

Trust Deed

Date: 26 Day of FEBRUARY 2009

By:

Galleywood Parish Council of Keene Hall Watchhouse Road Galleywood Chelmsford Essex CM2 8PT ('the Custodian Trustees'), which expression includes as appropriate the Parish Council's successors in title).

Introduction

By a lease dated 12th November 2008 the Custodian Trustees hold the leasehold title to the Property upon the trusts described below.

NOW THIS DEED WITNESSES as follows:

1. Definitions and interpretation

1.1 In this Deed:

'Area of Benefit' means the Parish of Galleywood

'the Charity' means Galleywood Heritage Centre

'Connected Persons' means and includes, in relation to a member of the Management Committee:

- that person's spouse or long term partner
- that person's relatives, namely their children, parents, grandchildren, grandparents, brothers, sisters and their spouses and
- persons related by marriage

'Custodian Trustees' means Galleywood Parish Council and any other custodian trustee(s) from time to time appointed by the Charity in accordance with this Deed of Trust

'Management Committee' means the first charity trustees and future charity trustees of the Charity

'Objects' means the objects of the Charity described in Clause 3

'Parish Council' means Galleywood Parish Council

'Permanent Endowment' means property of the Charity (i.e. land, buildings, investments or cash) which the management committee may not spend as if it were income without the prior approval by order of the Charity Commission; and

'Expendable Endowment' means capital of the Charity which may be so spent

'Property' means the premises known as Galleywood Common Depot off Margaretting Road Galleywood Chelmsford Essex CM2 8TS and the outbuildings thereon

'Secretary' means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity

'Trust Fund' means all property monies and other assets of the Charity from time to time other than the Property.

1.2 Words importing the singular only shall include the plural; words denoting one gender shall include each gender and all genders; and words importing natural persons shall include also corporations.

1.3 References to an Act of Parliament are to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

2. Charity

This Deed constitutes a charitable trust whose name is Galleywood Heritage Centre.

3. Objects

The Property and the trust fund and its income shall be applied for the benefit of the inhabitants of Galleywood and the surrounding areas without distinction of sex or of political, religious or other opinions by associating together inhabitants, local authorities, voluntary and other organisations in a common effort to advance education, in particular in the heritage of the local area and to provide facilities in the interest of social welfare for the recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants, which shall include the maintenance and management of a heritage and community centre in Galleywood for the benefit of the public.

4. Administration, repairs and insurance, and use of income and capital

4.1.1 The Charity, the Property and the Trust Fund must be administered by the Management Committee. The members of the Management Committee are the charity trustees within the meaning of Section 97(1) of the Charities Act 1993. Until the end of the first annual general meeting to be held after the date hereof, the Management Committee shall comprise the following persons:

Neville James Adrian Paul
Janette Anita Potter
John Henry Turkentine
Ernest Royston Van Tromp

4.1.2. The Management Committee must act reasonably and prudently in all matters relating to the Charity and must always pursue the interests of the Charity to the exclusion of personal prejudices and interests.

4.2 The Management Committee must:

4.2.1 ensure that the Property and all buildings thereon and other property of the Charity are at all times kept in repair and sufficiently insured against all

insurable risks including fire and theft and must whenever necessary procure a professional valuation for such purposes and

- 4.2.2 take out such insurance as the Management Committee considers necessary to protect the Charity's property including but not limited to public liability insurance (to include the liability of the Charity to its volunteers) and employer's liability insurance.
- 4.3 The Management Committee must firstly apply:
 - 4.3.1 the Charity's income and
 - 4.3.2 if the Management Committee think fit, Expendable Endowment and
 - 4.3.3 when the expenditure can properly be charged to it, its Permanent Endowment in meeting the proper costs of administering the Charity and of managing its property (including the repair and insurance of its buildings).
- 4.4 After payment of these costs, the Management Committee must apply the remaining income in furthering the Objects.
- 4.5 The Management Committee may also apply for the Objects:
 - 4.5.1 Expendable Endowment and
 - 4.5.2 Permanent Endowment, but only on such terms for the replacement of the amount spent as the Charity Commission may approve by order in advance.

5. Custodian Trustee

- 5.1 The Parish Council is the Custodian Trustee of the Charity and the provisions of Section 2(4) of the Public Trustee Act 1906 apply to the Parish Council and to the Management Committee respectively in like manner as they apply to the public trustee and managing trustees.
- 5.2 The Parish Council has no powers of management except such as are expressly conferred on it by this Deed.
- 5.3 The Parish Council has the custody of all securities and documents of title relating to the Property but the members of the Management Committee or any of them have free access and are entitled to take photocopies of them.
- 5.4 The Parish Council must do all that is asked of it by the Management Committee in relation to the Property unless it involves a breach of trust or involves a personal liability upon it. Provided it acts only in accordance with the lawful directions of the Management Committee, the Parish Council should not be liable for the act and defaults of the Management Committee or any of its members.
- 5.5 The powers of appointing new or additional custodian trustees and of discharging custodian trustees are exercisable by the Management Committee alone, but the Parish Council has the same power of applying to the court or to the Charity Commission for the appointment of a new custodian trustee as has any other trustee for a charity.

