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**Funding Strategy for Nutley Preschool In Support of the Section 77 Application to the Department of Education**

**Nutley War Memorial Charitable Incorporated Organisation (NWMCIO)**

NWMCIO was set up on 28th August 2020. It was transferred from the Nutley War Memorial Trust (NWMT)

The CIO is made up of 10 Charity Trustees (trustees) who are elected by registered members of the community who are over 18 years of age where possible.

The CIO owns the following properties and land in Nutley which is then leased out to each of these three clubs for their use:-
i) The Social Club
ii) The Nutley Tennis and Squash CIC
iii) The Bowling Club

They also own and manage the Nutley War Memorial Hall with large car Park along with a caretaker’s cottage. All the freehold land is owned by the CIO and there are no debts associated to it.

The CIO’s role has not changed from that of the NWMT. It’s key scope is to “To provide recreation grounds and playing fields, and reading rooms, recreation rooms or libraries, or for lectures, classes or entertainments, and generally for such other purposes as are expedient for the benefit of the inhabitants of the village of Nutley and its vicinity (the ‘Area of Benefit’).

The Trustees role is to manage the estate how it feels fit and ensure it provides the facilities in line with the scope, whilst maintaining proper financial control.

The members are responsible for electing Trustees as appropriate and also assisting the CIO in major decisions where required. Trustees must be registered members of the CIO.

With the register the CIO now has the ability to involve the members in this capacity.

All the information regarding the operation of the CIO can be found at **Appendix A Constitution.**

**Background**

Nutley Little Deers preschool operated in Nutley War Memorial Hall. With changes in government rules, time in the hall impacted on other activities and communities. NWMT decided that a new development of a purpose-built preschool, which provided toilet facilities solely for the use primary school.

Planning permission was granted for this development in September 2019. The development used a small amount of playing field space which was owned by ESCC on behalf of the primary school. This required Section 77 permission from the Department for Education (DFE) in order for the building to proceed. The application for Section 77 was processed by East Sussex County Council.

**Funding**

NWMT along with ESCC, Wealden CC and the Maresfield PC began working together to see what funding options were available. NWMT were made aware that because of the economic problems no funding would be available through ESCC. The scheme was costed at £600k but could be reduced to around £450k with changes in build style and materials. The National Lottery fund was the obvious grant to approach. It was clear at this time that grant money was becoming scarce and the system changed to focus on specific areas such as community, education sport etc. This project is certainly wider than this.

Nutley is considered by the authorities as a wealthy village and isn’t high on funding priorities.

Preschools in surrounding villages have suffered the same issue as Nutley, operating in village halls in and around the Ashdown Forest area. Most have been forced to close. The preschool in Maresfield is full and has transferred the preschool into the control of Bonners Primary School.

It is clear that the area needs an excellent dedicated preschool, and this should provide a feeder into the Nutley C of E primary school. These schools are an essential part of the fabric of our community and must survive.

**The NWMCIO Strategy**

The NWMCIO has commissioned Nissen Richards Studio, to act as an independent architectural consultant, to look at the current assets and activities in the village, look opportunities and activities additional to the village including the pre-school, and provide a study for the CIO to use as the basis of the strategy. **Appendix B Scope of the Nissen Richards Studio Study.**

Once complete the strategy will be shared with the community and CIO members for consultation. This will support several options including “Do Nothing”. This will lead to a vote of members, the result of which will set the direction in which the CIO will go. As part of this strategy the CIO are looking to release funding for the preschool without losing any amenities that the village currently enjoy. The vote will take place through an independent body in line with the constitution.

In addition to this, Oldfield-Smith of Uckfield have been engaged to produce a preliminary valuation of the land at NTSCIC and the Nutley Bowling Club in order to support the Section 77 application, provide indication of the value of the land splitting the squash courts from the tennis courts, and providing an indication on rental charges which will support discussions on future leases.

Nutley Preschool are working to produce a National Lottery Funding grant application to support the development.

Marefield Parish Council have committed to provide substantial funding if a creditable funding plan can be agreed and support from the community be proven. (Minutes Full Council Meeting 14th January 2020.)

Local grants will be applied for to help with the preschool development project.

