

Constitution of St Mary's Church House Hall Trust
A Charitable Incorporated Organisation
(Foundation Structure)
of which the only voting members are its charity trustees

Date of Constitution/Last Amended:

19th August 2019

1. Name:

The name of the Charitable Incorporated Organisation ("the CIO") is:

St Mary's Church House Hall Trust

2. National location of principal office:

The principal office of the CIO is in England.

3. Objects:

The Objects of the CIO are to provide and maintain a facility for the purposes of:

- 3.1 a Community Hall for use of inhabitants of Bridport without distinction of political, religious or other opinions including for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the condition of life for the said inhabitants.
- 3.2 a Church Hall for use by officers, staff and users of St Mary's Church on a basis agreed between the charity trustees and the church.

4. Powers:

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has the following powers:

- 4.1 to borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- 4.2 to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- 4.3 to sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;

- 4.4 to employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 and provided it complies with the conditions of that clause;
- 4.5 to deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

- 5.1 The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) a charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO;
 - (b) a charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011;
- 5.2 None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- 5.3 Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by clause 6.

6. Benefits and payments to charity trustees and connected persons

6.1 General provisions

No charity trustee or connected person [see clause 29 (Interpretation)] may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause 6.2 of this constitution or is authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

6.2 Scope and powers permitting trustees' or connected persons' benefits

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that it is available generally to the beneficiaries of the CIO.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause 6.3 of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

6.3 Payment for supply of goods only - controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause 6.2 (c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the supplier").
- (b) 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.
- (c) The other charity trustees are satisfied that it is the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
- (d) The supplier is absent from the part of the meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her with regard to the supply of goods to the CIO.
- (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of the charity trustees is present at the meeting.

- (f) The reason for their decision is recorded by the charity trustees in the minute book.
- (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- (h) 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

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (a) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (b) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting 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 of the charity trustees on the matter.

8. Liability of members to contribute to assets of CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity trustees

9.1 Functions and duties of the charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or claims to have; and
 - (ii) if he or she acts as a charity trustee of the CIO in the course of business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

9.2 Eligibility for trusteeship

- (a) Every charity trustee must be a natural person
- (b) No individual may be appointed as a charity trustee of the CIO:
 - if he or she is under the age of 16 years; or;
 - if he or she would automatically cease to hold office under the provisions of clause [12.1(e)]
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until her or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the charity trustees of the CIO must be 18 years of age or over. If there is no charity trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

9.3 Number of charity trustees

- (a) The CIO shall have a Board of Charity Trustees comprising a minimum of 3 and a maximum of 5 persons, one of whom shall be associated with St Mary's Church.
- (b) There must be at least three charity trustees. If the number falls below this minimum, the remaining charity trustee or trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.
- (c) The maximum number of charity trustees is five. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.
- (d) In the event of a vacancy, new charity trustees may be selected at any time by the existing charity trustees as covered by clause 10.

9.4 First charity trustees

The first CIO Trustees are as follows:

1. Stephen Bartlett for 4 years (currently ex-officio as a St Mary's Church Warden)
2. Anthony John Nott for 3 years
3. Simon Wakely for 2 years

10. Appointment of charity trustees

The formal appointment of new individuals as charity trustees shall be made by the existing charity trustees.

10.1 Appointed charity trustees

- (a) Apart from the first charity trustees, every appointed trustee must be appointed for a term of three 3 years by a resolution passed at a properly convened meeting of the charity trustees.
- (b) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

10.2 Nominated charity trustee

- (a) St Mary's Church may appoint one of the charity trustees, being such as but not limited to the rector, church warden or other individual associated with the church.
- (b) Any appointment shall be at the discretion of the Church and be nominated in discussion with the Parochial Church Council.
- (c) Each appointment must be for a term of three years.
- (d) the appointment will be effective from the later of:
 - (i) the date of the vacancy; and
 - (ii) the date on which the charity trustees or their secretary are informed of the appointment.
- (e) the person appointed need not be a member of the appointing body.
- (f) A trustee appointed by the appointing body has the same duty under clause 9.1 as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

12. Retirement and removal of charity trustees

12.1 A charity trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing to the CIO (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

- (b) is absent without good reason from three consecutive charity trustees' meetings, and the remaining trustees resolve that his or her office be vacated;
- (c) dies;
- (d) in a written opinion, given to the CIO, of a registered medical practitioner treating that person has become physically or mentally incapable of acting as a charity trustee and may remain so for than 6 months;
- (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);

12.2 Any person retiring as a charity trustee is eligible for reappointment.

12.3 A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year,

13. Decision-making by charity trustees

Any decision of the charity trustees may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or in electronic form agreed by a majority of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all the charity trustees has signified their agreement. Such a resolution shall be effective provided that
 - a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
 - the majority of all the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the secretary of the CIO.

