



CRANLEIGH PARISH COUNCIL

Council Offices,
Village Way,
Cranleigh,
Surrey,
GU6 8AF
Tel. 01483 272311
E-mail clerk@cranleigh-pc.gov.uk

APPLICATION FOR GRANT

Please read our Grants and Donations Policy before completing this form.

When the form has been completed, please return to the Clerk at the address above.

APPLICATION DETAILS

Organisation Name	Cranleigh Arts Centre
Contact Name	Brian Freeston
Position in Organisation	Chairman
Organisation Address	1 High Street, Cranleigh.
Post Code	GU6 8AS
Contact Telephone No	01483 278001
Registered Charity	YES

PROJECT DETAILS

Project Name	Announcement Video Screen
Project Location	Foyer, Arts Centre
Project Start Date	August
Project End Date	August

Total Cost of Project:	£860.99	
Amount Requested*	£760.99	Percentage of Project Cost% 88%
<p>*Where the amount requested is in excess of £500 kindly advise The cost of an OLED screen is necessary for 180° vision and 55" width is necessary for large numbers of the public to see. Our P&L is marginal at the moment and 50% of the cost for us is too much to bear. Three estimates of both the screen and the wall mounting are provided. The extra cost is for an electrician, which we will cover.</p>		
The current level of Reserves held	£120,000	
What is the applicants policy for use of those Reserves? <i>[brief outline to be given]</i>	As per Charity Commission instructions a level of reserves to cover 6 months operating costs has to be kept to cover unforeseen eventualities.	

PROJECT COSTS

Has a grant been paid by this Council previously ?	NO
If YES give details:	
Do you have funding from other authorities ?	Waverley Borough Council
If YES give details	£35,000 p.a. from the Thriving Communities Fund to cover the cost of a volunteer co-ordinator.
Have any fundraising activities been arranged ?	YES - we fund raise all the time for various objectives. Including currently a crowdfunded to update and expand our coffee bar.
Any other relevant additional information to support the request:	

GRANT DETAILS

What is the Grant required for ?	
<i><u>Project Aims</u> [one/two sentences stating overall aim]</i>	It is clear that members of the public do not get timely information as to what's going on at the Centre on entering the building. Currently there is a whiteboard that has a handwritten schedule, that is static throughout the day and does not allow for up-coming events to be presented in colour or on video.
<i><u>Project Objectives</u> [state three/four key objectives]</i>	Clearer communication. Quicker communication. More attractive information presentation. Communication for a more diverse public.
<i><u>Project Description</u> [outline a clear description of the project]</i>	A video screen in our foyer will enable our public to more easily access information. This will help those hard of hearing or when the foyer is busy and will enable the Centre to provide further information.

Implementation	
Which Organisation will be responsible for implementation of the project?	Cranleigh Arts Centre
If land/property is involved No	
Has permission been obtained ?	N/A
Are there any current contracts or leases which may be affected ?	No
Who owns the land ?	Waverley Borough Council
Are any other consents required?	No

Timings	
When is the grant required by?	July

Timetable [kindly provide a timetable to implement the project]	This will be installed during the August closure. It will take a few hours.
Date	Milestone
4/8/25 - 18/8/25	

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
A survey of our customers indicated that 82% are over 60, 46% are over 70. We reach out to all our local communities, including those living with loneliness, disability or dementia, young families, young people, children with additional needs and carers. Providing information via a colourful screen will bring immediate recognition and easier provision to those who require further stimulation.
CAC offers the most personal and caring customer service focussing on our customers - who are at the very core of what we do. Our aim is to strive to maintain and exceed our high standards, pushing out the boundaries towards different demographics and outreach programmes to achieve maximum inclusivity. Infor.mation via a video screen would be part of that process
Who and how many of the local community will benefit ?
Over 35,000 people come through the Arts Centre ever year to be "enriched, entertained and inspired".

How do you know there is a need for this project ?
From feedback from our Friends and members of the public.

DECLARATION

I hereby certify that the details supplied in this application are correct and the following information is enclosed (as applicable).

A location plan or site plan	N/A
Copy of organisation's latest audited accounts	N/A
Copy of constitution or set of rules	N/A
Evidence of any permissions or consents	N/A
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	Total of six quotes - three for Screens: Amazon; John Lewis and Marks Electrical and three for wall mounts: Amazon; Ebay and Wayfair. We have gone for the cheapest with Amazon: £731.00 and £29.99 respectively.

	Date: 5/4/2025
Position in Organisation: Chairman	

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£881.00

★★★★★ 194 Reviews

0% APR
Pay £48.94 per month interest free over 18 months. More payment plans available

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Energy rating: G

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LG OLED55B46LA 55-Inch 4K UHD Smart TV, (α8 AI Processor, Dolby Atmos, Freeview Play and Alexa, 120Hz), Model 2024] [Energy

£731⁹²

[FREE Returns](#)

FREE delivery **Sunday, 6 April**. Order within 18 hrs 28 mins.

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New & Used (23) from **£729⁰⁰**

31 ratings
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LG OLED | 2024

Voucher:

Apply £12.82 voucher

0% interest. Subject to financial

Amazon EU S.a.r.l, Lender: Barclays.

Delivery & Support

Select to learn more

- TV Wall Mounting & TV Setup available
- Dispatches from Amazon
- This item is returnable
- Specialized Customer Support

Roll over image to zoom in

[Energy efficiency label](#) [Product Sheet](#)

Available at a lower price from [other sellers](#) that may not offer free Prime delivery.

Size Name: **55"**

48" £495.00 £559.00	55" £731.92
65" £1,099.00 £1,199.00	77" £1,848.90 £1,999.99

Style Name: **2024 Model**

2024 Model 2025 Model

Pattern Name: **B4**

B4 B5

Configuration: **B4 OLED TV**

B4 OLED TV B5 OLED TV

Service options: **Standard Delivery**

- Standard Delivery** TV Unpack +£5.00
- TV Unpack and Recycling +£20.00
- TV Unpack, Set Up, Connect & Collection +£65.00
- TV Wall Mounting, Set Up & Collection (bracket not included) +£155.00

Screen size **55 Inches**

Brand **LG**

Display **OLED technology**

Resolution **4K**



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APPLICATION DETAILS

Organisation Name	Air Ambulance Charity Kent Surrey Sussex (KSS)
Contact Name	Nick Turrell
Position in Organisation	Community Fundraising Manager
Organisation Address	AAKSS, Rochester City Airport, Maidstone Road, Chatham, Kent
Post Code	ME5 9SD
Contact Telephone No	01634 471900
Registered Charity	YES Registration Number 1021367

PROJECT DETAILS

Project Name	HEMS (Helicopter Emergency Medical Service)
Project Location	Throughout Kent, Surrey, and Sussex. Administrative headquarters at Rochester City Airport, helicopters based at Redhill Airfield, Surrey
Project Start Date	April 2025

Project End Date	March 2026, and continuing thereafter	
Total Cost of Project:	£20.4 million annually, £56,000 daily	
Amount Requested*	£500	Percentage of Project Cost% 0.000025%
*Where the amount requested is in excess of £500 kindly advise		
The current level of Reserves held	£ See attached financial summary	
What is the applicants policy for use of those Reserves? <i>[brief outline to be given]</i>	Reserves are a buffer against deficits including temporary declines in income/ constraints on fundraising (e.g. during pandemic). Their purpose is to ensure the sustainability of our service.	

PROJECT COSTS

Has a grant been paid by this Council previously ?	YES
If YES give details:	2024 £500 2023 £300 2022 £300 2021 £300
Do you have funding from other authorities ?	Yes
If YES give details	Grant applications are being submitted to other councils, and the response is very positive and supportive.
Have any fundraising activities been arranged ?	YES Our fundraising efforts include grants, donations, lottery, raffles, legacies, events, sponsorship, business partnerships
Any other relevant additional information to support the request:	Please see covering e-mail, plus attached documentation

GRANT DETAILS

<i>What is the Grant required for ?</i>
--

<i>Project Aims [one/two sentences stating overall aim]</i>	Our aim is an end to preventable loss of life from medical emergency.
<i>Project Objectives [state three/four key objectives]</i>	The saving of life in serious medical and trauma emergencies via the delivery of HEMS (Helicopter Emergency Medical Service).
<i>Project Description [outline a clear description of the project]</i>	HEMS brings A&E resources, including doctors and paramedics direct to the patient at the scene of emergency. Some complex surgical interventions can be undertaken there, including heart and chest procedures and administration of anaesthetics and blood transfusions. During rapid transfer to the most appropriate hospital trauma centre, our helicopters allow for 360-degree patient access, which enables our crews to carry out several procedures in-flight. We bring the hospital to the patient when every second counts.

Implementation	
Which Organisation will be responsible for implementation of the project?	Air Ambulance Charity Kent Surrey Sussex (KSS)
If land/property is involved	NO
Has permission been obtained ?	N/A
Are there any current contracts or leases which may be affected ?	N/A
Who owns the land ?	N/A
Are any other consents required?	N/A

Timings	
When is the grant required by?	April 2025—March 2026
Timetable [kindly provide a timetable to implement the project]	Continuous service during that period, and continuing thereafter.
Date	Milestone

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
Our service is a very time-sensitive capability, and as such it is a unique resource serving communities throughout Kent Surrey and Sussex. Helicopters and rapid-response vehicles are deployed to deliver prompt and urgent life-saving care.
Who and how many of the local community will benefit ?
In the event of a serious medical or trauma emergency, every resident of Cranleigh could be a potential beneficiary of our life-saving service.
How do you know there is a need for this project ?
Our experience since 1989 is of growing demand, and of increasing complexity of medical interventions we undertake to save lives at the scene of the most serious emergencies.