**Timelines**

**NTSCIC Valuation**

End October 2020

**NWMCIO Strategy**

Develop December 2020
Consult February 2021
Vote April 2021

CIO have a £20k reserve

**Nutley Preschool Lottery Grant**

Complete October 2022

**Maresfield Parish Council Funding**
Present Plan to date June 2021
Agree and allow funding plan and amount.

**Communication**

* Through the Parish News
* E-mail to members
* Letters directly to registered members in support of a vote
* Nutley War Memorial Hall website

 **In Summary**

The clear strategy will provide a plan in which the community have been consulted and produce a clear consensus through the vote of members of the CIO. This in turn will provide benefits to all, in line with the NWMCIO constitution.

This strategy will support the direction that the Trustees of the CIO need to take.
This plan looks at the opportunities for current activities and new activities that can be available and benefit everyone young and old alike for the next 40 years for whole of Nutley.

**Appendix A**

**CHARITABLE INCORPORATED ORGANISATION**

**ASSOCIATION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **CONSTITUTION**

**OF**

**NUTLEY WAR MEMORIAL CIO**

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**CHARITABLE INCORPORATED ORGANISATION**

**ASSOCIATION**

**Date of Constitution 28th August 2020**

# NAME

## The name of the Charitable Incorporated Organisation is Nutley War Memorial CIO (and in this document it is called the “CIO”).

# National location of principal office

## The CIO must have a principal office in England or Wales. The principal office of the CIO is in England.

# Objects

## The objects of the CIO are:

To provide recreation grounds and playing fields, and reading rooms, recreation rooms or libraries, or for lectures, classes or entertainments, and generally for such other purposes as are expedient for the benefit of the inhabitants of the village of Nutley and its vicinity (the ‘Area of Benefit’).

# 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’s powers include power 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;

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

### 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;

### 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 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;

### 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.

# application of income and property

## The income and property of the CIO must be applied solely towards the promotion of the objects.

### 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.

### 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.

## 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. This does not prevent a member who is not also a charity trustee receiving:

### a benefit from the CIO as a beneficiary of the CIO;

### reasonable and proper remuneration for any goods or services supplied to the CIO.

## Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

# benefits and payments to charity trustees and connected persons

## General Provisions

No charity trustee or connected person may:

### buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;

### sell goods, services, or any interest in land to the CIO;

### be employed by, or receive any remuneration from, the CIO; or

### receive any other financial benefit from the CIO;

### Unless the payment or benefit is permitted by clause 6.2 or authorised by the court or the Charity Commission (“the Commission”). In this clause, a “financial benefit” means a benefit, direct or indirect, which is either money or has a monetary value.

## Scope and powers permitting trustees’ or connected persons’ benefits.

### A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.

### A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connected 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.

### Subject to clause 6.3, a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with the services provided to the CIO by the charity trustee or connected person.

### 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).

### 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.

### 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.

## Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by clause 6.2.3 if each of the following conditions is satisfied:

### 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”).

### 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.

### The other charity trustees are satisfied that it is in 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.

### 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 or her or it with regard to the supply of goods to the CIO.

### The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

### The reason for their decision is recorded by the charity trustees in the minute book.

### A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

## In clauses 6.2 and 6.3:

### “the CIO” includes any company in which the CIO:

#### holds more than 50% of the shares; or

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

#### has the right to appoint one or more directors to the board of the company;

### “connected person” includes any person within the definition set out in clause 30 (Interpretation);

# conflicts of interest and conflicts of loyalty

## A charity trustee 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 CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

### 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.

# liability of members to contriBute to the assets of the 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.

# membership of the cio

## Admission of members

### **Eligibility**

### Membership of the CIO shall comprise the following:

### 9.1.1.1 the charity trustees for the time being; and

### 9.1.1.2 anyone who is an inhabitant of the Area of Benefit, aged over 18, and who, by applying for membership, has indicated his or her agreement to become a member and acceptance of the duty of members set out in clause 9.3.

### A member may only be an individual.

### **Admission procedure**

### Other than for the charity trustees themselves, the charity trustees:

#### may require applications for membership to be made in any reasonable way that they decide;

#### [shall, if they approve an application for membership, notify the applicant of their decision within [**21 days**];]

#### may refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so;

#### shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within **[21 days**] of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and

#### shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

## Transfer of membership

Membership of the CIO cannot be transferred to anyone else.

