

THE APPLICATION FORM

Name of Group Applying	THAT Foodbank
Contact Details for this Application	
Name	Rob North
Position in the Group	Co Chair
Contact Address (Including Post Code)	 THAT Foodbank (Charity Number 1146610)
Telephone	TQ: .. Tel: .. email: office@thatfoodbank.com Web: www.thatfoodbank.com
Email	rob@thatfoodbank.com
Are you a registered charity?	Yes
If so, please provide your charity number	1146610
It is not essential to be a registered charity to get a grant under this scheme	
Tell us about your group, what does it do? THAT Foodbank provides emergency food and essential household items to individuals and families across Teignbridge experiencing financial hardship. Customers are referred to us by recognised local agencies, ensuring support reaches people who have an identified need. We also run a Community Store once a week providing low priced goods for customers to purchase. A £5 outlay ensures approximately £15 - £20 worth of food.	

Does your project/organisation have a social media/website presence?

(Please provide details).

Yes www.thatfoodbank.com

How will you publicise the Newton Abbot Town Council grant?

(Please note it is mandatory as part of the grant award conditions, to supply all press releases concerning the grant to Newton Abbot Town Council for us to share on our social media platforms).

We will publicise the grant on our website and social media eg facebook and agree the wording with you first. We will also publicise it in other ways eg local press and your own magazine. We will liaise with you first to establish the best means.

How will you spend the funds? How will it benefit the people of Newton Abbot?

(Please see the useful questions page for suggestions about information to include).

Our fridges and freezers are over 10 years old, inefficient and increasingly prone to breakdowns, particularly during higher temperatures. This has caused food wastage, additional costs and disruption to essential food provision. New commercial-grade units, designed to operate in temperatures up to 35°C, will improve reliability, reduce energy use and reduce waste. Glass-fronted units will improve efficiency by reducing unnecessary door opening. We estimate that the current situation reduces our output by approx 20%. We also have old and inefficient space heaters, laptop and printer. We also need to invest in some form of air conditioning to prevent food deterioration and enhance the comfort of customers and volunteers during hot periods. This is a sustainable, long-term investment that will strengthen our capacity and future-proof our service against rising demand, costs and temperatures.

The goal is to reduce costs and waste to enable us to provide better-quality, more varied food to an estimated 20% more people over a year. All for the benefit of the people of Newton Abbot.

The funding will be spent on purchasing new appliances that improve energy consumption, reduce maintenance costs and ease of use. Increased storage capacity will also be a worthwhile investment.

We will:

- Deliver better quality food.
- Reduce our costs to enable more purchases of food to increase variety and inclusion of all essential fresh produce.
- Increase the number of people we can help
- Reduce food waste
- Increase efficiency of the operation through easier use and less time spent on breakdowns, faults etc.

We anticipate that our fundraising activities will achieve sufficient additional funding to complete this project. If not we will consider reducing the cost of the project or use funds from our current resources. Our volunteers and Trustees will put in time to ensure best value for money in purchasing the equipment. We will also ensure the installation is achieved by using skilled volunteer assistance.

Sustainability Plan

Tell us how the project will continue once the grant has been spent.
The long term benefits from investing in our core equipment and appliances will be evident from the ongoing savings and additional support we can give people. The investment will ensure that the benefits will last many years and give our clients a more efficient service at lower cost and with greater quality and quantity of food.

Safeguarding

Where appropriate please provide us with a copy of the project/organisation's safeguarding policy with reference to children and vulnerable adults.

Attached

Please give estimated dates for	
Project start?	Start 1 Nov 2026
Project end?	End 31 March 2026
How much will the project cost?	£5200
How much is your grant request?	£4000
How will you raise the rest?	From other grants, donations and limited use of existing funds
Will the project receive match funding – please provide details	No
What other grants have been given or refused for the same project?	None as yet

Please provide projected income and expenditure with a breakdown of the costs involved in your project.

Income : £4000 from Grant

£1200 from other grants, donations, limited use of existing funds

Expenditure:

Item	Estimated Cost
2 new glass fronted fridges	1200
2 new freezers	900
1 new fridge freezer	800
2 food transport trolleys	200
2 new laptops	800
new inktank printer	400
2 space Heaters	300
1 portable Aircon unit	600
Total	5200

Please provide the following information from your latest accounts	
Total income	£35571
Total expenditure	£84091
Annual profit or loss	£46520 (Loss)
Total unrestricted funds in your bank	£71490
(This is money that is not earmarked for a special purpose, and which you are free to spend as you choose).	These figures are from our accounts up to 31 May 2025. Bank funds are now less than this.
YOU MUST SEND US A COPY OF YOUR LAST ACCOUNTS AND YOUR CONSTITUTION	
Bank Account Details	
Account Name	
Sort Code	
Account Number	
Bank Name	National Westminster
Bank Address	
How many signatories are required to authorise payments?	2

Does your group meet all legal requirements for this project (e.g., Public Liability, insurance, Protection of Children and Vulnerable Adults etc.)	<i>Answer YES or NO</i> Yes <i>It is YOUR responsibility to check</i>
Second Contact for this Application Name Position in the Group Contact Address (Including Post Code) Telephone Email	<i>This is someone in your organisation who we can contact if we want to check the information given</i> Henri Treece Treasurer Newton Abbot
Declaration. I confirm that to the best of my knowledge and belief, the information in this application form is true and correct. I understand that a request may be made for additional information at any stage of the application process. By completing this form, the signatories hereto agree to this information being retained in accordance with the provisions of the Data Protection Act and for that information to be printed in official council publications and forwarded to other agencies as necessary to facilitate this application for grant aid but for no other purpose. Signed _____ Date 30 September 2026	

If you need any help in completing this form, please telephone the
Deputy Town Clerk & RFO on 01626 201120
or via email: sam.scott@newtonabbot-tc.gov.uk

Please send your completed application form to:

**Deputy Town Clerk & RFO
Newton Abbot Town Council
Newton's Place
43 Wolborough Street
Newton Abbot
TQ12 1JQ**

DON'T FORGET TO KEEP A COPY OF WHAT YOU SEND TO US!

What happens next?

You will receive an acknowledgement that your application has been received, which will include information about the date of the meeting at which a decision will be made.

Can we speak at the meeting?

Yes. It is not compulsory, but it is encouraged.

The acknowledgement of your application will include more information about this.

Who do I contact if I have any further questions?

You can speak to the Deputy Town Clerk by email:

sam.scott@newtonabbot-tc.gov.uk or calling by: 01626 201120

Applications are considered once per year in October. The deadline for receipt of applications is as follows:

Friday 9th October 2026.

To be considered on 28th October 2026 at the Finance & Audit Committee meeting.

Newton Abbot Town Council is open:

8:30am – 4:30pm Monday to Friday

www.newtonabbot-tc.gov.uk



Safeguarding for Vulnerable Adult & Child Protection Policy

Policy Statement

THAT foodbank is committed to safeguarding the rights, well-being and safety of children and vulnerable adults who come into contact with the foodbank. This policy outlines the steps the foodbank will take to ensure that vulnerable adults and children are protected.

