

Sleaford and District Civic Trust

1. Name of the Trust:

The name of the Trust shall be "SLEAFORD AND DISTRICT CIVIC TRUST", called in this document "the Trust". Registered with the Charity Commission for England and Wales; No. 502291.

2 Area of Benefit:

The area of benefit shall comprise the Town of Sleaford and its environs.

3 Objects of the Trust:

- i. To secure the preservation, protection, development and improvement of features of historic or public interest in the area of benefit
- ii. To promote high standards of planning, architecture and restoration in the area of benefit
- iii. To stimulate public interest in the area of benefit and to promote public participation in the work of the Trust.

4 What the Trust may do:

In furtherance of its Objects the Trust, through its Executive Committee, shall have the following powers:

- i. To promote research into subjects directly connected with the Objects of the Trust and to publish the results of any such research
- ii. To act as a co-ordinating body and to co-operate with local and other statutory authorities; voluntary organisations; charities and persons having aims similar to those of the Trust
- iii. To promote or assist in promoting activities of a charitable nature throughout the area of benefit
- iv. To publish papers, reports and other literature
- v. To make surveys and prepare maps and plans and to collect information in relation to any place, erection or building of beauty or historic interest within the area of benefit
- vi. To hold meetings, lectures and exhibitions
- vii. To educate public opinion and provide advice and information
- viii. To raise funds and invite and receive contributions from any person or persons; organisations and bodies whatsoever by way of subscriptions, donations and otherwise

- ix. To take and accept any gifts of property whether subject to any special trusts or not provided any such trusts fall within the Objects of the Trust
- x. To sell, let, mortgage, dispose of or turn to account all or any of the property or funds of the Trust by formal procedure
- xi. To borrow or raise money for the purposes of the Trust on such terms and on such security as the Executive Committee shall think fit, but so that the liability of individual members of the Trust shall in no case extend beyond the amount of their respective annual subscriptions
- xii. To do all such other things as are necessary for the attainment of the said Objects.

5 Membership and Subscriptions:

- i. Membership shall be open to all who are interested in actively furthering the purposes of the Trust
- ii. Any two people residing at the same address may opt for a joint membership the cost of which will be lower than the cost of two full memberships
- iii. No member shall have the power to vote at any meeting of the Trust if his/her subscription is more than six months in arrears at that time
- iv. Membership shall lapse if the subscription is unpaid six months after it is due
- v. Corporate bodies, including partnerships, societies, companies, education and other similar institutions and organisations may become members; each such body may appoint one nominee who shall have full membership rights
- vi. Junior members shall be those aged less than 18 years at the time their subscription is due; and they shall not be entitled to vote at any meeting of the Trust
- vii. The subscription of a member joining the Trust in the three months preceding January in any year shall be regarded as covering membership for the Trust's year commencing on 1st January following the date of joining the Trust
- viii. The amount of subscription for each class of membership shall be determined by the Executive Committee and ratified by a majority of the members present and voting at the Annual General Meeting.

6 Meetings

- i. An Annual General Meeting shall be held no later than the end of March of each year to receive the Executive Committee's Annual Report and Accounts; and to elect Officers and Members of the Executive Committee
- ii. The Officers of the Trust to be elected at the Annual General Meeting shall consist of:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer

Officers shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting. A President and Vice-President may also be elected at a General Meeting of the Trust, for periods to be decided at such a meeting
- iii. Members may bring guests to any meeting of the Trust, except the Annual General Meeting. There shall be payable for each guest such attendance fee as may, from time to time, be fixed by the Executive Committee or a donation sought. The Executive Committee may invite any person or persons to attend any meeting of the Trust
- iv. Items, from Members, to go on the agenda for the AGM shall be forwarded to the Secretary 28 days before the date of the meeting
- v. Special General Meetings of the Trust shall be held at the written request of members representing not less than 10 per cent of the existing membership and whose subscriptions are fully paid-up. Such a request for a Special General Meeting should specify the matters to be considered
- vi. Fifteen members personally present shall constitute a quorum for an Annual General Meeting of the Society
- vii. At the AGM the members will:
 - a. receive the report of the Executive Committee on the Trust's activities since the previous AGM
 - b. receive the accounts of the Trust for the previous financial year
 - c. appoint an Auditor for the Trust where required
 - d. elect or re-elect from among the members, the Officers and Executive Committee Members to fill the vacancies
 - e. discuss and determine any issues of policy or deal with any other business put before them by the Executive Committee or by members
 - f. approve the subscription rates for the various levels of membership.