## Duty of members

It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

## Termination of membership

### Membership of the CIO comes to an end if:

#### the member ceases to be a charity trustee; or

#### the member dies; or

#### the member sends a notice of resignation to the charity trustees; or

#### any sum of money owed by the member to the CIO is not paid in full within six months of its falling due; or

#### the member ceases to reside in the Area of Benefit; or

#### the charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.

### Before the charity trustees take any decision to remove someone from membership of the CIO, they must:

#### inform the member of the reasons why it is proposed to remove him, her or it from membership;

#### give the member at least 21 clear days’ notice in which to make representations to the charity trustees as to why he or she should not be removed from membership;

#### at a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership;

#### consider at that meeting any representations which the member makes as to why the member should not be removed; and

#### allow the member, or the member’s representative, to make those representations in person at that meeting, if the member so chooses.

## Membership fees

The CIO may require members to pay reasonable membership fees to the CIO.

## [Informal or associate (non-voting) membership

### The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

### Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.]

# members’ decisions

## General provisions

Except for those decisions that must be taken in a particular way as indicated in clause 10.4, decisions of the members of the CIO may be taken either by vote at a general meeting as provided in clause 10.2 or by written resolution as provided in clause 10.3.

## Taking ordinary decisions by vote

Subject to clause 10.4, any decision of the members of the CIO may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting [(including votes cast by postal or email ballot, and proxy votes)].

## Taking ordinary decisions by written resolution without a general meeting

### Subject to clause 10.4, a resolution in writing agreed by a simple majority of all the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:

#### a copy of the proposed resolution has been sent to all the members eligible to vote; and

#### a simple majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member’s agreement must be authenticated by their signature (or in the case of an organisation which is a member, by execution according to its usual procedure), 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 members has signified their agreement.

### Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated in accordance with clause 10.3.1.

### Not less than 10% of the members of the CIO may request the charity trustees to make a proposal for decision by the members.

### The charity trustees must, within **21 days** of receiving such a request, comply with it if:

#### the proposal is not frivolous or vexatious, and does not involve the publication of defamatory material;

#### the proposal is stated with sufficient clarity to enable effect to be given to it if it is agreed by the members; and

#### effect can lawfully be given to the proposal if it is so agreed.

### Clauses 10.3.1, 10.3.2 and 10.3.3 apply to a proposal made at the request of members.

## Decisions that must be taken in a particular way

### Any decision to remove a charity trustee must be taken in accordance with clause 15.2.

### Any decision to amend this constitution must be taken in accordance with clause 28 of this constitution (Amendment of Constitution).

### Any decision to wind up or dissolve the CIO must be taken in accordance with clause 29 of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the CIO to one or more other CIOs must be taken in accordance with the provisions of the Charities Act 2011.

# general meetings of members

## Types of general meeting

11.1.1 There must be an annual general meeting (AGM) of the members of the CIO.

11.1.2 The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months.

11.1.3 The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the charity trustees’ annual report, and must elect charity trustees as required under clause 13.

11.1.4 Other general meetings of the members of the CIO may be held at any time.

11.1.5 All general meetings must be held in accordance with the following provisions.

## Calling general meetings

### The charity trustees:

#### must call the annual general meeting of the members of the CIO in accordance with clause 11.1, and identify it as such in the notice of the meeting; and

#### may call any other general meeting of the members at any time.

### The charity trustees must, within 21 days, call a general meeting of the members of the CIO if:

#### they receive a request to do so from at least 10% of the members of the CIO; and

#### the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.

### If, at the time of any such request, there has not been any general meeting of the members of the CIO for more than 12 months, then clause 11.2.2.1 shall have effect as if 5% were substituted for 10%.

### Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.

### A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.

### Any general meeting called by the charity trustees at the request of the members of the CIO must be held within 28 days from the date on which it is called.

### If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.

### A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.

### The CIO must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the charity trustees to duly call the meeting, but the CIO shall be entitled to be indemnified by the charity trustees who were responsible for such failure.

## Notice of general meetings

### The charity trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days’ notice of any general meeting to all of the members, and to any charity trustee of the CIO who is not a member.

### If it is agreed by not less than 90% of all members of the CIO, any resolution may be proposed and passed at the meeting even though the requirements of clause 11.3.1 have not been met. This clause does not apply 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.

### The notice of any general meeting must:

#### state the time and date of the meeting;

#### give the address at which the meeting is to take place;

#### give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and

#### if a proposal to alter the constitution of the CIO is to be considered at the meeting, include the text of the proposed alteration;

#### include, with the notice for the AGM, the annual statement of accounts and trustees’ annual report, details of persons standing for election or re-election as trustee, or where allowed under clause 22 (Use of electronic communication), details of where the information may be found on the CIO’s website.

### 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.

### The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CIO.

## Chairing of general meetings

### The person nominated as chair by the charity trustees under clause 19.2 (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the CIO who are present at a general meeting shall elect a chair to preside at the meeting.