DECLARATION

I hereby certify that the details supplied in this application are correct and the following information is enclosed (as applicable).

A location plan or site plan	/NO
Copy of organisation's latest audited accounts	YES
Copy of constitution or set of rules	YES

Evidence of any permissions or consents	NO
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	NO

Signed: <i>Nick Turrell</i>	Date: 07/04/2025
Position in Organisation: Community Fundraising Manager	

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31st MARCH 2024

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
		£	£	£	£
Income:					
Donations and legacies	3	7,308,639	438,353	7,746,992	6,324,221
Charitable activities	3	2,201,696	-	2,201,696	2,002,245
Trading activity	3	8,810,106	149,950	8,960,056	8,716,055
Investment income	3	179,696	-	179,696	250,326
Other income	3	1,369,883	237,590	1,607,473	1,009,398
Total income		19,870,020	825,893	20,695,913	18,302,245
Expenditure:					
Raising funds	5	3,744,725	40,888	3,785,613	2,879,113
Charitable activities	5	14,419,448	535,332	14,954,780	13,986,751
Cost of sales trading subsidiary	5	1,680,682	27,848	1,708,530	1,931,635
Total expenditure		19,844,855	604,068	20,448,923	18,797,499
Operating surplus / (deficit)		25,165	221,825	246,990	(495,254)
Unrealised gains / (losses) on investments	8	164,290	-	164,290	(166,937)
Net income		189,455	221,825	411,280	(662,191)
Transfer between funds		56,902	(56,902)	-	-
Net movement in funds		246,357	164,923	411,280	(662,191)
Reconciliation of funds:					
Fund balances brought forward		33,523,605	177,170	33,700,775	34,362,966
Fund balances carried forward		33,769,962	342,093	34,112,055	33,700,775

The above statement contains all the gains and losses recognised in the current and preceding year. All operations are continuing.

The notes on pages 49-65 form part of these financial statements



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APPLICATION DETAILS

Organisation Name	Rowleys Centre for the Community
Contact Name	Liubov Andreiko
Position in Organisation	Administration Officer
Organisation Address	Victoria Road, Cranleigh, Surrey
Post Code	GU6 8NT
Contact Telephone No	01483 277 155
Registered Charity	YES / NO

PROJECT DETAILS

Project Name	Art and Craft Sessions, and Exercise Classes	
Project Location	Rowleys Centre for the Community	
Project Start Date	01/04/2025	
Project End Date	31/03/2026	
Total Cost of Project:	£5013	
Amount Requested*	£2506	Percentage of Project Cost% 50

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£85,000 (£52,000 - cash, £33,000 – fixed assets)
What is the applicants policy for use of those Reserves? <i>[brief outline to be given]</i>	To maintain the present level of reserve

PROJECT COSTS

Has a grant been paid by this Council previously ?	YES / NO
If YES give details:	<u>So far as I am aware</u>
Do you have funding from other authorities ?	YES / NO
If YES give details	<u>Not for this project</u>
Have any fundraising activities been arranged ?	YES / NO
Any other relevant additional information to support the request:	The requested grant will ensure the continued delivery of essential services that many vulnerable members of the community rely on, particularly in the context of recovery from pandemic-related isolation. These ongoing activities not only address physical and mental health needs but also create valuable social connections among participants. Continued funding will allow us to maintain and expand these services, ensuring accessibility and sustainability for all community members.

GRANT DETAILS

<i>What is the Grant required for ?</i>	
<i>Project Aims [one/two sentences stating overall aim]</i>	The primary aim of this project is to maintain and enhance the established wellness activities, which provide a holistic approach to community well-being through both creative and physical health-

	focused sessions.
<i>Project Objectives [state three/four key objectives]</i>	<ol style="list-style-type: none"> 1. Deliver ongoing art, craft, and exercise sessions to nurture creativity and physical health. 2. Encourage social interaction and community engagement. 3. Enhance mental and physical well-being by providing accessible and engaging activities. 4. Ensure inclusivity by making sessions available to all members of the community..
<i>Project Description [outline a clear description of the project]</i>	<p>Under the guidance of Claire, participants take part in weekly art and craft sessions that encourage creative expression and skill development, offering a therapeutic outlet for stress relief. These sessions provide a supportive and inclusive environment where individuals can explore their artistic potential while building connections with others.</p> <p>Gary leads regular "Keep fit" exercise classes, focusing on improving physical health through accessible activities. Participants can perform exercises while seated, using resistance bands, balls of various sizes, and dumbbells. These sessions are designed to enhance strength, flexibility, and overall well-being, making fitness accessible to all, while fostering a sense of community and belonging.</p>

Implementation	
Which Organisation will be responsible for implementation of the project?	Rowleys Centre for the Community
If land/property is involved	No
Has permission been obtained ?	Not applicable
Are there any current contracts or leases which may be affected ?	No
Who owns the land ?	Waverley Borough Council
Are any other consents required?	No

Timings	
When is the grant required by?	<u>As soon as possible</u>
Timetable [kindly provide a timetable to implement the project]	<u>Already implemented</u>
Date	Milestone
Art Sessions (ongoing for more than two years)	<u>Weekly art session held regularly</u> <u>Participants created a large number of personal artworks</u> <u>Noted emotional relief and increased creative expression</u>
Craft Sessions (ongoing for more than two years)	<u>Weekly creative sessions and occasional workshop conducted</u> <u>Participants explored various craft techniques</u>

	<u>Positive feedback from attendees</u>
Exercise Classes (ongoing for more than 10 years)	<u>Twice-weekly physical activity sessions</u> <u>Consistently high attendance and growing interest</u> <u>Participants reported improved physical condition, reduced stress, and improved overall well-being</u>

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
The project will continue to provide immediate benefits by offering accessible art, craft, and exercise sessions that support physical and mental well-being. These ongoing activities will strengthen social connections and improve the overall quality of life for local residents.
Who and how many of the local community will benefit ?
These sessions are already benefiting a diverse group of local residents, including individuals of all ages. We estimate that more than 50 participants are involved, and with additional funding, we aim to reach an even larger portion of the community
How do you know there is a need for this project ?
There is a clear need for this project based on positive feedback from participants and the growing demand for accessible activities that support physical and mental well-being in the community.
I enjoy coming to Rowleys, always friendly. I do exercise, craft and art. I always have a good time. Heather Chaundy (A Member of Rowleys) I go to the exercise class at Rowleys which is excellent. Sue Weeks (A Member of Rowleys) My husband Rodger and myself really appreciate and enjoy the keep fit class run by Gary. Rodger is an amputee and is able to exercise almost the same as everyone else by doing some exercises sitting down. Margaret Townsend (A Member of Rowleys)

DECLARATION

I hereby certify that the details supplied in this application are correct and the following information is enclosed (as applicable).

A location plan or site plan	Not applicable
Copy of organisation's latest audited accounts	YES/ NO
Copy of constitution or set of rules	YES/NO
Evidence of any permissions or consents	Not applicable
Estimates/quotations to support the request (Projects over £1,000 require evidence that	Not applicable

three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	
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Signed: Liubov Andreiko	Date: 04/04/2025
Position in Organisation: Administration Officer	

Charity number: 1114119

Rowleys Centre for the Community Ltd
Accounts for the year ended 31st March 2024

Rowleys Centre for the Community Ltd

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31st March 2024

Recommended categories by activity	Notes	Unrestricted funds £ F01	Restricted funds £ F02	Endowment funds £ F03	Total funds £ F04	Prior year funds £ F05
Income	3					
Income and endowments from:						
Donations and legacies		21,606	-	-	21,606	24,999
Charitable activities		138,044	40,481	-	178,525	161,635
Other trading activities		-	-	-	-	-
Investments		738	-	-	738	123
Separate material item of income		-	-	-	-	-
Other		-	-	-	-	-
Total		160,388	40,481	-	200,869	186,757
Expenditure	4					
Expenditure on:						
Raising funds		-	-	-	-	-
Charitable activities		174,446	23,268	-	197,714	171,400
Separate material expense item		-	-	-	-	-
Other		-	-	-	-	-
Total		174,446	23,268	-	197,714	171,400
Net income/(expenditure) before tax for the reporting period		- 14,058	17,213	-	3,155	15,357
Tax payable		-	-	-	-	-
Net income/(expenditure) after tax before investment gains/(losses)		-	-	-	-	-
Net gains/(losses) on investments		-	-	-	-	-
Net income/(expenditure)		- 14,058	17,213	-	3,155	15,357
Extraordinary items		-	-	-	-	-
Transfers between funds		-	-	-	-	-
Other recognised gains/(losses):						
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-	-
Other gains/(losses)		-	-	-	-	-
Net movement in funds		- 14,058	17,213	-	3,155	15,357
Reconciliation of funds:						
Total funds brought forward		112,882	2,665	-	115,547	100,190
Total funds carried forward		98,824	19,878	-	118,702	115,547

