided it is consistent with clause 10.3 above.

10.5. In no circumstances shall the net assets of BHCC be paid to or distributed among the Trustees or Members of BHCC (except to a Member or Associate Member that it is itself a charity or association).

11. Amendment of Constitution

11.1. BHCC may amend any provision contained in Part 1 of this constitution provided that:

11.1.1. no amendment may be made that would affect the Robert Maye's status as a registered charity;

11.1.2. no amendment may be made that would affect the Church Parochial Council role or that of those who are as Trustees;

11.1.3. no amendment may be made to alter the objects if the change would undermine or work against the previous objects of BHCC;

11.1.4. any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the Trustees; and

11.1.5. the vote must take place at either an AGM or Special General Meeting.

11.2. Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority of the Members and Associate Members present and voting at a general meeting.

11.3. Any amendments made to Part 2 of this constitution must be recorded within the minutes of that meeting and the amendment attached to this constitution as an addendum.

Part 2

1. Membership

1.1. Members of the Charity are any persons:

1.1.1. participating in the activities of BHCC or user groups or;

1.1.2. who support the objects of the Robert Mayes charity or;

1.1.3. a resident in Pakefield and its surroundings.

2. Membership Types

2.1. There are two types of Charity members:

2.1.1. Trustees:

2.1.1.1. as set out in clause 1 of Part 2 of this document;

2.1.1.2. they may attend an AGM or SGM and speak on matters that may arise;

2.1.1.3. their role will follow the meaning as set out within Section 177 of the Charities Act 2011;

2.1.1.4. they are all responsible for all elements of the Charity at all times; and

2.1.1.5. they have full voting rights at all meetings

2.1.2. Members

2.1.2.1. must qualify under terms set out in clause 1 of Part 2 of this document to be members of the Charity;

- 2.1.2.2. they may attend all general meetings of and speak on matters as they arise;
- 2.1.2.3. they may vote at an AGM
- 2.1.2.4. they may not hold an 'Officer' role;
- 2.1.2.5. may assist the Trustees with any administrative, managerial or skilled task associated with the operation of the Charity and its activities.

3. Termination of membership

3.1. Members may terminate membership at will.

3.1.1. A member may be removed from membership by a resolution of the Trustees that it is in the best interests of the Charity and BHCC that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:

3.1.1.1. the member has been given at least twenty-one days' notice in writing of the meeting of the Committee at which the resolution will be proposed and the reasons why it is to be proposed;

3.1.1.2. the member, or at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

4. Trustees and Members

4.1. The Charity shall be managed and administered by the trustees comprising Members elected in accordance with this constitution.

4.2. The Charity shall have the following officers:

4.2.1. The Incumbent of Pakefield Church (Chair);

4.2.2. a Treasurer; and

4.2.3. a Secretary.

4.2.4 Two members of the PCC

4.3. The Charity may have other officers with specified roles such as the Charity may resolve.

4.4. No one may be appointed as a Trustee if he or she would be disqualified from acting under the provisions of clause 12 of Part 2.

4.5. The number of Trustees shall be not less than five and no more than fifteen.

4.6. An individual will be registered as a Member and will be recognised by the Trustees as such when:

4.6.1. they have been approved as meeting the requirements as set out in clause 1 of Part 2 of this document; and

4.6.2. they have completed, signed and returned the Members registration form.

4.7. An member may relinquish this position at any time, providing written notice.

5. Representatives of other bodies

5.1. Any organisation that is a Member of the Charity may nominate any person to act as its representative at any meeting of the Charity.

5.2. The organisation must give written notice to the Charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meetings unless the notice has been received by the Charity. The nominee may continue to represent the organisation until written notice to the contrary is received by the Charity.

5.3. Any notice given to the Charity will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the nominee has been properly appointed by the organisation.