As a foodbank we want to restore dignity and revive hope to people from all walks of life. We are concerned with individuals and their circumstances and actively encourage an inclusive environment throughout the foodbank.

We seek to ensure that all our team members are aware of what is required from them under the vulnerable adult and child protection policy and make sure that it is practised at all times. It is the responsibility of each one of us to play our part in preventing the physical, sexual, spiritual, financial or emotional abuse and neglect of vulnerable adults and children.

We commit ourselves to co-operate fully with the appropriate statutory services when they are conducting official investigation into the abuse and neglect of vulnerable adults, children or young people (by an adult or young person).

This statement is to be brought to the attention of all staff and volunteers when they join, as part of their induction programme. Any amendments will be brought to the attention of all team members. The statement will be displayed at all locations in which the foodbank operates, and all team members will be asked to sign to say they have read it.

Scope

Foodbank is committed to providing a safe, welcoming, and inclusive environment for all employees, volunteers, clients, and visitors. We recognise our responsibility to safeguard and promote the welfare of children, young people, and adults at risk who come into contact with our services.

Our objective is to ensure that everyone accessing or supporting the food bank is protected from abuse, neglect, exploitation, and harm. We are committed to complying with all relevant safeguarding legislation, statutory guidance, and best practice. All safeguarding concerns will be taken seriously, responded to promptly, and managed appropriately through our safeguarding procedures.

This policy outlines our commitment to safeguarding everyone involved with the food bank by promoting awareness, ensuring clear reporting processes, supporting staff and volunteers through appropriate training, and working in partnership with relevant agencies where necessary to protect those at risk."

Responsibilities

Safeguarding Designates/Manager: Ensure compliance with Safeguarding Legislation.

Board of Trustees: Oversee compliance with data protection and privacy regulations.

Users: Review and manage their cookie preferences as needed.

Definitions (for this document)

Safeguarding

The foodbank follows the Charity Commission that define Safeguarding as: protecting people from maltreatment; preventing impairment of health or development; ensuring children are growing up in circumstances consistent with the provision of safe and effective care.

Vulnerable adult

A person who is, or may be, in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. Vulnerable adults are entitled to: privacy; be treated with dignity; lead an independent life and to be enabled to do so; be able to choose how they lead their lives; the protection of the law; have their rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religion or cultural background.

Child

Describes a child aged 0-17 years old. For the purpose of packing a food parcel a child is anyone under the age of 16 as it is assumed that older children will require as much food as an adult. However, for legal purposes a child is anyone under the age of 18.

Types of abuse

Physical abuse	Is an act of another party involving contact intended to cause feelings of physical pain, injury, or other physical suffering or bodily harm.
Sexual abuse	Is forcing undesired sexual behaviour by one person onto another.
Emotional abuse	Is any kind of abuse that is emotional rather than physical in nature. It can include anything from verbal abuse and constant criticism to more subtle tactics, such as intimidation, manipulation, and refusal to ever be pleased.
Neglect	Is the ongoing failure to meet a person's basic needs
Financial abuse	Is the misuse of a person's money, property or assets through theft or fraud.
Spiritual abuse	takes place when leaders to whom people look for guidance and spiritual nurture use their positions of authority to manipulate, control, and dominate.

Implementation

The foodbank shall plan its work to minimise situations where the abuse of vulnerable adults and children might occur. Although the number of people who actively seek to abuse vulnerable adults and children is very small, the foodbank can reduce opportunities for abuse in various ways. We will, for instance:

- Ensure that there is adequate supervision for all vulnerable adults and children.
- Ensure that any vulnerable adult or child working with the foodbank is aware of who they can talk to if they have concerns.
- Ensure that all staff and volunteers know where the nearest telephone is in case of emergencies.
- Arrange that an adult is not left alone with a child where there is little, or no opportunity of the activity being observed by others. This good practice can be of as much benefit to the adult as to the child.

- Ensure that the Local Authority is informed of any safeguarding allegations, incidents or concerns.
- Ensure that the Charity Commission is informed of any suspicions, allegations and incidents of abuse or mistreatment of vulnerable beneficiaries.

The Charity Commission's 'Serious Incident' guidance will be followed. Ensure staff and volunteers who may encounter a vulnerable adult or child at the foodbank are suitably trained, including understanding what to do in the event that a disclosure of abuse is made. Encourage a culture of transparency, ensuring that volunteers and staff feel able and empowered to report any suspicious or concerning behaviour. Volunteers should be aware that wherever they are located when volunteering for the foodbank they are legally governed by the foodbank. This means that any allegations or concerns of abuse must be reported to the foodbank's Designated Safeguarding Officer.

Designated officers and their roles

The foodbank has a Designated Safeguarding Officer (DSO) who is responsible for dealing with any concerns about the protection of vulnerable adults or children. The Designated Safeguarding Officer for the foodbank project is Jean Patterson who can be contacted on 07970 630683. The Secondary Safeguarding Officer (SSO) who is responsible for dealing with any related concerns if the DSO is ill, on holiday or an allegation of abuse is made about him/her. This person is Henri Treece who can be contacted on 07876 252135.

The Safeguarding Officers will never be related to each other. The Safeguarding Officers will be available for vulnerable adults and children, as well as the foodbank manager and volunteers, to speak with should they feel the need to talk with someone about an incident which has happened either within or outside of the foodbank project, particularly if they feel that a child or vulnerable adult has been physically, sexually, spiritually, financially or emotionally abused or neglected by an adult or another young person. The Safeguarding Officers will treat all concerns with the utmost importance. Where staff or volunteers have a concern about the safety or well-being of a child or vulnerable adult and the Safeguarding Officers are unavailable, they should contact the police or Social Services.

Recording

The Safeguarding Officers will make notes and keep confidential records of any disclosure or concerns they or another staff/team member has and seek advice from the relevant Social Services Department or the Police if appropriate. Staff and volunteers must ensure that their recording of disclosures, incidents, assessments, referrals and case discussions are all sufficient, accurate, concise, up-to date, legible, dated, and factual.

When recording details, it is important not to judge the situation and to remember that the role of the safeguarding officer is to refer to appropriate agencies, not to undertake an investigation. Any records of a disclosure should not include any assumptions or suspicions. Recording of any disclosure must be done in the words used by the individual making the disclosure - this is important for any investigations which may be undertaken by relevant agencies.

Those taking the notes should not try and interpret what the person is saying. Accurate recording of words / actions used by the person making the disclosure is paramount. A body map will be available for recording any marks that the person making the disclosure chooses to share.

These records must be stored in an individual file and held securely in a manner that safeguards the individual's right to privacy and security. These records are available to authorised individuals on request (not third-party information) and may be used as evidence in disciplinary proceedings or in civil or criminal prosecutions.