6. Powers of the Management Committee

The Management Committee has the following powers, which may be exercised only in promoting the Objects:

- 6.1 to **raise funds and invite and receive contributions and endowments** (whether for general or special purposes). In raising funds the Management Committee must not undertake any trading activities which are liable to tax other than charity trading and must conform to relevant requirements of the law
- 6.2 to buy, **take on lease** or in exchange, hire or otherwise acquire any property necessary for the achievement of the Objects and to maintain and equip it for use
- 6.3 subject to Clause 19 and subject to the restrictions imposed by the Charities Act 1993, to sell, lease or otherwise dispose of all or any part of the Property and other property comprised in the trust fund
- 6.4 to deposit or invest funds in any manner (but to invest only after obtaining advice from a financial expert)
- 6.5 to borrow money by mortgage or otherwise as may be required for maintaining, extending or improving the Property or any part thereof or erecting any building thereon or for any work carried on therein and to charge the whole or any part of the Property and the Trust Fund with repayment of the money so borrowed (but only in accordance with the restrictions imposed by the Charities Act 1993)
- 6.6 **to employ staff** (who shall not be members of the Management Committee) and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants
- 6.7 **to co-operate** with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or of similar charitable purposes and to exchange information and advice with them
- 6.8 to appoint, constitute and provide clear terms of reference for, such sub-committees (including a Friends Fund Raising Group) as the Management Committee may think fit. Such sub-committees shall be answerable to the Management Committee and all their acts and proceedings must be fully and promptly reported to the Management Committee
- 6.9 **to delegate** to any one or more of the members of the Management Committee any business of the Charity which is within the professional or business competence of such member or members. The Management Committee must agree the terms of reference of any such delegation and include them in the minutes of the meeting of the Management Committee at which the decision to delegate is made. The Management Committee must exercise reasonable supervision over any such member or members acting on their behalf under this provision and must ensure that all their acts and proceedings are fully and promptly reported to the Management Committee
- 6.10 **to insure the members of the Management Committee against** the costs of a successful defence to a criminal prosecution brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty (unless the member concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty)

- 6.11 to remunerate any member of the Management Committee and any connected persons for services rendered to the Charity PROVIDED THAT:
- 6.11.1 such member and all connected persons (if any) shall not be present at or take part in any discussions or decision relating to such remuneration or the performance and supervision of such services
 - 6.11.2 any decision to remunerate such member and any connected persons shall be taken unanimously by the other members present and voting at the meeting at which the decision is made
 - 6.11.3 the other members are satisfied that they have explored all other avenues of service provision by third parties and that the services rendered by the member or any connected persons and the payment of remuneration are in the best interests of the Charity
 - 6.11.4 the other members are satisfied that the level of remuneration is reasonable and proper having regard to the services rendered by such member and any connected persons to the Charity
 - 6.11.5 the other members are satisfied that the services rendered to the Charity are of special value to the Charity having regard to such member's ability, qualifications, or experience and/or to the level of remuneration for which he/she has agreed to provide them
 - 6.11.6 all deliberations and decisions of the Management Committee under the above are minuted and the secretary is instructed to display the minute of such deliberations and decisions on the Charity's notice board immediately after the minutes have been approved and
 - 6.11.7 the number of such members for the time being in receipt of remuneration do not exceed a minority of the members of the Management Committee
- 6.12 other than where the Property and the Trust Fund is held by a Custodian Trustee, to permit any investments comprised in the Trust Fund to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of such stockbroking company) as nominee for the Management Committee, and to pay such a nominee reasonable and proper remuneration for acting as such
- 6.13 to do anything else within the law which promotes or helps to promote the Objects.

In the exercise of these powers the Management Committee members must always be mindful that they are charity trustees within the definition of Section 97 of the Charities Act 1993 as the persons having the general management and control of the administration of a charity.

7. The management committee

- 7.1 The first members of the Management Committee described in Clause 4.1 shall hold office until the end of the first annual general meeting of the Charity.
- 7.2 Subject to Clause 7.1, the Management Committee shall consist of:

7.2.1 3 elected members

7.2.2 6 appointed members

and may include not more than

7.2.3 2 co-opted members.

All such members of the Management Committee are charity trustees for the purposes of charity law.

Elected members

- 7.3 The elected members must be elected at an annual general meeting or a special general meeting convened in the circumstances described in clause 9.3.

Appointed members

- 7.4 Each of the following bodies may appoint one member:

Galleywood Parish Council;
Galleywood Common Association;
Galleywood Historical Society
Chelmsford District Scout Council;
Great Baddow & Galleywood Environmental Group;
The Church of St. Michaels & All Angels

- 7.5 Any such appointment must be made according to the ordinary practice of the appointing body and must be notified in writing to the secretary. An appointment must not be made more than two months before the annual general meeting.
- 7.6 The person appointed need not be a member of the relevant appointing body.
- 7.7 The Management Committee must promptly report any vacancy in the office of an appointed member to the body entitled to fill it.
- 7.8 Where any application for representation on the Management Committee is received from any existing or newly-formed body operating in the area of benefit, the Management Committee may, with the approval of not less than two-thirds of all the members of the Management Committee, allow such body to appoint a member of the Management Committee in the same manner as if such organisation had been named in Clause 7.4. A minute of the relevant resolution, authenticated by the chairman and the secretary, should be (a) placed with the title deeds and (b) kept with the Management Committee's working papers.