Rowleys Centre for the Community Ltd

BALANCE SHEET

For the year ended 31st March 2024

	Notes	2024	2023
Fixed Assets	5	2024	2023
Office Equipment		757	841
Rowley's Centre Equipment		29,905	27,321
Intangibles		2,200	2,475
Total		32,862	30,637
Current Assets		2024	2023
Cash at bank and in hand		78,352	97,185
Stock		-	-
Debtors		1,364	205
Payments in Advance		15,318	1,000
Total		95,034	98,390
Less Current Liabilities		2024	2023
Prepayments		3,924	-
Creditors		2,168	809
Accrual		3,102	990
Deferred COMF Funds - Restricted		-	11,681
Total		9,194	13,480
Net Current Assets		118,702	115,547
		2024	2023
Represented by			
Accumulated Funds		115,547	100,190
Surplus (Deficit) for the year		3,155	15,357
		118,702	115,547

Rowley's Centre for the Community Ltd

INCOME AND EXPENDITURE ACCOUNT

For the Year Ending 31st March 2024

Income	2024	Unrestricted	Restricted	2023
Donations	16,504	16,504	-	24,999
Grant Income	37,744	-	37,744	45,950
Other Income	1,025	1,025	-	-
Fund Raising	5,087	5,087	-	3,863
Food	77,048	77,048	-	49,637
Membership	5,102	5,102	-	2,297
Trips & Activities	35,757	35,757	-	35,738
Room Rental	21,864	19,127	2,737	17,875
Community Meals Service	-	-	-	6,275
Interest	738	738	-	123
Total	200,869	160,388	40,481	186,757
Expenditure	2024	Unrestricted	Restricted	2023
Salaries, Recruitment & Payroll Costs	88,850	76,950	11,900	65,929
Training & Subscription	112	112	-	54
Food Expenses (Inhouse)	24,086	24,086	-	14,130
CMS - Salaries	-	-	-	4,395
CMS - Food & Purchases	-	-	-	1,995
CMS Travel Costs	-	-	-	308
Activities, Trips & Entertainment	27,662	23,428	4,234	31,375
Telephone	467	467	-	521
Premises Rent & Utilities	25,833	25,833	-	22,577
Premises Repairs & Replacements	10,233	10,233	-	12,508
Postage & Stationery	2,184	2,184	-	1,810
Advertising	85	85	-	25
Insurances	1,110	1,110	-	303
Repairs & Renewals	728	728	-	2,208
Accountancy & Bookkeeping Fees	3,341	3,341	-	3,045
IT Software and Consumables	553	553	-	297
Bank Charges & Card Fees	1,654	1,654	-	942
General Travel Expenses	-	-	-	125
Young Carers expenditure	443	-	443	604
Rosemary & Sage Café expenditure	6,546	-	6,546	4,846
Melody Memories expenditure	145	-	145	-
Depreciation	3,407	3,407	-	3,128
Amortisation	275	275	-	275
Total	197,714	174,446	23,268	171,400
Income over Expenditure	3,155	- 14,058	17,213	15,357

Rowleys Centre for the Community Ltd

NOTES TO THE ACCOUNTS

For the year ended 31st March 2024

1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014

the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)

and with the Charities Act 2011.

1.2 Going Concern

The accounts have been prepared on a going concern basis.

1.3 Change of accounting policy or to accounting estimates

The accounts present a true and fair view and no changes have been made to the accounting policies adopted.

No changes to accounting estimates have occurred in the reporting period (3.46 FRS102 SORP).

1.4 Material prior year errors

No material prior year errors have been identified in the reporting period (3.47 FRS102 SORP).

Rowleys Centre for the Community Ltd

NOTES TO THE ACCOUNTS

For the year ended 31st March 2024

2 Accounting policies

2.1 Income

Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

Legacies

Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Government grants

The charity has received government grants in the reporting period

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Rowleys Centre for the Community Ltd

NOTES TO THE ACCOUNTS

For the year ended 31st March 2024

2.2 Expenditure and Liabilities

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

Deferred income

No material item of deferred income has been included in the accounts.

Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

2.3 Assets

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year. They are valued at cost.

The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights.

Rowleys Centre for the Community Ltd**NOTES TO THE ACCOUNTS****For the year ended 31st March 2024****Intangible fixed assets**

They are valued at cost.

Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

3 Income Analysis**3.1 Donations and Legacies**

	2024	Unrestricted	Restricted	2023
Donations	16,504	16,504	-	24,999
Membership	5,102	5,102	-	2,297

3.2 Charitable Activities

	2024	Unrestricted	Restricted	2023
Grant Income	37,744	-	37,744	45,950
Other Income	1,025	1,025	-	-
Fund Raising	5,087	5,087	-	3,863
Food	77,048	77,048	-	49,637
Trips & Activities	35,757	35,757	-	35,738
Room Rental	21,864	19,127	2,737	17,875

3.3 Investments

	2024	Unrestricted	Restricted	2023
Interest	738	738	-	123

Rowleys Centre for the Community Ltd**NOTES TO THE
ACCOUNTS****For the year ended 31st March 2024****4 Expenditure Analysis****4.1 Charitable Activities**

	2024	Unrestricted	Restricted	2023
Salaries, Recruitment & Payroll Costs	88,850	76,950	11,900	65,929
Training & Subscription	112	112	-	54
Food Expenses (Inhouse)	24,086	24,086	-	14,130
CMS - Salaries	-	-	-	4,395
CMS - Food & Purchases	-	-	-	1,995
CMS Travel Costs	-	-	-	308
Activities, Trips & Entertainment	27,662	23,428	4,234	31,375
Telephone	467	467	-	521
Premises Rent & Utilities	25,833	25,833	-	22,577
Premises Repairs & Replacements	10,233	10,233	-	12,508
Postage & Stationery	2,184	2,184	-	1,810
Advertising	85	85	-	25
Repairs & Renewals	728	728	-	2,208
Accountancy & Bookkeeping Fees	3,341	3,341	-	3,045
IT Software and Consumables	553	553	-	297
Bank Charges & Card Fees	1,654	1,654	-	942
General Travel Expenses	-	-	-	125
Young Carers expenditure	443	-	443	604
Rosemary & Sage Café expenditure	6,546	-	6,546	4,846
Melody Memories expenditure	145	-	145	-
Depreciation	3,407	3,407	-	3,128
Amortisation	275	275	-	275

Rowleys Centre for the Community Ltd

Statement of Cash Flows

For the year ended 31st March 2024

5 Fixed Assets

	Office Equipment	Centre Equipment	Intangibles
Cost 01.04.2023	841	27321	2475
Additions	-	5,907	-
Total	841	33,228	2,475
Depreciation charge	84	3,323	-
Amortisation charge	-	-	275
At 31.03.2024	757	29,905	2,200

Depreciation has been calculated on a reducing balance basis for Office equipment and Centre equipment at a rate of 10%. Amortisation of intangible assets has been calculated on a straight-line basis at a rate of 10%.

6 Paid employees

6.1 Staff costs

	This year £	Last year £
Salaries and wages	86,636	63,643
Social security costs	-	-
Pension costs (defined contribution scheme)	2,214	2,286
Other employee benefits	-	-
Total staff costs	88,850	65,929

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

Memorandum & Articles of Association for a Charitable Company

*The Companies Act 2006
Company Limited by Guarantee and not having a Share Capital*

Memorandum of Association of Rowleys Centre for the community

Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a member of the Company (but elsewhere described as "the Charity").

Name of each Subscriber

Authentication by each Subscriber

Brenda Hobson
Jackie Avery
Michael Hart
Brian Walpole
Anne Warzee

Dated this day of 20

Name of each Director as at 1st April 2025

Paul Withers Chair
Anne Warzee Vice Chair

Patricia Ellis
Carol Franklin-Adams
Rosemary Burbridge
John Wood
Annelise ten Brink-Ebersohn
Maura Syed
Kennith Ball

The Companies Act 2006
Company Limited by Guarantee and not having a Share Capital

Articles of Association
of
Rowleys Centre for the Community

1. The Name

The name of the Company (hereinafter called "the Charity") is
Rowleys Centre for the Community

2. Interpretation

2.1 In these Articles, if not inconsistent with the subject or context:

'The 1985 Act' means the Companies Act 1985.

'The 2006 Act' means the Companies Act 2006.

'Address' means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or a text message number in each case registered with the Charity.

Rowleys Centre for the Community a registered company limited by guarantee whose registered address is Rowleys Centre for the community, Victoria Road, Cranleigh, Surrey, GU6 8NT (registered company number: 1114119 and registered Charity number: 5741983)

'AGM' an Annual General Meeting of the Members.

'Chairman' means Chairman of the Board.

'Associate Member' is an organisation or individual who is in sympathy with the Objects of the Charity and has been admitted to membership of the Charity by the Trustees but without the right to vote at General Meetings.

'Clear Days' in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.

'General Meeting'	a general meeting of the Members.
'Member'	a person admitted as a Member of the Charity from time to time in accordance with these Articles (and "Members" meaning more than one Member) with the right to vote at General Meetings.
'The Board'	means the Board of Trustees which has the general control and management of the administration of the Charity and forms the body of Trustees as defined by Section 177 of the Charities Act 2011.
'Month'	means calendar month.
'The Office'	means the registered office of the Charity.
'The United Kingdom'	means Great Britain and Northern Ireland.
'Trustees'	means the Trustees of the Charity who shall be the only directors of the Charity and the Trustees of the Charity as defined by Section 177 of the Charities Act 2011 (and each one a "Trustee").
'In writing'	means written, printed or lithographed or partly one and partly another, and other modes of representing or reproducing words in a visible form.