Note: once staff and volunteers have passed on their records, they have no right to know what happens next. They will only receive more information about the case if they are required to be part of civil or criminal proceedings e.g. as a witness. Staff and volunteers must refrain from talking to other team members or outside persons about the safeguarding concern (with the exception of the Safeguarding Officers, the Police or Social Services).

Disclosure of Abuse

Where a member of a foodbank team receives a disclosure of abuse from a child or vulnerable adult they must:

1. Ensure they do not promise confidentiality to anyone wishing to share a secret. This is important in case information needs to be shared with the Safeguarding Officers or the Police/Social Services.
2. Listen if the disclosure is particularly complicated and the person is not very young, this may mean asking permission to make notes as the disclosure is made to ensure nothing is missed. The team member hearing the disclosure can ask the child or vulnerable adult to repeat something if it has not been said clearly but must not ask leading questions.
3. Reassure the person. Making a disclosure of abuse can be a frightening process and often the child or vulnerable adult is afraid that they won't be believed. Reassuring them that they have been brave and that the information will be passed on is vitally important.
4. Record and/or notes should be made as soon after the disclosure as possible. The notes should reflect what the child or vulnerable adult has said in their own words. The record should be signed and dated.
5. Report the event. The record must be passed on to a Safeguarding Officer at the earliest possible opportunity.

The Safeguarding Officers will ensure that the trustees are informed of any incident, concern or allegation of abuse. The trustees must also notify the Charity Commission, following the Commission's 'Serious Incident' guidelines in the event of an incident, or suspected incident, during or resulting from a foodbank activity. Where a child or vulnerable adult makes a disclosure of abuse to a member of the foodbank team they must never trivialise, play down or ignore allegations of abuse, or assume that somebody else will take responsibility for reporting or addressing concerns.

Whistleblowing

Staff and volunteers are encouraged to act when suspicious that abuse is occurring at work – no matter what the setting, who the perpetrator is, or who the victim is. The foodbank will respect and not penalise those who stand up for anyone who is suspected of being abused. Staff have a responsibility to report any occurrences or suspicions of adult abuse. Staff who report abuse are protected by the Public Interest Disclosure Act 1998.

Domestic Violence

Where foodbank clients report an incident of domestic violence which has taken place whilst a child or vulnerable adult is in the home, this must be treated as a disclosure of abuse and should be passed on to a Safeguarding Officer with immediate effect. Where an incident of domestic violence is reported and there is no child or vulnerable adult present, foodbank staff

and volunteers should signpost the client to an appropriate agency but must not attempt to coerce them to contact the police unless the client feels ready to do so. Where foodbank staff or volunteers witness an act of domestic violence, they must contact the police immediately. For advice or information about anything relating to domestic violence the foodbank team should contact the National Domestic Violence Helpline on **0808 2000 2476**.

Use of Images

The foodbank recognises that protecting and upholding the rights of children and vulnerable adults is of paramount importance and this includes on the internet and other promotional materials. The foodbank endeavours to present children and vulnerable adults in a positive, empowering and dignified manner. The following principles will be adhered to:

- Images will not be taken and used without the informed consent from the subject and their parent/guardian.
- The foodbank will explain to the subject and their parent/guardian how and where the images will be used and will adhere to this.

NB: External media, television crews and journalists are usually responsible for obtaining their own informed consent from clients. Remember, it is important that everyone in the foodbank is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional vulnerable adult and child protection agencies following a referral to them of concern about someone. If a vulnerable adult or child begins making a disclosure of abuse to a team member who feels unable to cope with what they are hearing, they should gently halt the conversation and contact a Safeguarding Officer immediately. If both Safeguarding Officers are unavailable, the manager should take over the conversation. The wellbeing of staff and volunteers is of great importance.

Displaying Information

The foodbank will ensure that this policy is displayed at the foodbank and that any changes to the name and contact details of the Safeguarding Officers are updated.

Procedure Application

Applying agreed procedures for protecting vulnerable adults and children to all paid staff and volunteers, it is possible to be lulled into a false sense of security, believing that those who work alongside vulnerable adults and children in the foodbank will never be guilty of abuse. It is not safe to assume that anyone is automatically safe to be with vulnerable adults or children. For this reason, all procedures set in place to protect vulnerable adults and children apply to all those in contact with them. This is not the same as treating each person who relates to vulnerable adults and children as being under suspicion, but a matter of taking sensible measures to protect vulnerable adults and children, which are then observed by everyone. This will involve thought and planning within the foodbank to minimise the risk. If any member of staff or volunteer has concerns, they should raise them with the Safeguarding Officer. If it is brought to the attention of the Safeguarding Officer and not adequately dealt with the next step is to talk to the trustees of the foodbank for advice or contact Social Services/the Police as a private citizen to discuss your concerns.

Disclosure of Information

There is a difference between confidentiality and secrecy. All personal and delicate information disclosed to us is confidential but may not always be secret. Personal and delicate information about staff and volunteers will be confidential to the foodbank and can be shared with staff and

volunteers on a need-to-know basis and can be shared with another agency when permission is given by the person about whom the information is held.

Give staff and volunteers clear roles

Abuse of vulnerable adults and children is most easily concealed where there is confusion among adults about roles and responsibilities. Therefore, all job descriptions, both for staff and volunteers will include a statement laying down the behaviour and values expected from them. Over and above the written word, expected behaviour towards vulnerable adults and children will be explained to new workers in the foodbank as part of their induction. It is the foodbank's policy not to engage in regulated activities (close contact or personal tasks such as washing, dressing, or accompanying to the lavatory) with vulnerable adults: members of staff and volunteers are therefore ineligible for Disclosure and Barring Service (DBS) checks. All drivers, who deliver parcels to clients and Trustees will require a Standard DBS check. The foodbank will continue to keep abreast of any further legislative changes from the DBS.

Supervision Protection

The Foodbank Manager will either become aware or be made aware by a volunteer of a potential safeguarding issue. The manager will immediately contact the Safeguarding Officer or Secondary Safeguarding Officer, giving them all the necessary information, who will take on responsibility for the necessary action.

In addition, regular staff meetings are held where volunteers meet together to raise issues about their area of work and discuss them. When receiving feedback about how the foodbanks work is being carried out, particular attention will be paid to any situation or suggestion that a vulnerable adult or child is being either highly favoured or harshly treated, as these are signs of abuse. Within the foodbank our main area of concern about protecting people lies with the welfare of any vulnerable adult or child.

As a precaution, when delivering food to a client where there are known safeguarding issues, an additional volunteer will accompany the driver.

In all recruitment decisions concerning volunteers: a) A detailed application form should be completed. b) Two references should be taken to check the suitability of the applicant for the post being considered. c) An informal interview will provide an extended conversation in which the applicant's experience and motivation for volunteering can be explored in more detail. For volunteers whose main role is delivering to clients, a DBS check will be obtained. **No volunteer at the foodbank will transport a client in their vehicle.**

Criminal convictions

All volunteers must complete a volunteer application form before commencing work at the foodbank. Details of criminal convictions (except those 'spent' under the Rehabilitation of Offenders Act 1974) must be provided so an adequate risk assessment can be undertaken. (The foodbank reserves the right to dismiss a volunteer and/or ban them from the property should they feel it is necessary.