## Quorum at general meetings

### No business may be transacted at any general meeting of the members of the CIO unless a quorum is present when the meeting starts.

### Subject to the following provisions, the quorum for general meetings shall be **[three]** members.

### If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.

### If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must [either be announced by the chair or] be notified to the CIO’s members at least seven clear days before the date on which it will resume.

### If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.

### If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

## Voting at general meetings

### Any decision other than one falling within clause 10.4 (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting [(including proxy and postal votes)]. Every member has one vote [unless otherwise provided in the rights of a particular class of membership under this constitution].

### A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present in person or by proxy at the meeting.

### A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.

### A poll may be taken:

#### at the meeting at which it was demanded; or

#### at some other time and place specified by the chair; or

#### through the use of postal or electronic communications.

### [In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.]

### Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

## [Proxy Voting

### Any member of the CIO may appoint another person as a proxy to exercise all or any of that member’s rights to attend, speak and vote at a general meeting of the CIO. Proxies must be appointed by a notice in writing (a “proxy notice”) which:

#### states the name and address of the member appointing the proxy;

#### identifies the person appointed to be that member’s proxy and the general meeting in relation to which that person is appointed;

#### is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CIO may determine; and

#### is delivered to the CIO in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.

### The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

### Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

### Unless a proxy notice indicates otherwise, it must be treated as:

#### allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and

#### appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

### A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CIO by or on behalf of that member.

### An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.

### A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

### If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member’s behalf had authority to do so.

## Postal Voting

### The CIO may, if the charity trustees so decide, allow the members to vote by post or electronic mail (“email”) to elect charity trustees or to make a decision on any matter that is being decided at a general meeting of the members.

### The charity trustees must appoint at least two persons independent of the CIO to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.

### If postal and/or email voting is to be allowed on a matter, the CIO must send to members of the CIO not less than [**21**] days before the deadline for receipt of votes cast in this way:

#### a notice by email, if the member has agreed to receive notices in this way under clause 22 (Use of electronic communication), including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CIO, containing details of the resolution being put to a vote, or of the candidates for election, as applicable;

#### a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable.

###  The voting procedure must require all forms returned by post to be in an envelope with the member’s name and signature, and nothing else, on the outside, inside another envelope addressed to ‘*The Scrutineers for Nutley War Memorial CIO*’, at the CIO’s principal office or such other postal address as is specified in the voting procedure.

### The voting procedure for votes cast by email must require the member’s name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.

### Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.

### The voting procedures must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.

### The scrutineers must make a list of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a charity trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote. A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts towards the quorum.

### For postal votes, the scrutineers must retain the internal envelopes (with the member’s name and signature). For email votes, the scrutineers must cut off and retain any part of the email that includes the member’s name. In each case, a scrutineer must record on this evidence of the member’s name that the vote has been counted or if the vote has been declared invalid, the reason for such declaration.

### Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.

### The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.

### Following the final declaration of the result of the vote, the scrutineers must provide to a charity trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.

### Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the charity trustees, to consist of two trustees and two persons independent of the CIO. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Society.]

## Adjournment of meetings

### The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

# Charity trustees

## Functions and duties of 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:

### 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 likely to further the purposes of the CIO; and

### to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

#### any special knowledge or experience that he or she has or holds himself or herself out as having; and

#### if he or she acts as a charity trustee of the CIO in the course of a 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.

## Eligibility for trusteeship

### Every charity trustee must be a natural person.

### 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 15.1.6.

### No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

### [At least one of the trustees of the CIO must be 18 years of age or over. If there is no 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.]

## Number of charity trustees

### There should be:

### Not less than **[three]** nor more than **[ten]** elected trustees; and not more than **[two]** co-opted trustees.

### There must be a least **[three]** charity trustees. If the number falls below the minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

### The maximum number of charity trustees that can be appointed is as provided in clause 12.3.1. No trustee appointment may be made in excess of these provisions.