14. Delegation by charity trustees

14.1 The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do so, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

14.2 This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to charity trustees, but is subject to the following requirements:

- (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;

(b) the relevant powers are to be exercised exclusively by the committee to which the charity trustees delegate;

(c) The acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable;

(d) Any committee shall agree as soon as feasible a written set of rules for its workings which it shall present to the charity trustees for their agreement;

(e) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

14.3 The first such delegation upon establishment of this CIO shall be that of day to day running of the hall to the St Mary's Church House Hall Management Committee comprising representatives of hall users.

15. Proceedings of the charity trustees

The charity trustees may regulate their proceedings as they think fit, subject to any provisions within this constitution. They may, by and from their number and from time to time, elect such officers (chair, secretary, and treasurer) as they so decide.

15.1 Calling meetings

(a) Any charity trustee may call a meeting of the charity trustees by giving reasonable notice to all the charity trustees.

(b) Subject to that, the charity trustees shall decide how their meetings are to be called and what notice is required and may appoint one or more of their number to act in calling of meetings, taking of minutes and the sending and receiving of documents.

15.2 Chairing of Meetings

(a) The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment.

(b) If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present ten minutes after the time appointed for the meeting, the charity trustees present may appoint one of their number to chair that meeting.

15.3 Procedure and quorum at meetings

(a) No decision may be made by a meeting of the charity trustees unless a quorum is present at the time when the decision is taken. "Present" includes being present by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants.

(b) A quorum shall be three charity trustees.

(c) A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which that trustee is not entitled to vote.

- (d) A charity trustee may not appoint an alternate or anyone to act on his or her behalf at meetings of the charity trustees.
- (e) Any meeting of the Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable under this constitution.
- (f) Questions arising at any meetings shall be decided by a majority of votes, each charity trustee having one vote on any matter to be decided. In the case of an equality of votes, the chair of the meeting shall have a second or casting vote.
- (g) The charity trustees may act regardless of any vacancy in their body but, if and so long as their number is less than the quorum designated in sub-clause 15.3 (b) above, the remaining charity trustees may act for the purposes of increasing the number of charity trustees or winding up the CIO, but for no other purpose.

15.4 Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all of the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

- 16.1 The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees.
- 16.2 Membership of the CIO cannot be transferred to anyone else.
- 16.3 Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. Decisions which must be made by the members of the CIO

- 17.1 Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs in accordance with the Charities Act 2011; or
 - (c) wind up or dissolve the CIO (including transferring its business to any other charity),

must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees although in practice they are the same persons).

17.2 Such decisions may be made either:

- (a) by resolution at a general meeting; or
- (b) by resolution in writing, in accordance with sub-clause 17.4.

17.3 Any decision specified in sub-clause 17.1 of this clause must be made in accordance with the provisions of clause [28] (Amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a majority of at least 75% of those voting at a general meeting or agreed by all members in writing.

17.4 Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all members who are entitled to vote on it. Such a resolution shall be effective provided that:

- (a) A copy of the proposed resolution has been sent to all the members eligible to vote; and
- (b) The required majority of members has signified its agreement to the resolution in a document or documents which are received by the secretary within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified,

The resolution in writing may comprise several copies to which one or more member has signified their agreement. Eligibility to vote on the resolution is limited to members of the CIO on the date when the proposal is first circulated.

18. General meetings of members

18.1 Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 17 (Decisions which must be made by members of the CIO).

18.2 Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

18.3 Procedure at general meetings of members

The provisions in clause 15.2 to 15.4 governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to charity trustees to be taken as references to members.

19. Saving provisions

19.1 Subject to sub-clause 19.2 of this clause, all decisions of the charity trustees, or of a committee of the charity trustees, shall be valid even if it involved the participation in any vote of a charity trustee who:

- (a) was disqualified from holding office;
- (b) had previously retired or was obliged by the constitution to vacate office;
- (c) was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

19.2 Sub-clause 19.1 of this clause does not permit a charity trustee to keep any benefit that may be conferred on him or her by a resolution of the charity trustees or a committee of the charity trustees if, but for sub-clause 19.1, the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

20. Execution of documents

20.1 The CIO shall execute documents by signature.

20.2 A document is validly executed by signature if it is signed by at least two of the charity trustees.

21. Use of electronic communications

21.1 The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy
- (b) any requirements to provide information to the Commission in a particular form or manner.

21.2 To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

21.2 By the CIO

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive communications in that form.
- (b) The charity trustees must send any communication, notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

22. Keeping of registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a register of its members and charity trustee, which must be made available to anyone on request.