Supported Volunteers

The foodbank will ensure that all young people or volunteers with additional needs will have a carer, teacher or volunteer with them on a one-to-one basis who understands the safeguarding policy.

Training and Awareness

- Conduct regular awareness programs to ensure everyone understands their role in safeguarding
- Arrange training for the Safeguarding officers, Foodbank Manager and any interested Trustees and volunteers, if needed.

Making a request for support – professionals and practitioners

Where the Safeguarding Officer receives or identifies a safeguarding concern relating to a child, young person, or adult at risk, they must follow the appropriate referral procedures without delay.

For concerns relating to children, referrals should be made in accordance with the procedures and guidance published by the Devon Safeguarding Children Partnership. The Safeguarding Officer should follow the current referral process to request support or report safeguarding concerns where there is reason to believe a child may be at risk of harm.

Where the concern relates to an adult at risk, referrals should be made in line with the Devon Safeguarding Children Partnership Safeguarding Support Link and Torbay and Devon Safeguarding Adults Partnership Support Link Adults Partnership procedures and the relevant local authority safeguarding process. By using these links, it will ensure you are obtaining the most up to date information.

Devon Safeguarding Children Partnership Safeguarding Support Link

<https://www.devonscp.org.uk/make-a-request-for-support/professionals-practitioners/>

Torbay and Devon Safeguarding Adults Partnership Support Link

<https://www.devonsafeguardingadultspartnership.org.uk/reporting-a-concern/>

If there is an immediate risk of serious harm or danger, emergency services should be contacted by calling **999**.

Monitoring and Review:

Ongoing Monitoring: The Safeguarding will oversee the implementation of this policy and report any concerns to the trustees.

Annual Review: The Trustees will review this policy annually to ensure its relevance and effectiveness.

Feedback Mechanism: Solicit feedback from staff, volunteers, and stakeholders to continually improve safeguarding practices.

Designated Safeguarding Officer Role Description

The Safeguarding Officer is responsible for ensuring the safety and well-being of vulnerable adults and children for the Foodbank. Some of their responsibilities include:

- **Knowing the safeguarding guidance**

Having knowledge of safeguarding procedures and guidance.

- **Responding to concerns**

Safeguarding officers should respond appropriately to any concerns or disclosures about the well-being of a child or vulnerable adult. These will normally come from the Manager and/or volunteers

- **Being confident**

The Safeguarding officer needs to be confident in leading and influencing others.

- **Being prepared**

They should be prepared to deal with difficult situations and people.

- **Raising issues**

The Safeguarding officer should raise issues about their area of work with the Foodbank manager and Trustees.

- **Paying attention to feedback**

The Safeguarding officer should pay close attention to any feedback that suggests a child or vulnerable adult is being treated harshly or highly favoured.

- **Displaying information**

The Safeguarding officer should ensure that the Foodbank Manager and volunteers know the name of the designated safeguarding officer and secondary safeguarding officer and how to contact them.

The Safeguarding Officer will undertake training in safeguarding adults and children.

Secondary Designated Safeguarding Officer Role Description

The Secondary Designated Safeguarding Officer will deputise for the Safeguarding Officer and act in their place on all occasions where this is necessary.

The role description for the Designated Safeguarding Officer above therefore applies in all aspects.

The Secondary Safeguarding Officer will undertake training in safeguarding adults and children.

REGISTERED COMPANY NUMBER: 07418719 (England and Wales)
REGISTERED CHARITY NUMBER: 1146610

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 May 2024
for
Teignbridge Homeless Action Today

Accountancy Services
Raddon Station Hill
Chudleigh
Newton Abbot
Devon
TQ13 0EE

Contents of the Financial Statements
for the Year Ended 31 May 2024

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 May 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's object are restricted to:

- (1) To promote social inclusion for the benefit of the public, by preventing people from becoming socially excluded, and relieving the needs of the socially excluded and
- (2) To promote the relief of the physical and mental sickness of persons in need by reason of addiction, illness, poverty, benefit sanctions and delays, mental health issues and domestic abuse.

We currently undertake:

To provide tailored to need food packs which take account of cooking facilities or lack of, allergies and dietary requirements. Our food packs are designed to last for 8 days whatever the family size. We also supply free of charge male and female toiletry packs and new home starter packs. Packs are given to persons referred to the charity professional agencies such as, but not limited to, local councils, housing associations, CAB, CAP, doctors, health visitors, NHS services, churches, schools etc.

To provide top ups for gas and electricity keys for claimants in rented accommodation.

To provide fresh fruit and vegetable vouchers for a local greengrocer who we then reimburse, and to provide fresh and frozen products donated as surplus by local supermarkets and wholesalers.

Where needed to provide bus vouchers where appropriate and reimburse the bus company monthly.

To adopt an holistic approach to claimants.

To provide information and referrals to claimants for better outcomes.

To provide a mentoring scheme during the coming year whereby a claimant can be accompanied and helped through the process of housing benefits etc.

Trustees hold guidance papers issued by the Charity Commission regarding all activities and are fully conversant with the activities of the charity.

Additional information

The charity is fully independent and relies for donations and funding on public generosity, fundraising and grants applied for.

All monies received are devoted entirely to the ongoing work and costs of the charity.

The charity relies completely on its volunteers and has one part time paid manager. Two volunteers are paid to cover for the part time Manager when the Manager is absent from work such as for holidays, sickness or absence due to Charity business.

At Christmas we supply additional seasonal goods to the food packs.

Public benefit

The trustees are mindful of the Charity Commission's guidance on Public Benefit and have taken account of it when making decisions, to ensure no one is excluded from the relief given by the charity.

Teignbridge Homeless Action Today

Report of the Trustees for the Year Ended 31 May 2024

ACHIEVEMENT AND PERFORMANCE

Charitable activities

During the last year we have provided 1580 Food Packs, with each pack covering 2 to 4 people for approximately 10 days. This was for people in crisis due to the increasing cost of living, unemployment, illness, old age, drug and alcohol abuse, domestic abuse, benefit delays and homelessness.

Assistance included toiletry, household cleaning and food packs, prepaid meter top ups and bus vouchers. Claimants who were found homes were helped with home starter packs.

The charity referred many of the above to agencies such as CAB, CAP, Housing Dept, Stroke Association, NHS services etc so that their future outcomes could be improved.

While being proud of its achievements, the charity is also proud of the friendly and sympathetic manner in which they were performed, and its success in continuing to provide a welcoming, non-judgemental place where claimants can sit and have a hot drink and a chat.

Although we can deliver, we encourage claimants to come to us so that we can help long term by referrals.