## First charity trustees

### The first charity trustees are as follows:

###  Mr Brian James Elsworth

###  Mrs Jennifer Ruth Anne Harvey

###  Mr Martin Clive Harvey

###  Mr Mark Patrick Hillen

### Mr Kevin Andrew Smith

### Mr Raymond John Tester

###  Mr David Watson

###  Mr Leslie Robert Wilcox

###  Mr Damien Martin Wynne.

# Appointment of charity trustees

## Elected charity trustees

### [At the first annual general meeting of the members of the CIO all the elected charity trustees shall retire from office:]

### At every [subsequent] annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire;

### The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;

### The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in clause 13.2.1.

## Co-opted charity trustees

### The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause 15 (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause 12.3 on the number of charity trustees would not as a result be exceeded;

### A person so appointed by the members of the CIO shall retire in accordance with the provisions of clauses 13.1.3 and 13.1.4. A person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

# 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 copy of this constitution and any amendments made to it; and

### a copy of the CIO’s latest trustees’ annual report and statement of accounts.

# retirement and removal of charity trustees

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

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

### is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;

### dies;

### in the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;

### is removed by the members of the CIO in accordance with clause 15.2; or

### 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).

## A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a meeting of the charity trustees , and the resolution is passed by a [two-thirds] majority of votes cast at a properly convened and quorate meeting.

## A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days’ notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the charity trustees.

# reappointment of charity trustees

## Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

# taking of decisions by charity trustees

## Any decision may be taken either:

### at a meeting of the charity trustees; or

### by resolution in writing [or electronic form] agreed by a majority of all 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 of 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 practicable to the same time, to all of the charity trustees; and

#### the majority of all of 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 CIO at its principal office or such other place as the charity trustees may resolve [within 28 days of the circulation date].

# delegation by charity trustees

## The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they must 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.

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

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

### 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; and

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

# Meeting of charity trustees

## Calling meetings

### The charity trustees shall hold at least [**four**] meetings in each year.

### Any charity trustee may call a meeting of the charity trustees.

### Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

## Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

## Procedure at meetings

### No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is **[three]** charity trustees, or the number nearest to [**one third**] of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

### Questions arising at a meeting shall be decided by a majority of those eligible to vote.

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

## Participation in meetings by electronic means

### A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.

### 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.

### Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

# saving provisions

## Subject to clause 20.2, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

### who was disqualified from holding office;

### who had previously retired or who had been obliged by the constitution to vacate office;

### 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 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.

## Clause 20.1 does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for clause 20.1, the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

# execution of documents

## The CIO shall execute documents either by signature or by affixing its seal (if it has one).

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

##  If the CIO has a seal:

### it must comply with the provisions of the General Regulations; and

### it must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise determined it shall be signed by two charity trustees.

# use of electronic communication

## General

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

### 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 form;

### any requirements to provide information to the Commission in a particular form or manner

## 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

## By the CIO

### Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, 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 such communications in that form.

### The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:

#### provide the members with the notice referred to in clause 11.3 (Notice of general meetings);

#### give charity trustees notice of their meetings in accordance with clause 19.1 (Calling meetings);and

#### submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO’s powers under clause 10.3 (Members’ written resolutions), 17.1.2 (Trustees’ decisions taken by resolution in writing), or clause 11.8 (Postal voting).

###  The charity trustees must:

#### take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal;

#### send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

# 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, registers of its members and charity trustees.

#  minutes

## The charity trustees must keep minutes of all:

### appointments of officers made by the charity trustees;

### proceedings at general meetings of the CIO;

### meetings of the charity trustees and committees of charity trustees including:

#### the names of the trustees present at the meeting;

#### the decisions made at the meetings; and

#### where appropriate the reasons for the decisions;

### decisions made by the charity trustees otherwise than in meetings.

# accounting records, accounts, annual reports and returns, register maintenance

## 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.

## 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.

# rules

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

#  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.

# Amendment of constitution

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

### This constitution can only be amended:

#### by resolution agreed in writing by all members of the CIO; or

#### by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO.

### Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of 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.

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

### A copy of any resolution altering the constitution, together with a copy of the CIO’s constitution as amended must be sent to the Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.

# voluntary winding up or dissolution

## As provided by the Dissolutions 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:

### at a general meeting of the members of the CIO called in accordance with clause 11 (Meetings of members), of which not less than 14 days’ notice has been given to those eligible to attend and vote:

#### by a resolution passed by a 75% majority of those voting, or

#### 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

### by a resolution agreed in writing by all members of the CIO.

##  Subject to the payment of all the CIO’s debts:

### 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.

### If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

### In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

## 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:

### the charity trustees must send with their application to the Commission:

#### a copy of the resolution passed by the members of the CIO;

#### 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

#### 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;

### the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

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

#  interpretation

## In this constitution:

## “connected person” means:

### a child, parent, grandchild, grandparent, brother or sister of the charity trustee;

### the spouse or civil partner of the charity trustee or of any person falling within clause 30.1.1;

### a person carrying on business in partnership with the charity trustee or with any person falling within clauses 30.1.1 and 30.1.2;