6. Votes

6.1. Each Member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

6.2. A resolution in writing signed by each Member (or in the case of a Member that is an organisation, by its authorised representative) who would have been entitled to vote upon it had it been proposed at an ordinary meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

7. Quorum

7.1. No business shall be transacted at any general meeting unless a quorum is present.

7.2. No resolutions may be passed at any meetings unless the meeting is quorate.

7.3. A quorum is not less than one-third of the total number of Trustees and is required to vote upon the business to be conducted at the meeting.

7.3.1. A Member shall be counted in the quorum if a quorum is not present within half an hour from the time appointed for the meeting.

7.4. During a meeting if a quorum ceases to be present, the meeting shall be adjourned to such time and place as the Trustees shall determine.

7.5. The Trustees must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date and time and place of the meeting.

7.6. If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting all those present at that time shall constitute the quorum for that meeting, but only if no less than two Trustees are present.

8. Adjournments

8.1. The Trustee present at a meeting may resolve that the meeting shall be adjourned.

8.2. The person (The Incumbent) who is chairing the meeting must decide in consultation with the Trustees present, the date, time and place at which the meeting is to be re-convened unless those details are specified in the resolution.

8.3. No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.

8.4. If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the re-convened meeting stating the date, time and place of the meeting.

9. Chair

9.1. General meetings and Ordinary meetings shall be chaired by the Incumbent of Pakefield Parish Church

9.2. If there is no such person (e.g. during a vacancy) or he or she is not present within fifteen minutes of the time appointed for the meeting a Trustee nominated by the Trustee and Members present shall chair the meeting. If there is only one Trustee present and willing to act, he or she shall chair the meeting.

10. Appointment of Trustees

10.1. The Charity in general meeting shall elect the Trustees who must be of sufficient age to meet legal requirements.

10.2. In order to maintain the minimum numbers required by this constitution the Trustees may appoint persons to act as Trustees until a general meeting is held.

10.3. Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.

10.4. The appointment of a Trustee, whether by the Charity in general meeting or by the other Members, must not cause the number of Members to exceed the numbers fixed in accordance with this constitution as the maximum numbers.

10.5. The Trustees may not appoint a person to be a Trustee if a person has already been elected or appointed to that office and has not vacated the office.

11. Powers of the Trustees

11.1. The Trustees must manage the business of BHCC and have the following powers in order to further the objects (but not for any other purpose):

11.1.1. to raise funds. In doing so, the Trustees and Members must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;

11.1.2. to buy, take on lease or in exchange, hire or otherwise acquire any property and maintain and equip it for use;

11.1.3. to sell, lease or otherwise dispose of all or any part of the property belonging to BHCC;

11.1.4. to co-operate with other associations, charities, voluntary bodies and statutory authorities and to exchange information and advice with them;

11.1.5. to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the objects;

11.1.6. to acquire, merge with or enter into any partnership or joint venture arrangement with any other association formed for any of the objects;

11.1.7. to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;

11.1.8. to obtain and pay for such goods and services as are necessary for carrying out the work of BHCC.

11.1.9. to open and operate such bank and other accounts as they consider necessary;

11.1.10. to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust permitted to do by the Trustee Act 2000.

12. Spending Authority

12.1. The spending limits set out within this clause are eligible for continual review and may be changed by the Trustees at any General or Ordinary meeting provided that meeting is deemed quorate under clause 7 of this document and the change is recorded in the meeting minutes and added as an addendum to this document.

12.2. The following spending authorities and limits currently apply:

12.2.1. Treasurer: The Treasurer may:

12.2.1.1. settle conventional utility and other standard services bills (e.g. insurance premiums, licensing fees, PRS/PPL, etc.) regardless of amount;

12.2.1.2. make minor purchases (e.g. accounting materials, stationery, etc.) and procure minor services (e.g. postage, advertisements, cleaning materials etc.) for necessary administration purposes up to the value of £200 in any one calendar month;

12.2.1.3. agree and settle minor bills for maintenance and repair up to £500 provided such funds are available in the relevant sub account;

12.2.1.4. agree and settle expense claims submitted in accordance with clause 9.3 of Part 1 up to £150; and

12.2.1.5. agree and settle bills for administration, maintenance and repair up to £1,000 with the authorisation of a quorum of a relevant sub-committee provided such funds are available in the relevant sub account. Items over the value of £1,000 will be authorised by the full Committee of Management.