2.2 Words importing the singular only shall include the plural, and vice versa.

2.3 Words importing the feminine only shall include the masculine, and vice versa.

2.4 Words importing persons shall include corporations.

2.5 Unless the context otherwise requires, words or expressions contained in these Articles bear the same meaning as in the 1985 Act or the 2006 Act but excluding any statutory modification thereof not in force when these Articles become binding on the Charity.

2.6 Apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

3. Registered Office

The registered office of the Charity shall be situated in England and Wales.

4. Objects

The Objects for which the Charity (the "Objects") is established and to which it is specifically restricted are to promote the welfare of older people living in and around the Borough of Waverley ("the area of benefit"):

- 4.1 preventing or relieving the poverty of older people;
- 4.2 preventing or relieving sickness, disease or suffering in older people (whether emotional, mental or physical);
- 4.3 promoting equality and diversity;
- 4.4 assisting older people in need by reason of ill-health, disability, financial hardship, social exclusion or other disadvantage; and
- 4.5 such other charitable purposes for the benefit of older people as the Trustees may from time to time decide

the outcome of this being the promotion of the well-being of older people

5. Powers

The Charity shall have the following powers exercisable in furtherance of its said Objects but not further or otherwise, namely:

Activities

- 5.1 to encourage, promote and organise direct services appropriate to the needs of individual older people or groups of older people and if thought fit to make reasonable charges for any services provided hereunder.
- 5.2 to promote and organise co-operation in the achievement of the above Objects and to that end to support, join in with and co-operate with other charities, voluntary bodies, statutory authorities and other organisations operating in furtherance of the Objects or of similar charitable purposes and to exchange information and advice with them.
- 5.3 to establish, support, undertake or execute any charitable trusts, associations or institutions formed for all or any of the Objects.
- 5.4 to establish or acquire subsidiary companies to assist or act as agents for the Charity.
- 5.5 to promote and carry out, or assist in promoting and carrying out, surveys, investigations and research.
- 5.6 to provide food drink and refreshments as appropriate but only for persons participating in the activities of the Charity.
- 5.7 to arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes and training courses.
- 5.8 to publish books, pamphlets, reports, leaflets, journals, films, videos, tapes and other material.

- 5.9 to appoint and constitute such advisory committees as the Board of Trustees (hereafter referred to as "the Board" and as further described in Article 2 of the Articles of Association) may think fit.

Property

- 5.10 to purchase, take on lease or in exchange hire or otherwise acquire any property and build, improve maintain and equip any building or buildings which may be necessary for any of the purposes of the Charity.
- 5.11 to sell, lease or otherwise dispose of all or any part of the Charity's property, subject to complying with Sections 117 and 122 of the Charities Act 2011.

Finance

- 5.12 to obtain, collect and receive funds by means of contributions, donations, subscriptions, investment, deeds of covenant, legacies, the sale of donated goods or of those goods produced by older people in direct furtherance of the Objects of the Charity, grants, loans or any other lawful method and to receive gifts of property of any description and to trade in direct furtherance of its Objects, including the sale of goods produced by older people and to sell donated goods and otherwise to carry on trade which is temporary or ancillary to the Objects of the Charity, but otherwise the Charity shall not undertake any substantial permanent trading activities in raising funds for the Objects of the Charity.
- 5.13 to borrow money for the purposes of the Charity on such terms and on such security as may be thought fit including mortgaging all or any part of the Charity's property as security for repayment of the money borrowed subject to complying with Sections 124 – 126 of the Charities Act 2011.
- 5.14 to make grants, loans of money and to give guarantees.
- 5.15 to operate a bank or building society account or accounts in the name of the Charity.
- 5.16 to pay out of the funds of the Charity the costs, charges and expenses of and incidental to the formation and registration of the Charity.

Employment, etc.

- 5.17 to engage or employ such persons (whether as employees consultants advisers or whoever) as may be requisite to the promotion of the Objects of the Charity and on such reasonable terms and at such reasonable remuneration as may be thought fit and to make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their dependants.

Investment

- 5.18 to (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 and subject to appropriate security):
- 5.18.1 deposit or invest funds;
 - 5.18.2 employ a professional fund-manager or financial expert; and
 - 5.18.3 arrange for the investment of other property of the Charity to be held in the name of a nominee.
- 5.19 to delegate the management of investments to a professional fund-manager or financial expert, but only on terms that:
- 5.19.1 require the professional fund-manager or financial expert to comply with the investment policy (and any revision of that policy) set down in writing for the financial expert or fund-manager by the Trustees;
 - 5.19.2 require the professional fund-manager or financial expert to report transactions to the Trustees at such interval as the Trustees consider appropriate;
 - 5.19.3 require the professional fund-manager or financial expert to review the performance of the investments with the Trustees regularly;
 - 5.19.4 entitle the Trustees to cancel the delegation arrangement at any time;
 - 5.19.5 require the investment policy and the delegation arrangement to be reviewed with the Trustees at least once a year;
 - 5.19.6 require all payments to the professional fund-manager or the financial expert to be on a scale or at a level which is agreed in advance and to be notified promptly to the Trustees on receipt;
 - 5.19.7 prohibit the professional fund-manager or financial expert from doing anything outside the powers of the Trustees.

Insurance

- 5.20 to insure any buildings and contents being the property of the Charity at their full value.
- 5.21 to insure and arrange insurance cover for and to indemnify the officers servants and voluntary workers of the Charity and its members from and against all such risks incurred in the course of the performance of their duties as may be thought fit.

Copyright, etc.

- 5.22 to acquire copyrights, trade marks and other rights and privileges for the purposes of the Charity and grant licences conferring the right to use the name of the Charity or such other copyrights, trade marks, rights and privileges of the Charity whether subject to a royalty or not and whether exclusive or non-exclusive or subject to other limitations.

Merger

- 5.23 to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity.

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

General

- 5.25 to do all such other lawful things as shall further the attainment of the above Objects.

6. Application of income and Property

- 6.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects.

6.2 A Trustee:

6.2.1 is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Charity.

6.2.2 may benefit, subject to Section 189 of the Charities Act 2011, from any trustee indemnity insurance cover purchased at the Charity's expense.

6.2.3 may receive an indemnity from the Charity in the circumstances specified in Article 33 below.

- 6.3 None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any Member of the Charity. This does not prevent a Member who is not also a Trustee receiving:

6.3.1 a benefit from the Charity in the capacity of a beneficiary of the Charity;

6.3.2 reasonable and proper remuneration for any goods or services supplied to the Charity.

- 6.4 No Trustee or Connected Person may:

6.4.1 buy or receive any goods or services from the Charity on terms preferential to those applicable to members of the public unless agreed by the Board;

6.4.2 sell goods, services, or any interest in land to the Charity;

6.4.3 be employed by, or receive any remuneration from, the Charity;

6.4.4 receive any other financial benefit from the Charity

unless:-

6.4.5 the payment permitted by this Article 6.4 does not exceed an amount that is reasonable in all the circumstances, and does not result in a majority of the Trustees having received a financial benefit from the Charity; or

- 6.4.6 the Trustees obtain the prior written approval of the Charity Commission and fully comply with any procedures it prescribes.
- 6.5 A Trustee or Connected Person may:
- 6.5.1 receive a benefit from the Charity in the capacity of a beneficiary of the Charity provided that the majority of the Trustees do not benefit in this way.
 - 6.5.2 subject to Article 6.6 enter into a contract for the supply of services or goods that are supplied in connection with the provision of services to the Charity where that is permitted in accordance with, and subject to the conditions in, Sections 185 - 187 of the Charities Act 2011.
 - 6.5.3 subject to Article 6.6 provide the Charity with goods that are not supplied in connection with services provided to the Charity by a Trustee or Connected Person.
 - 6.5.4 receive interest on money lent to the Charity at a reasonable and proper rate which must be 2% (or less) per annum below the base rate of a clearing bank to be selected by the Trustees subject to a minimum of 2%.
 - 6.5.5 be a member of a company that receives fees remuneration or other benefit in money or money's worth from the Charity provided that the shares of the company are listed on a recognised stock exchange and the Trustee holds no more than 1% of the issued capital of that company; or
 - 6.5.6 receive rent for premises let by the Trustee or Connected Person to the Charity. The amount of the rent and other terms of the lease are reasonable and proper. The Trustee or Connected Person shall withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
 - 6.5.7 take part in the normal trading and fundraising activities of the Charity on the same terms as members of the public.
 - 6.5.8 arrange for the purchase, out of the funds of the Charity, of insurance designed to indemnify the Trustees in accordance with the terms of, and subject to the conditions in, Section 189 of the Charities Act 2011.
- 6.6 The Charity and its Trustees may only rely upon the authority provided by Article 6.5 if each of the following conditions is satisfied:
- 6.6.1 the amount or maximum amount of the payment for the goods or services is set out in an agreement in writing between the Charity or its Trustees (as the case may be); and the Trustee or Connected Person supplying the goods or services ("the Supplier") under which the Supplier is to supply the goods or services in question to or on behalf of the Charity;