7 The Executive Committee

- i. The management and administration of the Trust shall be the responsibility of the Executive Committee which shall comprise the Officers and a maximum of ten other persons
- ii. Those serving on the Executive Committee shall normally be resident in or work in the area of benefit but there shall be no such restriction on eligibility for co-option by the Committee
- iii. The Executive Committee shall have power to co-opt members from time to time provided that no more than three co-opted members shall exist at any one time
- iv. The Executive Committee shall have the power to fill casual vacancies occurring among the Officers of the Trust
- v. The Executive Committee shall meet not less than six times a year and a quorum shall, as near as may be, comprise one third of the members of the Executive Committee.

8 Accounts

The Executive Committee shall have proper accounts kept in accordance with the law. In particular, the accounts shall show:

- i. all amounts received and spent by the Trust, and for what;
- ii. all sales and purchases by the Trust;
- iii. the assets and liabilities of the Trust.

A copy of the Annual Return will be sent to the Charity Commission for England and Wales.

9 Expenses of Administration and Application of Funds

The Executive Committee shall, out of the funds of the Trust, pay all proper expenses of administration and management of the Trust. After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Trust shall be applied by the Executive Committee in furtherance of the objects of the Trust.

10 Investment

All monies at any time belonging to the Trust and not required for immediate application for its expenses shall be invested by the Executive Committee in or upon such investments, securities or property as it may think fit, subject nevertheless to such authority, approval or consent whether by the Charity Commissioners as may for the time being be required by law or by the special trusts affecting any property in the hands of the Executive Committee.

11 Trustees

Any freehold and leasehold property acquired by the Trust shall and if the Executive Committee so directs any other property belonging to the Trust may be invested in the Official Custodian for Charities. The Executive Committee shall be the managing trustee for such property.

12 Amendments

This Constitution may be amended by a simple majority of members present and voting at an Annual General Meeting or Special General Meeting of the Trust, provided that 21 days' notice of the proposed amendment has been given to all members, and provided that nothing herein contained shall authorise any amendment the effect of which would cause the Trust at any time to cease to be a charity in law.

13 Notice

A notice shall be deemed properly given if it shall have been delivered to or received by a member (allowing for the ordinary course of post/electronic confirmation of receipt) on or before the date stipulated prior to the meeting.

14 General Policies

The Trust will maintain the following Policies in regard to its activities and dealings with the public:

- i. Safeguarding
- ii. Health and Safety
- iii. General Data Protection Regulations (GDPR).

15 Winding Up

- i. The Trust may be dissolved by a two-thirds majority of members present and voting at an Annual General Meeting or Special General Meeting of the Trust confirmed by a simple majority of members voting at a further Special General Meeting held not less than 14 days after the previous meeting. If a motion for the dissolution of the Trust is to be proposed at an Annual General Meeting or a Special General Meeting this motion shall be referred to specifically when notice of the Meeting is given.
- ii. In the event of the dissolution of the Trust the available funds of the Trust shall be transferred to such one or more charitable institutions having objects similar or reasonably similar to those stated herein as shall be chosen by the Executive Committee and approved by the Meeting of the Trust at which the decision to dissolve the Trust is finally confirmed. On dissolution the minute books and other records of the Trust shall be deposited with the Lincolnshire Records Office.

Ratified at the AGM held on 27 March 2019