23. Minutes

The charity trustees must keep minutes of all:

- (a) appointments of officers made by the charity trustees;
- (b) proceedings at general meetings of the CIO;
- (c) meetings of the charity trustees and committees of charity trustees including:
 - (i) the names of the charity trustees present at the meeting;
 - (ii) the decisions made at the meetings; and
 - (iii) where appropriate the reasons for the decisions;
- (d) decisions made by the charity trustees otherwise than in meetings.

24. Accounting records, accounts, annual reports and returns, register maintenance

- 24.1 The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- 24.2 The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities

25. Rules or bylaws

The charity trustees may from time to time make such reasonable and proper rules or bylaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bylaws must not be inconsistent with any provision of this constitution. Copies of any such rules or bylaws currently in force must be made available to any member of the CIO on request.

26. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

27. Amendment of constitution

As provided by sections 224 to 227 of the Charities Act 2011:

27.1 this constitution can only be amended:

- (a) by resolution agreed in writing by all members of the CIO; or
- (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO. Called in accordance with clause 18 (General meetings of members).

27.2 Any alteration:

- (a) to the CIO's Objects (clause 3);
- (b) to clause 28 (Voluntary winding up or dissolution);
- (c) this clause; or
- (d) any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

27.3 No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

27.4 A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

28. Voluntary winding up or dissolution

28.1 As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

- (a) at a general meeting of the members of the CIO called in accordance with clause 18 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting; or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or .

(b) a resolution agreed in writing by all members of the CIO.

28.2 Subject to the payment of all the CIO's debts:

- (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
- (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
- (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

28.3 The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:

- (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution.
- (b) the charity trustees must ensure that a copy of the application is sent within 7 days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

28.4 If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

29. Interpretation

In this constitution:

"connected person" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled:

- (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
- (ii) by two or more persons falling within sub-clause (d)(i), when taken together;
- (e) a body corporate in which:
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e) (i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 applies for the purposes of interpreting the terms used in this constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

“charity trustee” means a charity trustee of the CIO.

A **“poll”** means a counted ballot or vote, usually (but not necessarily) in writing

“in writing” shall be taken to include references to writing, printing, photocopying and other methods of representing or reproducing words in a visible form, including electronic transmission where appropriate.

Constitution of St Mary's Church House Hall Trust
A Charitable Incorporated Organisation
(Foundation Structure)
of which the only voting members are its charity trustees

Date of Constitution/Last Amended:

19th August 2019

Trustees:

STEPHEN BARTLETT

16 Journey's End, Bridport DT6 5AU

S. J. Bartlett
date: 14/6/2018

ANTHONY JOHN NOTT

17 Coopers Drive, Bridport DT6 4JU

A. J. Nott
date: 5-6-18

SIMON WAKELY

The Mill, Loders, Bridport DT6 3RX

S. Wakely
date: 5/6/18



Trustee eligibility declaration

Organisation name

Number of Trustees: 3

ST MARY'S CHURCH HOUSE HALL TRUST

1: Mr Stephen Bartlett

Signature *S. Bartlett*

14/6/2018

Date

2: Mr Anthony Nott

Signature *A. Nott*

Date 5-6-18

3: Mr Simon Wakely

Signature *S. Wakely*

Date 5/6/18

Working with vulnerable groups

☐ Tick this box if your organisation works with vulnerable people (including children) and you declare that you have:

- read and understood the Charity Commission's safeguarding guidance
- carried out all trustee eligibility checks the law requires and on the basis of those checks are satisfied that the people acting as trustees are both eligible and suitable to act as trustees of this charity

Trustee eligibility and responsibility

By completing and signing this form, you declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation's purposes (objects) and rules set out in its governing document
- are not prevented from acting as a trustee because you:
 - have an unspent conviction for an offence involving dishonesty or deception
 - are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
 - have an individual voluntary arrangement (IVA) to pay off debts with creditors
 - are disqualified from being a company director
 - are subject to an order made under section 429(2) of the Insolvency Act 1986
 - have previously been removed as a trustee by us, the Scottish charity regulator or the High Court due to misconduct or mismanagement
 - have been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)
 - are disqualified from being a trustee by an order of the Charity Commission under section 181A of the Charities Act 2011

Corporate trusteeship

☐ This organisation has a corporate trustee (another organisation which acts as trustee, such as a local authority) and its directors are making this declaration

You also declare that:

- the information you provide to the Charity Commission is true, complete and correct
- you understand that it's an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
- your organisation's funds are held (or will be held) in its name in a bank or building society account in England or Wales
- you will comply with your responsibilities as trustees - these are set out in the Charity Commission guidance 'The essential trustee (CC3)'
- (if applicable) the primary address and residency details you provide in a charity registration application are correct and you will notify the Charity Commission if they change

Personal benefit

If your organisation pays (or will pay) any trustee for being a trustee OR any trustee or person connected to them for providing goods and services, you declare that this will:

- be in the organisation's best interests
- be lawful and authorised
- help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)