- 6.6.2 the amount or maximum amount of the payment for the goods or services does not exceed what is reasonable in the circumstances for the supply of goods or services in question;
 - 6.6.3 the other Trustees are satisfied that it is in the best interests of the Charity to contract with the Supplier rather than with someone who is not a Trustee or Connected Person. In reaching that decision the Trustees must balance the advantage of contracting with the Trustee or Connected Person against the disadvantages of doing so;
 - 6.6.4 the Supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the Charity;
 - 6.6.5 the Supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Trustees is present at the meeting;
 - 6.6.6 the reason for their decision is recorded by the Trustees in the Board minutes; and
 - 6.6.7 a majority of the Trustees then in office are not in receipt of remuneration or payments authorised by Article 6.5.
- 6.7 The employment or remuneration of a Trustee or a Connected Person includes the engagement or remuneration of any firm or company in which the Trustee or Connected Person is:
- 6.7.1 a partner;
 - 6.7.2 an employee;
 - 6.7.3 a consultant;
 - 6.7.4 a Director/ Trustee;
 - 6.7.5 a member of a Company, limited by guarantee
 - 6.7.6 a member of a Limited Liability Partnership; or
 - 6.7.7 a shareholder, unless the shares of the company are listed on a recognised stock exchange and the Trustee holds less than 1% of the issued capital.
- 6.8 In sub-clauses 6.2 to 6.5 of this Article 6:
- 6.8.1 "Charity" shall include any company in which the Charity:
 - 6.8.1.1 holds more than 50% of the shares; or
 - 6.8.1.2 controls more than 50% of the voting rights attached to the shares; or

- 6.8.1.3 has the right to appoint one or more Trustees to the Board of the company.
- 6.8.2 " Connected Person" means:
 - 6.8.2.1 a child, parent, grandchild, grandparent, brother or sister of the Trustee;
 - 6.8.2.2 the spouse or civil partner of the Trustee or of any person falling within paragraph 6.8.2.1 above;
 - 6.8.2.3 a person carrying on business in partnership with the Trustee or with any person falling within paragraph 6.8.2.1 or 6.8.2.2 above;
 - 6.8.2.4 an institution which is controlled:
 - 6.8.2.4.1 by the Trustee or any Connected Person falling within paragraphs 6.8.2.1 to 6.8.2.3 inclusive above; or
 - 6.8.2.4.2 two or more persons falling within subparagraph 6.8.2.4.1 when taken together;
 - 6.8.2.5 a body corporate in which:
 - 6.8.2.5.1 the Trustee or any Connected Person falling within paragraphs 6.8.2.1 to 6.8.2.3 inclusive has a substantial interest; or
 - 6.8.2.5.2 two or more persons falling within paragraph 6.8.2.5.1 who when taken together have a substantial interest;
 - 6.8.2.5.3 Sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this sub-clause.

7. Conflict of Interest

- 7.1 If a conflict of interests arises for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in these Articles, the unconflicted Trustees may authorise such a conflict of interests where the following conditions apply:
 - 7.1.1 the conflicted Trustee is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;

7.1.2 the conflicted Trustee does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting;

7.1.3 the unconflicted Trustees consider it is in the interests of the Charity to authorise the conflict of interest in the circumstances applying.

7.2 In this Article a conflict of interest arising because of a duty of loyalty owed to another organisation or person only refers to such conflict which does not involve a direct or indirect benefit of any nature to a Trustee.

8. Alterations to this Article

No alteration to Article 4 and Article 5 above or Article 11 below or any other alteration within Section 198 (2) of the Charities Act 2011 shall be made without the prior approval of the Charity Commission or the High Court.

9. Limited Liability

The liability of the Members is limited.

10. Guarantee

All Members of the Charity undertake to contribute to the assets of the Charity, in the event of the same being wound up while they are a Member, or within one year after they cease to be a Member, for payment of the debts and liabilities of the Charity contracted before they cease to be a Member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required not exceeding one pound.

11. Dissolution

If the Charity is wound up or dissolved, and after all its debts and liabilities have been satisfied there remains any property it shall not be paid to or distributed among the Members of the Charity, but shall be given or transferred to some other charity or charities having objects similar to the Objects of this Charity, which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on this Charity by Article 6 above, to be chosen by the Members of the Charity at or before the time of dissolution in consultation with Age UK and if that cannot be done, then to some other charitable object.

Membership

12. Members

12.1 Membership of the Charity shall consist of:

12.1.1 the subscribers to the Memorandum of Association;

12.1.2 one person appointed to be a Member of the Charity by those voluntary organisations, departments of central government or of the local statutory authorities, any body corporate or unincorporated association serving or operating in all or part of the area of benefit; and

- 12.1.3 any individual persons aged sixteen or over who are interested in furthering the work of the Charity and are approved by the Board.
- 12.2 Membership shall be open on such terms and conditions as the Charity may from time to time determine in General Meetings, or as determined by the Board subject to review by the Charity at a General Meeting.
- 12.3 Organisations or individuals being in sympathy with the Objects of the Charity may apply, or be invited, to be Associate Members of the Charity on such terms and conditions as the Board may determine from time to time.

13. The Board

- 13.1 may only refuse an application for membership if, acting reasonably and properly, if it is considered to be in the best interests of the Charity to refuse the application.
- 13.2 must inform the applicant in writing of the reasons for refusal within twenty-one days of the decision.
- 13.3 must consider any written representations the applicant may make about the decision. The Board's decision following any written representations must be notified to the applicant in writing but shall be final.

14. Membership is not transferable.

Termination of Membership

15. Membership is terminated if:

- 15.1 the Member dies, or if it is an organisation, ceases to exist;
- 15.2 the Member resigns by written notice to the Charity unless after the resignation, there would be less than two Members;
- 15.3 any sum due from the Member to the Charity is not paid in full within six months of it falling due.

16. The Board shall have the right for any good and sufficient reason to terminate the membership of any Member or refuse renewal of any existing membership PROVIDED ALWAYS that the Member concerned shall have a right to be heard by the Board before a final decision is made and that there shall be a right of appeal against a decision to terminate membership at a General Meeting of the Charity.

17. The Charity shall keep a Register of Members in accordance with the 2006 Act, and every member of the Charity shall sign a written consent to become a Member.

18. General Meetings

- 18.1 The Charity shall hold a General Meeting in every calendar year as its AGM at such time and place (subject to Article 19 below) as may be determined by the Charity.
- 18.2 Every Annual General Meeting except the first shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting,

and so long as the Charity holds its first Annual General Meeting within eighteen months after its incorporation it need not hold it in the year of its incorporation or in the following year.

- 18.3 The Board may call a General Meeting at any time.
- 18.4 Subject to Articles 18.1 to 18.3 inclusive, General Meetings may be convened on a members' requisition as provided by the 2006 Act.
- 18.5 The minimum periods of notice required to hold a general meeting of the Charity are:
- 18.5.1 fourteen clear days for an Annual General Meeting or a General Meeting called to pass a Special Resolution (as defined by the 2006 Act) and for all other General Meetings.
- PROVIDED THAT a General Meeting shall be called by shorter notice if it is so agreed in the case of:
- 18.5.2 an Annual General Meeting, by 90% of the Members entitled to attend and vote at that meeting; and
- 18.5.3 any other meeting by such proportion of them as is prescribed by the 2006 Act or determined by the Charity in accordance with the 2006 Act.
- 18.6 The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and in the case of an Annual General Meeting, shall specify the meeting as such. The notice must also contain a statement setting out the right of Members to appoint a proxy under Section 324 of the 2006 Act and Article 20 below. The notice shall be given to all the Members; to the Trustees and to the auditors/examiners.
- 18.7 The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

19. Proceedings at General Meetings

- 19.1 The business to be transacted at an Annual General Meeting shall include:
- 19.1.1 the consideration of audited or independently examined accounts of the Charity;
- 19.1.2 the reports of the Board and of the auditors or independent examiners;
- 19.1.3 the election of Trustees (when appropriate), and
- 19.1.4 the appointment of Chairman and officers (if appropriate), and
- 19.1.5 the appointment of, and the fixing of the remuneration of, the Auditors or Independent Examiners.
- 19.2 No business shall be transacted at any General Meeting unless a quorum is present. Unless otherwise decided by the Members in General Meeting 50% of the Members present in person or by proxy shall be a quorum.