FINANCIAL REVIEW

Reserves policy

Our reserves consist of sufficient money to pay six months expenditure, plus we have a small reserve exclusively for the upkeep of the premises. The trustees are comfortable with the reserves at the year end.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, consisting of memorandum and articles incorporated on 23/09/2011 as amended by a special resolution registered at Companies House on 21/03/2012. The charity constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07418719 (England and Wales)

Registered Charity number

1146610

Registered office

8 Queensway House
Queensway
Buckland
Newton Abbot
Devon
TQ12 4BA

Trustees

Ms L Wooldridge (resigned 8.5.24)

Mrs M Roberts (resigned 10.6.24)

Dr R B Paisey (resigned 10.6.24)

R McCarthy

Mrs C Beech

R North (appointed 8.2.24)

J Harrison (appointed 8.2.24)

C Hanson - Chair (appointed 8.2.24)

Mrs J Patterson (appointed 10.6.24)

Teignbridge Homeless Action Today

Report of the Trustees
for the Year Ended 31 May 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Clare Lillington FMAAT
Accountancy Services
Raddon Station Hill
Chudleigh
Newton Abbot
Devon
TQ13 0EE

Approved by order of the board of trustees on 24 June 2024 and signed on its behalf by:

J Harrison - Trustee

Independent Examiner's Report to the Trustees of
Teignbridge Homeless Action Today

Independent examiner's report to the trustees of Teignbridge Homeless Action Today ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 May 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Clare Lillington FMAAT

Accountancy Services
Raddon Station Hill
Chudleigh
Newton Abbot
Devon
TQ13 0EE

30 September 2024

Teignbridge Homeless Action Today

Statement of Financial Activities
for the Year Ended 31 May 2024

	Notes	Unrestricted fund £	Restricted funds £	31.5.24 Total funds £	31.5.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		33,589	1,620	35,209	53,256
Investment income	2	117	-	117	-
Total		<u>33,706</u>	<u>1,620</u>	<u>35,326</u>	<u>53,256</u>
EXPENDITURE ON					
Charitable activities					
Client support		26,225	1,359	27,584	31,802
Other		18,460	-	18,460	12,960
Total		<u>44,685</u>	<u>1,359</u>	<u>46,044</u>	<u>44,762</u>
NET INCOME/(EXPENDITURE)		(10,979)	261	(10,718)	8,494
RECONCILIATION OF FUNDS					
Total funds brought forward		164,561	-	164,561	156,067
TOTAL FUNDS CARRIED FORWARD		<u><u>153,582</u></u>	<u><u>261</u></u>	<u><u>153,843</u></u>	<u><u>164,561</u></u>

The notes form part of these financial statements

Teignbridge Homeless Action Today

Balance Sheet

31 May 2024

	Notes	Unrestricted fund £	Restricted funds £	31.5.24 Total funds £	31.5.23 Total funds £
FIXED ASSETS					
Tangible assets	5	7,000	-	7,000	10,500
CURRENT ASSETS					
Cash at bank and in hand		146,882	261	147,143	154,391
CREDITORS					
Amounts falling due within one year	6	(300)	-	(300)	(330)
NET CURRENT ASSETS		<u>146,582</u>	<u>261</u>	<u>146,843</u>	<u>154,061</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>153,582</u>	<u>261</u>	<u>153,843</u>	<u>164,561</u>
NET ASSETS		<u><u>153,582</u></u>	<u><u>261</u></u>	<u><u>153,843</u></u>	<u><u>164,561</u></u>
FUNDS	7				
Unrestricted funds				153,582	164,561
Restricted funds				261	-
TOTAL FUNDS				<u><u>153,843</u></u>	<u><u>164,561</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 May 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 24 June 2024 and were signed on its behalf by:

J Harrison - Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 May 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold	- 20% on cost
Plant and machinery	- 33% on cost

Only assets costing in excess of £1000 are treated as capital items. All other equipment costs are written off as incurred.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. INVESTMENT INCOME

	31.5.24	31.5.23
	£	£
Deposit account interest	117	-
	<u>117</u>	<u>-</u>

Notes to the Financial Statements - continued
for the Year Ended 31 May 2024

3. **NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.5.24	31.5.23
	£	£
Independent Examiner's fee	300	300
Depreciation - owned assets	3,500	3,500
	<u> </u>	<u> </u>

4. **TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 May 2024 nor for the year ended 31 May 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 May 2024 nor for the year ended 31 May 2023.

5. **TANGIBLE FIXED ASSETS**

	Short leasehold £	Plant and machinery £	Totals £
COST			
At 1 June 2023 and 31 May 2024	17,500	3,904	21,404
	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION			
At 1 June 2023	7,000	3,904	10,904
Charge for year	3,500	-	3,500
	<u> </u>	<u> </u>	<u> </u>
At 31 May 2024	10,500	3,904	14,404
	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE			
At 31 May 2024	7,000	-	7,000
	<u> </u>	<u> </u>	<u> </u>
At 31 May 2023	10,500	-	10,500
	<u> </u>	<u> </u>	<u> </u>

6. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.5.24	31.5.23
	£	£
Trade creditors	300	330
	<u> </u>	<u> </u>

Notes to the Financial Statements - continued
for the Year Ended 31 May 2024

7. MOVEMENT IN FUNDS

	At 1.6.23 £	Net movement in funds £	At 31.5.24 £
Unrestricted funds			
General fund	164,561	(10,979)	153,582
Restricted funds			
Crisis Packs	-	261	261
TOTAL FUNDS	<u>164,561</u>	<u>(10,718)</u>	<u>153,843</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	33,706	(44,685)	(10,979)
Restricted funds			
Crisis Packs	1,620	(1,359)	261
TOTAL FUNDS	<u>35,326</u>	<u>(46,044)</u>	<u>(10,718)</u>

Comparatives for movement in funds

	At 1.6.22 £	Net movement in funds £	At 31.5.23 £
Unrestricted funds			
General fund	156,067	8,494	164,561
TOTAL FUNDS	<u>156,067</u>	<u>8,494</u>	<u>164,561</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	53,256	(44,762)	8,494
TOTAL FUNDS	<u>53,256</u>	<u>(44,762)</u>	<u>8,494</u>

8. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 May 2024.