12.2.2. Chairperson: The Chairperson (The Incumbent) may:

12.2.2.1. approve and incur expenditure solely for the purpose of supplying food and drink for an event up to the value of £1,000. Reimbursement will only be possible upon delivery of a receipt or invoice to the Treasurer; and

12.2.2.2. any expenditure to be incurred solely for the purpose of supplying food and drink for an event in excess of £1,000 will require approval of the Treasurer and Committee of Management .

12.2.2.3. approve and incur expenditure for the purposes of maintenance, repair & administration up to £200 in any one calendar month. Reimbursement will only be possible upon delivery of a receipt or invoice to the Treasurer

12.2.3. The Trustees will;

12.2.3.1. discuss and agree expenditures in excess of those listed above;

12.2.3.2. recognise that justifiable and expedient actions will sometimes be necessary; and

12.2.3.3. may occasionally give purchasing authority (within an agreed limit), to a particular Member (or Members) to act on its behalf for a specific purpose.

13. Charitable Donations

13.1. Asset out in the objects of the Charity, the Charity may make direct donations to other Charities within the local environ only:

13.1.1. by Trustees vote at a General or Ordinary meeting and that meeting has been deemed quorate under definitions set out in clause 7 of this document;

13.1.2. if the donation is not greater than £200;

13.1.3. if the donation does not in any way jeopardise the finances of the Charity or a project, event, maintenance requirement or any such activity which is of the benefit of the object set out under clause 2.1 of this document and;

13.1.4. if it has been approved by the Chair and Treasurer.

14. Disqualification and removal of Trustees and Members

14.1. A Member shall cease to hold office if he or she:

14.1.1. would be disqualified as a trustee of a charity by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);

14.1.2. ceases to be a Member of the BHCC;

14.1.3. becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

14.1.4. resigns by notice to BHCC (but only if at least three Trustees will remain in office when the notice of resignation is to take effect; or

14.1.5. is absent without permission of the Trustees respectively from all their meetings within a period of six consecutive months and the Trustees resolve that his or her office be vacated.

15. Proceedings of the Committee of Management

15.1. The Trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.

15.2. Any Trustee may call a meeting at any time.

15.3. The Secretary must call a meeting if requested to do so by a Trustee.

15.4. Questions arising at a meeting must be decided by a majority of votes.

15.5. In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

15.6. No decision may be made unless a quorum is present at the time the decision is purported to be made.

15.7. A quorum shall be at least one-third of the total number of Trustees.

15.8. A Member or Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee or Member is not entitled to vote.

15.9. If the number of Trustees is less than the number fixed as a quorum, the only business that may be conducted at the meeting shall be for the purpose of filling vacancies or of calling a general meeting.

15.10. The person elected as Chair shall chair the meetings of the Committee of Management.

15.11. If the Chair is unwilling to preside or is not present within ten minutes after the time appointed for a meeting of the Trustees may appoint one of their number to chair the meeting.

15.12. The persons appointed to chair meetings shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the Trustees.

15.13. A resolution in writing signed by all the Members entitled to receive notice of a meeting and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting duly convened and held.

15.14. The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Members.

16. Conflicts of interest and conflicts of loyalties

16.1. Trustees must:

16.1.1. declare the nature and extent of any interest, direct or indirect, which she or he has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not been previously declared; and

16.1.2. absent himself or herself from any discussions in which it is possible that a conflict will arise between his or her duty to act solely in the interests of BHCC and any personal interest (including but not limited to any personal financial interest).

16.2. Any Trustees absents himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision on the matter.

17. Saving provisions

17.1. Subject to sub-clause (17.2) of this clause, all decisions of the Trustees shall be valid notwithstanding the participation in any vote of a Trustee:

17.1.1. who is disqualified from holding office;

17.1.2. who had previously retired or had been obliged by this constitution to vacate office;

17.1.3. who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise, if, without the vote of that Trustee and that person being counted in the quorum, the decision has been made by a majority of Trustee at a quorate meeting.