- 19.3 If such a quorum is not present within half an hour from the time appointed for the General Meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week, at the same time and place, or to such time and place as the Board may determine.
- 19.4 If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the Members present in person or in proxy at the time shall constitute the quorum for the meeting.
- 19.5 The Chairman shall preside at every General Meeting, and shall have the right to attend all meetings of committees and other task groups or advisory groups. If at any meeting the Chairman shall not be present within fifteen minutes after the time appointed for the meeting, or shall be unwilling to preside, and if the Vice/Deputy Chairman (if any) is not present or is unwilling to preside, the Trustees present shall choose one of their number to act as Chairman and if only one Trustee is present and willing to act, that Trustee shall be Chairman. If no such Trustee be present, or if all the Trustees present decline to take the chair, the Members of the Charity present shall choose one of their number to preside.
- 19.6 The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place. No business shall be transacted at an adjourned meeting other than business which might have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the Members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.
- 19.7 Resolutions
- 19.7.1 A resolution put to the vote of the meeting shall be decided on a show of hands, unless before or upon the declaration of the result of the show of hands, a poll is duly demanded.
- 19.7.2 Subject to the provisions of the 2006 Act, a poll may be demanded by:
- 19.7.2.1 the Chairman, or
- 19.7.2.2 at least three Members having the right to vote at the meeting, or
- 19.7.2.3 a member or Members representing not less than one-tenth of the total voting rights of all the Members having the right to vote at the meeting.
- and a demand by a person as proxy for a Member shall be the same as a demand by the Member.
- 19.7.3 Unless a poll is duly demanded a declaration by the Chairman that a resolution has been carried, or carried unanimously or by a particular majority, or lost, or not carried by a particular majority, and an entry to

that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

- 19.7.4 The demand for a poll may only be withdrawn before the poll is taken with the consent of the Chairman.
 - 19.7.5 If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.
 - 19.7.6 No poll shall be demanded on the election of a Chairman of a meeting, or on any question of adjournment.
- 19.8 A poll shall be taken at such time and place, and in such manner, as the Chairman directs not being more than thirty days after the poll is demanded. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 19.9 The demand for a poll shall not prevent the continuation of a meeting for the transaction of any business other than the question on which the poll was demanded.
- 19.10 A resolution in writing agreed by 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 every eligible Member and, in the case of an Ordinary Resolution (as defined by the 2006 Act), a simple majority has signified its agreement to the resolution and in the case of a Special Resolution, a 75% majority has signified its agreement to the resolution in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date. A resolution in writing may comprise several copies to which one or more Members have signified their agreement. In the case of a Member that is an organisation, its authorised representative may signify its agreement.

20. Votes of Members

- 20.1 Save as hereinafter provided, every Member shall have one vote which may be given either personally or by proxy. A Member may appoint more than one proxy to attend on the same occasion but still has only one vote. An Associate Member shall not be entitled to vote.
- 20.2 Save as herein expressly provided, no Member other than a Member duly registered, who shall have paid every subscription and other sum (if any) which shall be due and payable to the Charity in respect of membership, shall be entitled to vote either in person or by proxy on any question at any General Meeting.
- 20.3 Any objection to the qualification of any potential voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.
- 20.4 The appointment of a proxy shall be executed by or on behalf of the appointer and shall be in the following form (or in a form as near thereto as

circumstances allow or in any other form which is usual or which the Trustees may approve):

Rowleys Centre for the Community

I/We, of, being a Member/Members of the above-named Charity, hereby appoint of, or failing him/ her, of, as my/ our proxy to vote in my/ our name[s] and on my/ our behalf at the general meeting of the Charity to be held on at any adjournment thereof.

Signed on"

- 20.5 Where it is desired to afford Members an opportunity of instructing the proxy how to act, the appointment of a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which is usual or which the Trustees may approve):

Rowleys Centre for the Community

I/ We,, of, being a Member/ Members of the above-named Charity, hereby appoint of, or failing him/ her of, as my/ our proxy to vote in my/ our name[s] and on my/ our behalf at the general meeting of the Charity, to be held on and at any adjournment thereof.

This form is to be used in respect of the resolution[s] mentioned below as follows:

Resolution No. 1 *for *against

Resolution No. 2 *for *against

* Strike out whichever is not desired.

Unless otherwise instructed, the proxy may vote as he/ she thinks fit or abstain from voting.

Signed on"

- 20.6 The appointment of a proxy and any authority under which it is executed or a copy of such authority certified notarial or in some other way approved by the Trustees may:

20.6.1 in the case of an instrument in writing be deposited at the registered office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the company in relation to the meeting not less than 48 hours before the time for holding the meeting at which the person named in the instrument proposes to vote; or

20.6.2 in the case of an appointment contained in an electronic communication, where an address has been specified for the purpose of receiving electronic communications in:

- 20.6.2.1 the notice convening the meeting, or
- 20.6.2.2 any instrument of proxy sent out by the company in relation to the meeting, or
- 20.6.2.3 any invitation contained in an electronic communication to appoint a proxy issued by the company in relation to the meeting,

it must be received at such address not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote;

- 20.6.3 in the case of a poll taken more than 48 hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or
- 20.6.4 where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the Chairman or to the Secretary (if any) or to any Trustee;

and an appointment of proxy which is not deposited, delivered or received in a manner so permitted shall be invalid.

- 20.7 A vote given or poll demanded by proxy or by the duly authorised representative of a Member which is an organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the company at:

- 20.7.1 its registered office, or
- 20.7.2 at such other place at which the instrument of proxy was duly deposited or,
- 20.7.3 (where the appointment of the proxy was contained in an electronic communication), at the address at which such appointment was duly received

before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

Board of Trustees

21. Composition of the Board

- 21.1 The first Trustees shall be the subscribers to the Memorandum of Association who shall hold office until the conclusion of the first Annual General Meeting.
- 21.2 The number of Trustees shall never be less than three.
- 21.3 After the first Annual General Meeting, the Board shall consist of:
 - 21.3.1 the Chairman of the Charity elected under Article 22.1 below;
 - 21.3.2 up to eleven persons elected by the Members at an Annual General Meeting, under the provisions of Article 22 below, or such other number as may be determined in accordance with Article 22.11 below.

21.3.3 persons co-opted under the provisions of Article 22.9 and 22.10 below.

21.4 The senior paid employee of the Charity may, at the discretion of the Board, have the right to attend, to comment, advise and make recommendations but not to vote at meetings of the Board, and may also have access to information and papers relevant to the business of the Board. Any such staff member shall not be considered a Trustee as defined in Article 2.

21.5 Members, Associate Members, and others may only attend Board meetings by invitation

22. Appointment of the Board

22.1 Elections for the Chairman and Trustees appointed in accordance with Article 21.3.1 and 21.3.2 shall take place at the Annual General Meeting at least once every three years. The Annual General Meeting may provide for the rules governing an election if the Board has made no Regulations in accordance with Article 24.4 below.

22.2 The persons elected as Chairman and as Trustees may serve for three years from the date of their election and are eligible for re-election save that the Chairman may only serve for a maximum of six consecutive years.

22.3 Persons elected as Chairman and as Trustees need not be Members of the Charity at the time of their election but will automatically become Members from the time of their election, subject to the provisions of Article 17 above.

22.4 Any voting member may nominate a person for election as Chairman or as a Trustee. In the event of no nominations being received in advance, nominations by Members may be accepted from the floor at the Annual General Meeting at which voting is to take place. All nominations must be seconded and, if submitted before the meeting, be in writing.

22.5 The Board may nominate a person or persons as Chairman or as Trustees but in this case such nomination must be sent to Members of the Charity at the same time as the notice of the meeting at which voting for the Chairman or the Trustees is to take place.

22.6 If nominations exceed vacancies, an election shall take place by ballot among the Members of the Charity. The Board will have power to decide whether this ballot should be postal, or held at the meeting called for the purpose, or a combination of the two.

22.7 The Board may appoint persons to fill any casual vacancies which occur during the year amongst the elected Trustees, such appointments to terminate at the end of the term for which the original Trustee was elected.

22.8 The Board may invite any person to attend and speak at its meetings as an adviser or observer but such person shall not be entitled to vote and shall not be considered a Trustee as defined in Article 2.

22.9 The Board may co-opt any person, whether or not a Member of the Charity, as a Trustee until the conclusion of the Annual General Meeting next following, provided that the number of co-opted persons shall not exceed one-third of the total number of Trustees elected under Article 21.

22.10 A person whose co-opted membership of the Board has terminated shall be eligible for co-option again at any time.

22.11 Subject to the provisions of these Articles, the Charity may from time to time at a General Meeting increase the number of Trustees and may make the appointments necessary for effecting any such increase.

23. Honorary Officers

- 23.1 The Honorary Officers of the Charity shall consist of a Chairman, elected by the Members at the Annual General Meeting and such other Honorary Officers (such as a Vice Chairman or Financial Adviser) elected by the Board as it thinks fit from amongst its own Members.
- 23.2 All Honorary Officers except the Chairman shall be elected at the first Board meeting next following the Annual General Meeting and shall hold office until the conclusion of the Annual General Meeting at which they retire or must seek re-election.
- 23.3 The Board may appoint persons to fill any casual vacancies for Honorary Officers which occur during the year, such appointments to terminate at the conclusion of the Annual General Meeting next following.

24. Powers of the Board

- 24.1 The business of the Charity shall be managed by the Board subject to the provisions of the 2006 Act, and the Articles and to any directions given by Special Resolution. No alteration of the Articles and no such direction shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had not been given.
- 24.2 The Board may pay all such expenses of, and preliminary and incidental to, the promotion, formation, establishment and registration of the Charity as it thinks fit.
- 24.3 A meeting of the Board at which a quorum is present may exercise all powers exercisable by the Board.
- 24.4 The Board shall have power to make, repeal and amend Regulations for any matter concerned with the administration of the affairs of the Charity and in particular for the conduct of meetings, the nomination of Members of the Charity and the Board and the method of election to the Board provided they are not inconsistent with these Articles. Such Regulations, and any repeals and amendments, shall have effect until set aside by the Board or at a General Meeting.
- 24.5 The Board may act notwithstanding any vacancy in its number; but if the number of Trustees shall at any time be less than the minimum prescribed by or in accordance with these Articles, the Board may only act for the purpose of admitting persons to membership of the Charity, filling vacancies or calling a General Meeting.