### an institution which is controlled –

#### by the charity trustee or any connected person falling within clauses 30.1.1, 30.1.2 and 30.1.3; or

#### by two or more persons falling within clause 30.1.4.1, when taken together

### a body corporate in which –

#### the charity trustee or any connected person falling within clauses 30.1.1, 30.1.2 and 30.1.3 has a substantial interest; or

#### two or more persons falling within clause 30.1.5.1 who, when taken together, have a substantial interest.

#### Section 118 of the Charities Act 2011 apply 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 vote or ballot, usually (but not necessarily) in writing.

**Appendix B Scope of Nissen Richards Studio Study**

“This analysis and masterplan will be an impartial and unbiased illustrative study and its intention would be to

determine both the advantages and disadvantages of any potential development opportunities alongside the needs

of the Village, now and in to the future.

It will help identify a vision for the community to link various community projects together and these drawings could

assist with funding for those projects and associated improvements to the recreational facilities in the village.

The intention would be to use these drawings to engage the local community and act as a builder of consensus thus

ensuring that the Nutley War Memorial Trust (NWMT) only moves forward with what the Village community wants

and will benefit from.

Importantly as well as the positive impacts, it will identify and highlight all the negative impacts such developments

could cause and how these could be mitigated where possible, or where mitigation is not possible

The drawings will be presented in a manner that is easy to understand and provide an overview of the village linking

all stakeholders, community projects and recreational facilities. It will identify (not invasively) from Ordnance Survey

maps how all the land within the village is currently used, with a focus on land owned by the Trust and Local

Authority. The drawings will also define public and private spaces, and highlight public amenities.

The coverage of the study would include 3no 5x5ha ordnance survey grids, covering Outback Farm to the north on

Chelwood Gate Road and then extend south to Streatfield Farm on Nether Lane. We will require these digital

ordnance survey plans, and each 25 hectare digital plan is £211.80 (+VAT), therefore an initial budget of £635.40

(+VAT) should be budgeted, and if any further extent is required, then additional grids can be purchased.

The study will also identify all stakeholders that would be affected by any proposed development of any NWMT land.

The stakeholders will include (and not limited to) NWMT; local residents; Church; School; Pre-school/Nutley

Community Project; Fords Green Committee; Nutley Tennis and Squash Club; Social Club; Bowling Club; Ashdown

Evergreens; and other Village Hall users.

The outcome of the study will intend to define the following:

STAKEHOLDERS

- Identify all stakeholders that could benefit from proceeds from the sale of trust assets, including any local

projects.

- Identify any local proposals such as the Pre-school New Build, The Pavillion etc that could benefit from

funding to speed up the process.

- All local projects to be identified and linked on the master plan in a digestible format, for example identify

how the proposed toilet facilities for the new building at the Pre-school will serve the school playing fields,

and how the new Pre-school will free up the Village Hall for other activities and groups.

RECREATIONAL LAND

- Identify all recreational land and its use, both privately owned (for example the NWMT) and the Local

Authority (such as the children's play area on Ford Green, School Playing fields etc).

- Explore options of redistributing recreational/sports facilities that would be lost if the whole or part of the

Tennis and Sport Club site was to be redeveloped, including options for providing new sporting facilities

elsewhere in the village, such as new tennis courts and other facilities.

- Improving existing facilities, such as the children's play area.

- Explore what other sporting facilities would benefit the village.

- Explore who uses the Tennis and Squash Club and if its loss would be outweighed by the benefits.

HOUSING

- Identify existing housing development land that was previously under the ownership of the Trust but has

been developed in the past.

- Include the type of housing broadly spread throughout the village, privately owned, social, detached,

terraced, semi-detached, flats, retirement, business, etc. This information will assist with understanding

what type of housing is most prominent and therefore what is likely most needed, for example, 2-3

bedroom homes which serve as both affordable starter homes for young families or properties that older

residents can downsize into whilst staying in the village might be suitable.

- Identify how the school and local business could benefit from new families moving into the village should

new homes be developed.

- Explore the impact on road use and traffic due to additional homes in the village.

CONSTRUCTION IMPACTS

- Explore who would be affected negatively and positively by any construction projects and subsequent sales.

- Special consideration of access would be required due to the risk of construction traffic on the A22

particularly at school pick up and drop off times.”