17.2. Sub-clause (17.1) of this clause does not permit a Member to keep any benefit that may be conferred upon him or her by a resolution of the Member if, but for sub-clause

(17.1) the resolution would have been void, or if the Member has not complied with clause 16 (Conflicts of interests and conflicts of loyalties)

18. Members personal liability

The personal liability of Members shall apply for the whole period during which he or she holds office and shall cease to apply whenever the Member ceases to hold office for any reason in compliance with the provisions of this constitution.

19. Delegation

19.1. The Committee of Management may delegate any of its powers or functions to a subcommittee of two or more Members but the terms of any such delegation must be recorded in the minute book.

19.2. The Members may impose conditions when delegating including the conditions that:

19.2.1. the relevant powers are to be exercised exclusively by the sub-committee to whom they delegate;

19.2.2. no expenditure may be incurred on behalf of BHCC except in accordance with a budget previously agreed with the Members.

19.3. The Committee of Management may revoke or alter a delegation at any time.

19.4. All acts and proceedings of any sub-committee must be fully and promptly reported to the Committee of Management.

20. Minutes

20.1. The Members must in relation to their respective meetings, keep minutes of all:

20.1.1. appointments of Members made by the Committee of Management;

20.1.2. proceedings at meetings of the Charity;

20.1.3. meetings of the Committee of Management including:

20.1.3.1. the names of the persons present at the meeting;

20.1.3.2. the decisions made at the meetings; and

20.1.3.3. where appropriate, the reasons for the decisions.

21. Accounts

21.1. The Members shall prepare or cause to be prepared accounts in the form of a statement of income and expenditure for each year ending on 31 December and a balance sheet as at 31 December each year.

21.2. The checking or auditing of the accounts shall be carried out according to the recommended practice issues from time to time by the Charity Commission.

21.3. The accounts shall be presented to the Charity at the annual general meeting following 31 December each year, allowing reasonable time for their preparation.

22. Property

22.1. The Members must ensure the title to:

22.1.1. all investments held by or on behalf of Robert Mayes, is vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.

23. Repair and insurance

The Members must keep in repair and insure to their full value against fire and other usual risks the building (BHCC). They must also insure suitably in respect of public liability and employer's liability.

24. Notices

24.1. Any notice required by this constitution to be given to or by any person must be:

24.1.1. in writing; or

24.1.2. given using electronic communications.

24.2. The Charity may give any notice to a member either:

24.2.1. personally; or

24.2.2. by sending it by post in a prepaid envelope addressed to the Member at his or her address; or

24.2.3. leaving it at the address of the Member; or

24.2.4. by giving it using electronic communications to the Member's address.

24.3. If the notice is of a general meeting the information required by this constitution may be deemed to have been made available if it displayed by:

24.3.1. internal and external notice boards;

24.3.2. Online and social media and

25. Interpretation

25. In this constitution "connected person" means:

25.1. a child, parent, grandchild, grandparent, brother or sister of the Member;

25.2. the spouse or civil partner of the Member or of any person falling within sub-clause 25.1 above;

25.3. a person carrying on business in partnership with the Member or with any person falling within sub-clause 25.1 or 25.2 above; or

25.4. an institution which is controlled:

25.4.1. by the Member or any connected person falling within sub-clause 25.1, 25.2 or 25.3 above; or

25.4.2. by two or more persons falling within sub-clause (25.4.1) when taken together.

25.5. a body corporate which:

25.5.1. the Member or any connected person falling within sub-clauses

25.1, 25.2 and/or 25.3 has a substantial interest; or

25.5.2. two or more persons falling within sub-clause 25.5.1 who, when taken together, have a substantial interest.

Bloodmoor Hill Community Centre – Constitution, running under the umbrella of the Charity named Robert Mayes

Doc Ref: BHCC : Constitution V 2

Charity Number: 239912