25. Secretary

The Company Secretary (if any) shall be appointed by the Board for such time, at such remuneration (if any) and upon such conditions as it may think fit. Any Secretary so appointed may be removed by the Board. The Board may from time to time by Ordinary Resolution appoint an assistant or deputy Secretary, and any person so appointed may act in place of the Secretary if there be no Secretary or no Secretary capable of acting. The Company Secretary may be a Trustee, Member or any suitable individual.

- 26. **Seal** The Charity does not have a common seal.

27. Disqualification and removal of members of the Board

- 27.1 A Trustee must vacate their position if he/she:
- 27.1.1 ceases to be a Trustee by virtue of any provision of the 1985 Act or the 2006 Act or becomes prohibited by law from being a Trustee; or
 - 27.1.2 becomes bankrupt or makes any arrangement or composition with creditors generally; or
 - 27.1.3 becomes incapable by reason of mental disorder, illness or injury of managing or administering his or her own affairs; or
 - 27.1.4 is disqualified from acting as a Trustee by virtue of Section 178 of the Charities Act 2011 or as amended by future legislation; or
 - 27.1.5 resigns as a Trustee by notice to the Charity; or
 - 27.1.6 fails without reasonable excuse to attend three consecutive meetings of the Board and the Board resolves that the Trustee should resign.
- 27.2 In addition and without prejudice to the provisions of Section 168 of the 2006 Act, the Charity may by Special Resolution remove any Trustee before the expiration of their period of office.
- 27.3 The Charity may by an Ordinary Resolution appoint another qualified Member instead; but any person so appointed shall only retain office until the next Annual General Meeting.

28. Proceedings of the Board

- 28.1 The Board may regulate its proceedings as it thinks fit subject to the provisions of these Articles. It may determine the quorum necessary for the transaction of business, provided that the quorum for meetings of the Board shall never be less than one quarter or three of the Trustees (whichever is the greater number). Board members may be present for the purposes of forming a quorum if they are present by suitable electronic means agreed by the Board in which a participant or participants may communicate with all the other participants.
- 28.2 A meeting may be held by suitable electronic means agreed by the Board in which each participant may communicate with all the other participants.
- 28.3 The Board shall prepare, adopt and review no less frequently than annually policies on equal opportunity, health and safety, confidentiality, handling complaints, and financial management, and such other policies as recommended from time to time by the Age Association.
- 28.4 A Trustee may, and on the request of a Trustee the Secretary (if there is one, if not, the Chairman) shall, call a meeting of the Board by giving notice to all other Trustees; but a Trustee who is absent from the United Kingdom shall not be entitled to notice of a meeting.
- 28.5 Fourteen days' notice of any meeting of the Board shall be given to all Trustees save that if any three members of the Board decide that it is necessary to call a meeting of the Board on shorter notice such a meeting may be called on four days' notice.
- 28.6 The Chairman and Vice Chairman (if any) of the Charity shall be the Chairman and Vice Chairman of the Board respectively. If at any meeting the Chairman (or Vice Chairman, if any) is not present within five minutes after the

time appointed for the meeting or is unwilling to preside, the Trustees present shall choose one of their number to be Chairman of the meeting.

- 28.7 Subject to Articles 6.6.5 and 7 all Trustees shall be entitled to vote, and any matters arising shall be determined by a simple majority of those present and voting unless regarded by the Board as fundamental to the Objects of the Charity when a unanimous vote is required. In case of an equality of votes the Chairman shall have a second or casting vote.

28.8 **Committees**

28.8.1 The Board may appoint a Finance Committee and such other Special or Standing Committees as it may deem necessary from time to time and shall determine their terms of reference, powers, duration, quorum and membership provided that:

28.8.1.1 no committee appointed under this Article shall be given power to co-opt more than one-quarter of its total membership without the approval of the Board.

28.8.1.2 no such committee shall have power to spend or commit the assets of the Charity without the prior approval of more than one-half of its members being voting members of the Board.

28.8.1.3 the proceedings of all such committees shall be minuted and reported to the meeting next following of the Board.

28.8.2 The Board may establish a Committee (called the Liaison Committee or some other appropriate name) to:

28.8.2.1 bring together in discussion those appointed to represent the Charity on other bodies, and representatives of other bodies in membership of the Charity.

28.8.2.2 receive written reports from its members and to conduct its business as determined by the Board in accordance with 28.8.1 and 28.8.3 and the (Liaison) Committee shall meet at least twice a year, prior to ordinary meetings of the Charity.

28.8.3 Regulations may from time to time determine the number of days' notice of the meetings of any such committees. In the event that the Regulations make no provision at all for such notice as aforesaid, fourteen days' notice of any committee meetings shall be given by the secretary of the committee to all members of the committee, save that if any four members of the committee decide that it is necessary to call a committee meeting on shorter notice such a meeting may be called on four days' notice.

- 28.9 All acts done in good faith by any meeting of the Board or by any committee of the Board, or by any person acting as a Trustee, shall, notwithstanding it is afterwards discovered that there was some defect in the appointment or continuation in office of any such member or person acting as aforesaid, or that any of them were disqualified from holding office or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly

appointed and had continued in office and was qualified to be a member of the Board and had been entitled to vote.

28.10 A resolution in writing or electronic form agreed by a simple majority of Trustees or of any committee of the Board who are entitled to receive notice of a meeting of the Board or of such committee shall be as valid and effectual as if it had been passed at a duly convened and constituted meeting of the Board or of such committee (as the case may be) provided:

28.10.1 a copy of the resolution is sent or submitted to all the Trustees eligible to vote; and

28.10.2 a simple majority of Trustees has signified its agreement to the resolution in an authenticated document or documents which are received at the registered office within a period of 28 days beginning with the circulation date.

.A resolution in writing may consist of several documents in the like form each signed by one or more Trustees.

28.11 A Trustee must declare the nature and extent of any interest, direct or indirect, which s/he has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared. A Trustee must absent himself or herself from any discussions of the Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest).

28.12 The Board should meet at least four times a year.

29. Minutes

29.1 The Board shall cause proper minutes to be made of:

29.1.1 all appointments of officers made by the Board; and

29.1.2 all proceedings at meetings of the Charity and of the Board and of committees of the Board, including the names of the Trustees present at such meetings and the decisions made at the meetings of the Charity and the Board and where appropriate the reasons for such decisions. Such Minutes should also include the names of any individual "in attendance"

29.1.3 all other issues felt to be relevant by the Board

29.2 Any such minutes of any meeting, if purporting to be signed by the Chairman of that meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.

30. Accounts and Records

30.1 The Board shall cause proper accounts to be kept, audited and made available to the Members of the Charity in accordance with the provisions of the 1985 Act or the 2006 Act.

30.2 In addition to the above, the honorary financial adviser, or the Chairman (or someone delegated by the Chairman) in the absence of the honorary financial adviser, shall present to each meeting of the Board an update on the Charity's financial position.

30.3 Bank or building society accounts shall be opened in the name of the Charity on such terms as the Board shall decide. The Board shall decide which of its Trustees and staff may sign cheques on behalf of the Charity. Every cheque in excess of £500 must be signed by two persons, one of whom shall be a Trustee, unless the Board agrees to vary this sum in which case this variation must be reported to the next following Annual General Meeting.

30.4 **Records**

30.4.1 The accounting records and other books or documents of the Charity shall be kept at the registered office or at such other place or places as the Board shall think fit, and shall always be open to the inspection of the members of the Board.

30.4.2 No Member (other than a Trustee) shall (as such) have any right of inspecting any of the accounting records and other books or documents of the Charity except as conferred by statute or authorised by the Board or by the Charity in General Meeting.

31. **Annual Report and Return and Register of Charities**

31.1 The Trustees must comply with the requirements of the Charities Act 2011 with regard to:

31.1.1 transmission of the statement of account to the Charity Commission;

31.1.2 preparation of an Annual Report and its transmission to the Charity Commission;

31.1.3 preparation of the annual return and its transmission to the Charity Commission

31.2 The Trustees must notify the Charity Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

32. **Notices**

32.1 Any notice to be given to or by any person pursuant to these Articles:

32.1.1 shall be in writing; or

32.1.2 shall be given using electronic communications

except that a notice calling a meeting of the Board need not be in writing.

- 32.2 A notice may be served by the Charity upon any Member, either personally or by sending it through the post in a prepaid envelope addressed to the registered address of the Member as appearing in the Register of Members or by leaving it at that address; or by giving it using electronic communications to the Members' address.
- 32.3 A Member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
- 32.4 A Member present either in person or by proxy at any meeting of the Charity shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.
- 32.5 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- 32.6 Proof that a notice contained in an electronic communication was sent shall be conclusive where the Charity can demonstrate that it was properly addressed and sent in accordance with section 1147 of the 2006 Act.
- 32.7 A notice shall be deemed to be given:
- 32.7.1 48 hours after the envelope containing it was posted; or
 - 32.7.2 in the case of an electronic communication, 48 hours after it was sent.