Teignbridge Homeless Action Today

Detailed Statement of Financial Activities
for the Year Ended 31 May 2024

	31.5.24 £	31.5.23 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations & grants	30,819	51,256
Gift aid tax	4,270	-
Sales	-	2,000
Sundry income	120	-
	35,209	53,256
Investment income		
Deposit account interest	117	-
Total incoming resources	35,326	53,256
EXPENDITURE		
Charitable activities		
Rates and water	393	192
Light and heat	1,247	2,228
Telephone & website	739	599
Purchases for Crisis packs	12,281	15,694
Client food & travel expenses	3,186	-
Repairs & renewals	1,271	4,841
Waste disposal	485	-
	19,602	23,554
Other		
Wages	18,460	12,960
Support costs		
Management		
Rent	1,201	1,330
Insurance	476	576
Printing, postage & stationery	511	385
Sundries	501	1,204
Travel expenses	1,493	953
Short leasehold	3,500	3,500
	7,682	7,948
Governance costs		
Independent examiner's fee	300	300
Total resources expended	46,044	44,762
Net (expenditure)/income	(10,718)	8,494

This page does not form part of the statutory financial statements

COMPANIES ACT 2006

**WRITTEN SPECIAL RESOLUTION OF
TEIGNBRIDGE HOMELESS ACTION TODAY LIMITED**

Company Number 7418719

The following special written resolution was agreed and passed by the members on
the 21 day of MARCH 2012

That the Company shall adopt new Articles of Association, as are attached, and which shall be filed
with the Registrar of Companies

Signed _____

Director A. J. THEOBALD



THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION OF

TEIGNBRIDGE HOMELESS ACTION TODAY LIMITED

1 The Company's name is Teignbridge Homeless Action Today Limited (and in this document is called the "charity")

Interpretation

2 In the articles:

"address" means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the charity,

"the articles" means the charity's articles of association;

"the charity" means the company intended to be regulated by the articles,

"clear days" in relation to the period of a notice means a 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,

"the Commission" means the Charity Commission for England and Wales,

"Companies Acts" means the Companies Acts (as defined in Section 2 of the Companies Act 2006) insofar as they apply to the charity,

"the directors" means the directors of the charity The directors are charity trustees as defined by Section 97 of the Charities Act 1993,

"document" includes, unless otherwise specified, any document sent or supplied in electronic form;

"electronic form" has the meaning given in section 1168 of the Companies Act 2006,

“the memorandum” means the charity’s memorandum of association,

“officers” includes the directors and the secretary (if any),

“the seal” means the common seal of the charity if it has one;

“secretary” means any person appointed to perform the duties of the secretary of the charity,

“the United Kingdom” means Great Britain and Northern Ireland; and

words importing one gender shall include all genders, and the singular includes the plural and vice versa.

Unless the context otherwise requires words or expressions contained in the articles have the same meaning as in the Companies Acts but excluding any statutory modification not in force when this constitution becomes binding on the charity

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

Liability of members

3 The liability of the members is limited to a sum not exceeding £10, being the amount that each member undertakes to contribute to the assets of the charity in the event of its being wound up while he, she or it is a member or within one year after he or she or it ceases to be a member for:

- (1) payment of the charity’s debts and liabilities incurred before he or she or it ceases to be a member,
- (2) payment of the costs, charges and expenses of winding up, and
- (3) the adjustment of the rights of the contributories among themselves

Objects

4 The charity’s objects (“Objects”) are specifically restricted to the following:

- (1) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society For the purpose of this clause “socially excluded” means being excluded from society, or parts of society, as a result of one or more of the following factors unemployment, financial hardship; youth or old age, ill health (physical or mental), substance abuse or dependency including alcohol and drugs, discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment, poor educational or skills attainment, relationship and family breakdown, poor housing (that is housing that does not meet basic habitable standards), crime (either as a victim of crime or as an offender rehabilitating into society)

- (2) To promote the relief of the physical and mental sickness of persons in need by reason of addiction to drugs and alcohol, in particular by the provision of accommodation, counselling and support

Powers

5 The charity has power to do anything which is calculated to further its Objects or is conducive or incidental to doing so. In particular, the charity has power

- (1) to manage and operate the organisation known as "THAT", Teignbridge Homeless Action Today,
- (2) to operate a Food Bank within the charity's designated area of operation;
- (3) to raise funds In doing so the charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations,
- (4) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use,
- (5) to sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power the charity must comply as appropriate with sections 36 and 37 of the Charities Act 1993, as amended by the Charities Act 2006;
- (6) to borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The charity must comply as appropriate with sections 38 and 39 of the Charities Act 1993, as amended by the Charities Act 2006, if it wishes to mortgage land,
- (7) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them,
- (8) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects,
- (9) to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity,
- (10) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves,
- (11) to employ and remunerate such staff as are necessary for carrying out the work of the charity The charity may employ or remunerate a director only to the extent it is permitted to do so by article 6 and provided it complies with the conditions in that article,

- (12) to (a) deposit or invest funds;
- (b) employ a professional fund-manager, and
- (c) arrange for the investments or other property of the charity to be held in the name of a nominee

in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000

- (13) to provide indemnity insurance for the directors in accordance with, and subject to the conditions in, section 73F of the Charities Act 1993,
- (14) to pay out of the funds of the charity the costs of forming and registering the charity both as a company and as a charity

Application of income and property

Universal clauses

- 6 (1) The income and property of the charity shall be applied solely towards the promotion of the Objects.
- (2) (a) A director 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
- (b) A director may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 73F of the charities Act 1993.
- (c) A director may receive an indemnity from the charity in the circumstances specified in article 56
- (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 director receiving
- (a) a benefit from the charity in the capacity of a beneficiary of the charity,
- (b) reasonable and proper remuneration for any goods or services supplied to the charity
- (4) No director or connected person may buy goods or services from the charity on terms preferential to those applicable to other members of the public, or sell goods or services to the charity or receive remuneration, or receive any other financial benefit from the charity

(5) (a) In sub-clauses (2)-(4) of this article 6 "charity" shall include any company in which the charity

holds more than 50% of the shares, or

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

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

(b) In sub-clause (4) of this article 6, sub-clause (2) of article 45 and sub-clause (2) of article 46 "connected person" means

- (i) a child, parent, grandchild, grandparent, brother or sister of the director,
- (ii) the spouse or civil partner of the director or of any person falling within paragraph (i) above,
- (iii) a person carrying on business in partnership with the director or with any person falling within paragraph (i) or (ii) above,
- (iv) an institution which is controlled
 - (1) by the director or any connected person falling within paragraph (i), (ii) or (iii) above, or
 - (2) by two or more persons falling within sub-paragraph (1) when taken together
- (v) a body corporate in which –
 - (1) the director or any connected person falling within paragraphs (i) to (iii) has a substantial interest; or
 - (2) two or more persons falling within sub paragraph (1) who, when taken together, have a substantial interest

(c) Paragraphs 2 to 4 of Schedule 5 to the Charities Act 1993 apply for the purposes of interpreting the terms used in this sub-clause.

Members

7 (1) The subscribers to the memorandum are the first members of the charity.

(2) Membership is open to other individuals or organisations who

- (a) apply to the charity in the form required by the directors, and
- (b) are approved by the directors.

(3) (a) The directors may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the charity to refuse the application.

(b) The directors must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision

(c) The directors must consider any written representations the applicant may make about the decision. The directors' decision following any written representations must be notified to the applicant in writing but shall be final.