33. Indemnity

- 33.1 The Charity shall indemnify any Trustee of the Charity against any liability incurred by him or her in that capacity to the extent permitted by sections 232 to 234 of the 2006 Act
- 33.2 The Charity may indemnify an auditor or independent examiner against any liability incurred by him, her or it:
- 33.2.1 in defending proceedings (whether civil or criminal) in which judgement is given in his, her or its favour or he, she or it is acquitted; or
 - 33.2.2 in connection with an application under section 1157 of the 2006 Act (power of Court to grant relief in case of honest and reasonable conduct) in which relief is granted to him or her or it by the Court.

Dated 4th April 2025

CRANLEIGH PARISH COUNCIL - STANDING COMMITTEES AND OBSERVERS ON OUTSIDE BODIES 2024/25

Parish Council	Finance Committee (Max. 7)	Planning Committee (Max. 12)	Personnel Committee (Max. 5)	Neighbourhood Plan Committee (Max.6)	Property & Asset Committee (Max. 12)	Subject Access Request
Claire Bennett Rosemary Burbridge Trevor Cobby Alan Morrison Dave Nicholas Hannah Nicholson Marc Scully Liz Townsend Rowena Tyler Clive Walker** Mark West George Worthington	Rosemary Burbridge Dave Nicholas** Liz Townsend Clive Walker* Mark West George Worthington	Claire Bennett Rosemary Burbridge** Dave Nicholas Hannah Nicholson Marc Scully Rowena Tyler* Clive Walker George Worthington	Rosemary Burbridge** Hannah Nicholson Marc Scully Rowena Tyler Mark West*	Liz Townsend* Mark West**	Rosemary Burbridge Alan Morrison Dave Nicholas* Marc Scully Clive Walker George Worthington**	Dave Nicholas** Marc Scully Liz Townsend Rowena Tyler Clive Walker* George Worthington

* Chairman

** Vice Chairman

PARISH COUNCIL OBSERVERS

	Observer	Deputy	Reserve
Acute Treatment Centre	G Worthington	Vacancy	
Chamber of Commerce	M Scully		
Climate Change Lead	M West		
Cranleigh Arts Centre	M Scully		
Cranleigh Brick and Tile Liaison Group	D Nicholas		
Cranleigh Community Fund	R Burbridge		
Cranleigh Flood Forum	M Scully, E Townsend		
Cranleigh Health and Wellbeing	M Scully		
Cranleigh Heritage Trust	R Burbridge		
Cranleigh Library	R Burbridge		
Cranleigh Networking Group	E Townsend, R Tyler		
Cranleigh Vallendar Club	M Scully		
Cranleigh Neighbourhood Watch	D Nicholas		
Destination Friendly Cranleigh	H Nicholson		
Draft Business Plan	D Nicholas		
Dunsfold Advisory Group	D Nicholas, E Townsend, C Walker		
Gatwick - CAGNE	Vacancy		
High Street SCC Working Party	Vacancy		
Internal Audit	C Walker		
Leisure Centre	D Nicholas, C Walker		
Older Persons Network	R Burbridge, H Nicholson		
Recreation Users Group	C Walker, G Worthington		
Remembrance Day	R Burbridge		
Rowleys	D Nicholas, E Townsend, G Worthington		
SALC	M Scully		
SCC Wayfinding Working Party	R Burbridge		
Surrey Police	M Scully, C Walker		
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	Clerk		
VE Day	R Burbridge		
Waverley Cycle Forum	T Cobby, R Burbridge, D Nicholas, H Nicholson, M Scully		
WBC Economic Development Strategy	D Nicholas, G Worthington		
WBC Town and Parish Planning Forum	M Scully, M West		
Wey & Arun Canal	M Scully, G Worthington, vacancy, vacancy		
Youth Council	R Burbridge		
Youth Lead	B Bell, R Burbridge, H Nicholson, A Morrison, M Scully, E Townsend, R Tyler		
Henry Smith Charity - 2 Councillors + 3 independent members	B Bell		
	R Burbridge	C Walker	
	Brian Cheesman	Roy Glasper	
			Cathy Gould

If you cannot attend a meeting please ensure that you alert either the deputy or the office so that Parish Council Representation is ensured.

Attn: Beverley Bell
Parish Clerk
Cranleigh Parish Council
Council Office
Cranleigh
GU6 8AF

By email: clerk@cranleigh-pc.gov.uk

**Assets & Property Team
Waverley Borough Council**

E-mail:

property.estates@waverley.gov.uk

Direct line: 01483 523 333

Calls may be recorded for training or
monitoring

Date: 3rd April 2025

Dear Beverley,

**Community Asset Transfer Request: Public Conveniences at Cranleigh Cricket Club, The
Common, Cranleigh, GU6 8SQ
Date received: April 2025**

Thank you for completing an Expression of Interest Form for a Community Asset Transfer (CAT)
request for the above property.

We have reviewed your expression of interest and can confirm that initially it meets the
Council's policy criteria to be further considered for a transfer of **Freehold** interest.

For clarification, whilst the Council is able to fully consider the application, this letter does not
mean the transfer request will automatically be approved. The request will still require further
consideration and will require Executive Approval from the Council in order to complete.

In order to fully consider your application I would be grateful if you could complete the CAT
Question Matrix attached at **Appendix 1**. This requires information in addition to that submitted
with your Initial Expression of Interest form (for ease a copy of your completed form is also
attached to the cover email).

Further, the Council asks you to confirm an undertaking that your organisation will be
responsible for the following costs that Waverley Borough Council will incur when considering
the application:

- Internal administration and legal fees
- External Valuer fee for valuation of the Asset to be transferred
- Legal fees incurred for the preparation, drafting and completing of the legal
documentation relating to the transfer
- Press Publication fees if the Council is required to publicly advertise the intended
transfer before completion

These costs will need to be covered whether the matter completes or not, you may therefore
incur costs without the benefit of achieving the transfer of the above property.

As the asset you are seeking to acquire is registered Common Land the Council are obligated to meet certain stator requirements when disposing of Registered Common Land. An outline of these requirements is attached at **Appendix 2**. For further information on registered Common Land and the works that are permitted to be undertaken please refer to the Government's website at:

[Common land and village greens - GOV.UK](http://www.gov.uk/common-land-village-greens)
www.gov.uk/common-land-village-greens

If you would please sign this letter where indicated as confirmation of your Organisation's acceptance of these fees, we will then obtain the appropriate quotes and advise you of these before instructing any third part organisation to act on behalf of Waverley Borough Council.

I look forward to receiving the signed undertaking and completed Questions Matrix in order to consider your application further. In the meantime please do not hesitate to contact me if you have any queries.

Yours sincerely,

Ali Moss MRICS
Asset Manager
For and on behalf of
JAD Assets & Property

CAT re: Public Conveniences at Cranleigh Cricket Club, The Common, Cranleigh, GU6 8SQ

I, of **Cranleigh Parish Council** have read and understood the information provided for the processing of my application and agree to pay the costs and fees outlined in the letter dated *** accompanying this undertaking.

Applicant's Signature _____

Name (please print) _____

Date _____



Community Asset Transfer (CAT)

Application Property:

Application Organisation:

Date of Expression of Interest:

As part of the Council's application process each applicant must submit a business case which addresses the following questions. Answers will be evaluated based on a scoring matrix developed for this purpose.

Question 1 - 25%

Proposed use statement

Please provide a method statement indicating how you will approach this brief including:

- Statement outlining approach and strategy, explaining how the operation of the property/enterprise will be undertaken
- Identification of the major challenges and opportunities for the Council
- How you intend to use the property/facility
- Hours of use
- Target demographic
- Innovation or innovative thinking that you can bring to this brief and what benefits it could achieve
- Any other information that could be useful

Question 2 – 25%

Site management approach

Please provide the initial plans you have for the management of the property/facility:

How will the different parts of the site be managed and maintained

- Who will undertake the management of the property/facility?
- Do you have the management structure in place or will you require additional resources? If so how will these be recruited?
- Will there be any subletting/outsourcing of management duties?
- What changes do you envisage making to property/facility?

Question 3 – 15%

Community engagement, communication and buy-in

Please describe:

- Any plans for ensuring there is engagement and buy-in from the local community
- Planned advertising initiatives e.g social media, website
- Potential charity partnerships
- How the operation of the site will promote inclusivity

Question 4 – 25%

Experience

Please provide details of your experience in the following:

- Operation of the property / facility?
- Business accounts (if available) showing the trading history of the tenant looking to take the lease
- Landlord and Tenant relationship

Question 5 – 10%

Financing

Please comment on the following:

- How you intend to finance the operation in the initial months
- Will the tenant be a new company or an existing company. If existing, please identify the company
- How revenue can be maximised

Summary of property transaction dealing with Common Land
owned by Waverley Borough Council.

1. The Council, as a local authority is in the position of a trustee in relation to the land that it holds on behalf of the community. Therefore, it has a statutory duty to sell /dispose of the land at the best price reasonably obtainable.
2. In addition, given its value to the community before disposing of open space land it owns such as Common land, the Council is legally required to advertise its intention in a local newspaper for two consecutive weeks and to consider objections. If it fails to follow this procedure the Council can be challenged in the High Court.
3. The Council will not permit parking on Common land.
4. Any new works undertaken on Common land may also require Commons Act 2006 consent in addition to planning and any other permissions.

Further information on obtaining Commons Consent can be found at: [Carrying out works on common land - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/guidance/carrying-out-works-on-common-land)

5. The Council is mindful of its responsibilities as guardian of Common land and as owner and each application will be considered on an application by application basis.