(4) Membership is not transferable

(5) The directors must keep a register of names and addresses of the members

Classes of membership

8 (1) The directors may establish classes of membership with different rights and obligations and shall record the rights and obligations in the register of members

(2) The directors may not directly or indirectly alter the rights or obligations attached to a class of membership

(3) The rights attached to a class of membership may only be varied if

(a) three-quarters of the members of that class consent in writing to the variation,
or

(b) a special resolution is passed at a separate general meeting of the members of that class agreeing to the variation

(4) The provisions in the articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members

Termination of membership

9 Membership is terminated if

(1) the member dies or, if it is an organisation, ceases to exist,

(2) the member resigns by written notice to the charity unless, after the resignation, there would be less than two members;

(3) any sum due from the member to the charity is not paid in full within six months of it falling due,

(4) the member is removed from membership by a resolution of the directors that it is in the best interests of the charity that his or her or its membership is terminated. A resolution to remove a member from membership may only be passed if

(a) the member has been given at least twenty-one days' notice in writing of the meeting of the directors at which the resolution will be proposed and the reasons why it is to be proposed,

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

General meetings

10 (1) The charity must hold its first annual general meeting within eighteen months after the date of its incorporation.

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

11 The directors may call a general meeting at any time.

Notice of general meetings

12 (1) The minimum periods of notice required to hold a general meeting of the charity are

- (a) twenty-one clear days for an annual general meeting or a general meeting called for the passing of a special resolution,
- (b) fourteen clear days for all other general meetings.

(2) A general meeting may be called by shorter notice if it is so agreed by a majority in number of members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights

(3) The notice must specify the date time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and article 19.

(4) The notice must be given to all members and to the directors and auditors

13 The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the charity

Proceedings at general meetings

14 (1) No business shall be transacted at any general meeting unless a quorum is present.

(2) A quorum is

(a) 2 members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting; or

(b) one tenth of the total membership at the time

whichever is the greater

- (3) The authorised representative of a member organisation shall be counted in the quorum

15 (1) If (a) a quorum is not present within half an hour from the time appointed for the meeting, or

(b) during a meeting a quorum ceases to be present,

the meeting shall be adjourned to such time and place as the directors shall determine.

- (2) The directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting

- (3) If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting

16 (1) General meetings shall be chaired by the person who has been appointed to chair meetings of the directors

- (2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a director nominated by the directors shall chair the meeting

- (3) If there is only one director present and willing to act, he or she shall chair the meeting

- (4) If no director is present and willing to chair the meeting within fifteen minutes of the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting

17 (1) The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned

- (2) The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution

- (3) No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place

- (4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting

18 (1) Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of the show of hands, a poll is demanded

(a) by the person chairing the meeting, or

(b) by at least two members present in person or by proxy and having the right to vote at the meeting; or

(c) by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting

(2) (a) The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded

(b) The result of the vote must be recorded in the minutes of the charity but the number or proportion of votes cast need not be recorded

(3) (a) A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting

(b) If the demand for a poll is withdrawn the demand shall not invalidate the result of a show hands declared before the demand was made

(4) (a) A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll.

(b) The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded

(5) (a) A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.

(b) A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs.

(c) The poll must be taken within thirty days after it has been demanded

(d) If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken

(e) If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting

Content of proxy notices

19 (1) Proxies may only validly be appointed by a notice in writing (a "proxy notice") which –

- (a) states the name and address of the member appointing the proxy,
 - (b) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed,
 - (c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine, and
 - (d) is delivered to the charity in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate
- (2) The charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes
- (3) Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions
- (4) Unless a proxy notice indicates otherwise, it must be treated as –
- (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
 - (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

Delivery of proxy notices

19A (1) A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the charity by or on behalf of that person.

(2) An appointment under a proxy notice may be revoked by delivering to the charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given

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

(4) If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

Written resolutions

20 (1) A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of 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) a copy of the proposed resolution has been sent to every eligible member,
 - (b) a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution, and
 - (c) it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date
- (2) A resolution in writing may comprise several copies to which one or more members have signified their agreement
- (3) In the case of a member that is an organisation, its authorised representative may signify its agreement

Votes of members

21 Subject to article 8, every member, whether an individual or an organisation, shall have one vote

22 Any objection to the qualification of any 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.

23 (1) Any organisation that is a member of the charity may nominate any person to act as its representative at any meeting of the charity.

- (2) The organisation must give written notice to the charity of the name of its representative. The representative shall not be entitled to represent the organisation at any meeting unless the notice has been received by the charity. The representative may continue to represent the organisation until written notice to the contrary is received by the charity.
- (3) Any notice given to the charity will be conclusive evidence that the representative is entitled to represent the organisation or that his or her authority has been revoked. The charity shall not be required to consider whether the representative has been properly appointed by the organisation.

Directors

24 (1) A director must be a natural person aged 16 years or older

(2) No one may be appointed a director if he or she would be disqualified from acting under the provisions of article 36.

25 The number of directors shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum

26 The first directors shall be those persons notified to Companies House as the first directors of the charity

27 A director may not appoint an alternate director or anyone to act on his or her behalf at meetings of the directors

Powers of directors

28 (1) The directors shall manage the business of the charity and may exercise all the powers of the charity unless they are subject to any restrictions imposed by the Companies Acts, the articles or any special resolution

(2) No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the directors

(3) Any meeting of directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the directors.

Retirement of directors

29 At the first annual general meeting all the directors must retire from office unless by the close of the meeting the members have failed to elect sufficient directors to hold a quorate meeting of the directors. At each subsequent annual general meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third must retire from office. If there is only one director he or she must retire

30 (1) The directors to retire by rotation shall be those who have been longest in office since their last appointment. If any directors became or were appointed directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

(2) If a director is required to retire at an annual general meeting by a provision of the articles the retirement shall take effect upon the conclusion of the meeting

Appointment of directors

31 The charity may by ordinary resolution

- (1) appoint a person who is willing to act to be a director, and
- (2) determine the rotation in which any additional directors are to retire

32 No person other than a director retiring by rotation may be appointed a director at any general meeting unless.

- (1) he or she is recommended for re-election by the directors, or
- (2) not less than fourteen nor more than thirty-five clear days before the date of the meeting, the charity is given a notice that
 - (a) is signed by a member entitled to vote at the meeting;
 - (b) states the member's intention to propose the appointment of a person as a director,
 - (c) contains the details that, if the person were to be appointed, the charity would have to file at Companies House, and
 - (d) is signed by the person who is to be proposed to show his or her willingness to be appointed

33 All members who are entitled to receive notice of a general meeting must be given not less than seven nor more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a director other than a director who is to retire by rotation

34 (1) The directors may appoint a person who is willing to act to be a director

- (2) A director appointed by a resolution of the other directors must retire at the next annual general meeting and must not be taken into account in determining the directors who are to retire by rotation

35 The appointment of a director, whether by the charity in general meeting or by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors

Disqualification and removal of directors

36 A director shall cease to hold office if he or she

- (1) ceases to be a director by virtue of any provision in the Companies Acts or is prohibited by law from being a director;

- (2) is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision),
- (3) ceases to be a member of the charity,
- (4) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs,
- (5) resigns as a director by notice to the charity (but only if at least two directors will remain in office when the notice of resignation is to take effect), or
- (6) is absent without the permission of the directors from all their meetings held within a period of six consecutive months and the directors resolve that his or her office be vacated

Remuneration of directors

37 The directors must not be paid any remuneration unless it is authorised by article 6.

Proceedings of directors

38 (1) The directors may regulate their proceedings as they think fit, subject to the provisions of the articles

(2) Any director may call a meeting of the directors

(3) The secretary (if any) must call a meeting of the directors if requested to do so by a director

(4) Questions arising at a meeting shall be decided by a majority of votes

39 (1) No decision may be made by a meeting of the directors unless a quorum is present at the time the decision is purported to be made ("Present" includes being present by suitable electronic means agreed by the directors in which a participant or participants may communicate with all the other participants

(2) The quorum shall be two or the number nearest to one-third of the total number of directors, whichever is the greater, or such larger number as may be decided from time to time by the directors

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

40 If the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting

- 41 (1) The directors shall appoint a director to chair their meetings and may at any time revoke such appointment
- (2) If no-one has been appointed to chair meetings of the directors or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the directors present may appoint one of their number to chair that meeting.
- (3) The person appointed to chair meetings of the directors shall have no functions or powers except those conferred by the articles or delegated to him or her by the directors.
- 42 (1) A resolution in writing or in electronic form agreed by a simple majority of all the directors entitled to receive notice of a meeting of directors or of a committee of directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the directors or (as the case may be) a committee of directors duly convened and held provided that:
- (a) a copy of the resolution is sent or submitted to all the directors eligible to vote, and
 - (b) a simple majority of directors has signified its agreement to the resolution in an authenticated document or documents which are received at the registered office within the period of 28 days beginning with the circulation date.
- (2) The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more directors has signified their agreement

Delegation

- 43 (1) The directors may delegate any of their powers or functions to a committee of two or more directors but the terms of any delegation must be recorded in the minute book
- (2) The directors may impose conditions when delegating, including the conditions that
- (a) the relevant powers are to be exercised exclusively by the committee to whom they delegate,
 - (b) no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the directors
- (3) The directors may revoke or alter a delegation
- (4) All acts and proceedings of any committees must be fully and promptly reported to the directors

Declaration of directors' interests

44 A director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not previously been declared. A director must absent himself or herself from any discussions of the directors 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).

Conflicts of interests

45 (1) If a conflict of interests arises for a director 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 the articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:

- (a) the conflicted director is absent from the part of the meeting at which there is a discussion of any arrangement or transaction affecting that other organisation or person,
 - (b) the conflicted director does not vote on any such matter and is not to be counted when considering whether a quorum of directors is present at the meeting, and
 - (c) the unconflicted directors consider it is in the interests of the charity to authorise the conflict of interests in the circumstances applying
- (2) In this article a conflict interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a director or to a connected person

Validity of directors' decisions

46 (1) Subject to article 46(2), all acts done by a meeting of directors, or of a committee of directors, shall be valid notwithstanding the participation in any vote of a director

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

if without

- (d) the vote of that director, and
- (e) that director being counted in the quorum;

the decision has been made by a majority of the directors at a quorate meeting

- (2) Article 46(1) does not permit a director or a connected person to keep any benefit that may be conferred upon him or her by a resolution of the directors or of a committee of directors if, but for article 46(1), the resolution would have been void, or if the director has not complied with article 44

Seal

47 If the charity has a seal it must only be used by the authority of the directors or of a committee of directors authorised by the directors. The directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a director and by the secretary (if any) or by a second director

Minutes

48 The directors must keep minutes of all

- (1) appointments of officers made by the directors,
- (2) proceedings at meetings of the charity,
- (3) meetings of the directors and committees of directors including:
 - (a) the names of the directors present at the meeting,
 - (b) the decisions made at the meetings, and
 - (c) where appropriate the reasons for the decisions

Accounts

- 49 (1) The directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
- (2) The directors must keep accounting records as required by the Companies Acts

Annual Report and Return and Register of Charities

- 50 (1) The directors must comply with the requirements of the Charities Act 1993 with regard to the:
- (a) transmission of the statements of account to the charity,
 - (b) preparation of an Annual Report and its transmission to the Commission,
 - (c) preparation of an Annual Return and its transmission to the Commission
- (2) The directors must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities.

Means of communication to be used

- 51 (1) Subject to the articles, anything sent or supplied by or to the charity under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the charity.
- (2) Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
- 52 Any notice to be given to or by any person pursuant to the articles
- (1) must be in writing, or
 - (2) must be given in electronic form.
- 53 (1) The charity may give any notice to a member either
- (a) personally, or
 - (b) by sending it by post in a prepaid envelope addressed to the member at his or her address, or
 - (c) by leaving it at the address of the member, or
 - (d) by giving it in electronic form to the member's address
- (2) 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.
- 54 A member present in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- 55 (1) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given
- (2) Proof that an electronic form of notice was given shall be conclusive where the company can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006
- (3) In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given
- (a) 48 hours after the envelope containing it was posted, or
 - (b) In the case of an electronic form of communication, 48 hours after it was sent

Indemnity

56 (1) The charity may indemnify a relevant director against any liability incurred by him or her or it in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act 2006.

(2) In this article a "relevant director" means any director or former director of the charity

Rules

57 (1) The directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the charity

(2) The bye laws may regulate the following matters but are not restricted to them

(a) the admission of members of the charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;

(b) the conduct of members of the charity in relation to one another, and to the charity's employees and volunteers,

(c) the setting aside of the whole or any part or parts of the charity's premises at any particular time or times or for any particular purpose or purposes,

(d) the procedure at general meetings and meetings of the directors in so far as such procedure is not regulated by the Companies Acts or by the articles,

(e) generally, all such matters as are commonly the subject matter of company rules

(3) The charity in general meeting has the power to alter, add to or repeal the rules or bye laws

(4) The directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the charity

(5) The rules or bye laws shall be binding on all members of the charity No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the articles

Dissolution

- 58 (1) The members of the charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the charity be applied or transferred in any of the following ways
- (a) directly for the Objects, or
 - (b) by transfer to any charity or charities for purposes similar to the Objects, or
 - (c) to any charity or charities for use for particular purposes that fall within the Objects
- (2) Subject to any such resolution of the members of the charity, the directors of the charity may at any time before and in expectation of its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision made for them, shall on or before dissolution of the charity be applied or transferred.
- (a) directly for the Objects, or
 - (b) by transfer to any charity or charities for purposes similar to the Objects, or
 - (c) to any charity or charities for use for particular purposes that fall within the Objects
- (3) In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity) and if no resolution in accordance with article 58(1) is passed by the members or the directors the net assets of the charity shall be applied for charitable purposes as directed by the Court or the Commission