Co-opted members

- 7.9 Co-opted members must be appointed at a duly constituted meeting of the Management Committee.

Term of office

- 7.10 Subject to Clauses 7.11 and 7.12, the period of office of members of the Management Committee starts:

7.10.1 in the case of elected members, at the end of the annual general meeting at which they are elected

7.10.2 in the case of appointed members appointed at the annual general meeting in any year, at the end of that meeting or, in the case of an appointed member appointed after such annual general meeting, or to fill a casual vacancy, on the day on which notification of his appointment is received by the secretary

7.10.3 in the case of co-opted members, from the date of their co-option.

7.11 All members of the Management Committee retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or reappointed.

Casual Vacancies

7.12 In the event of a casual vacancy, the Management Committee must minute it at their next meeting and, if in the office of an appointed member, notify as soon as possible the proper appointing body who may on such notice appoint an alternative member to represent them. A casual vacancy in the office of an elected member may be filled by the Management Committee.

The period of office of a member elected to fill a casual vacancy starts at the end of the meeting of the Management Committee at which he or she was so elected.

New members

7.13 The Management Committee must give each new member on their first appointment a copy of this Deed and any amendments made to it, and a copy of the Charity's latest report and statement of accounts.

Register of members

7.14 The Management Committee must keep a register of the name and address of every member of the Management Committee and the dates on which their terms of office begin and end.

8. Eligibility for Membership of the Management Committee

8.1 No person may be elected or appointed as a member of the Management Committee:

8.1.1 unless he has attained the age of 18 years or

8.1.2 if he is disqualified from acting as a member of the committee by virtue of Section 72 of the Charities Act 1993 or

8.1.3 in circumstances such that, had he already been a member of the Management Committee, he should have been disqualified from office under the provisions of Clause 9.

8.2 No person shall be entitled to act as a member of the Management Committee whether on a first or any subsequent entry into office until after signing in the minute book of the Management Committee a declaration of acceptance and willingness to act in the trusts of the Charity.

9. Termination of Membership of the Management Committee

- 9.1 A person shall cease to be a member of the Management Committee if he:
- 9.1.1 is disqualified from acting as a member of the Management Committee by virtue of Section 72 of the Charities Act 1993
 - 9.1.2 becomes incapable by reason of a mental disorder, illness or injury of managing and administering his own affairs or
 - 9.1.3 is absent without the permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that his office be vacated; PROVIDED that where a member disqualified under this clause is an appointed member of an organisation the Management Committee must advise the appointing organisation of the disqualification and the organisation shall have the right within one month to appoint an alternative member to represent them on the Management Committee.
- 9.2 A person shall cease to be a member of the Management Committee if he notifies the Management Committee in writing of his wish to resign (but only if at least three members of the Management Committee will remain in office when the notice of resignation is to take effect).
- 9.3 The members of the Management Committee may not all resign at the same time unless and until they have (a) co-opted or procured the appointment of at least three new members in accordance with Clause 7 or (b) convened a special general meeting in accordance with Clause 14.7.

10. Members not to be personally interested

Except with the prior written approval of the Charity Commission, no member of the Management Committee may:

- 10.1 receive any benefit in money or in kind from the Charity other than in respect of insurance provided pursuant to Clause 6.10 and remuneration paid in accordance with Clause 6.11 or
- 10.2 have a financial interest in the supply of goods or services to the Charity or
- 10.3 acquire or hold any interest in property of the Charity (except in order to hold it as a trustee of the Charity).

11. Officers

- 11.1 **Chairman and Vice-chairman**
At their first ordinary meeting in each year after the annual general meeting, the Management Committee shall elect a chairman and may elect a vice-chairman of their meetings. The chairman and vice-chairman remain in office until their respective successors are elected.
- 11.2 **Secretary and treasurer**
The Management Committee shall appoint a Secretary and treasurer and may remove them from office at their discretion. The offices may be held by:
 - 11.2.1 members (who must not receive any reward for acting) or

11.2.2 other suitable persons (who may be employed upon such reasonable terms, including terms as to notice, as the Management Committee think fit).

12. Meetings of the Management Committee

- 12.1 The Management Committee must hold **at least two ordinary meetings** in each year.
- 12.2 The first meeting of the members of the Management Committee must be called by the chairman or if no meeting has been called within three months after the date of this Deed by any two of the first members of the Management Committee. Subsequent meetings may be arranged by the members of the Management Committee at their meetings or may be called at any time by the chairman or any two members of the Management Committee upon not less than ten days' notice having been given to all other members.
- 12.3 A special meeting may be called at any time by the chairman or any two members upon not less than seven clear days' notice being given to all other members of the Management Committee of the matters to be discussed.
- 12.4 If the chairman is absent from any meeting, the vice-chairman (if any) shall preside; otherwise the members present must, before any other business is transacted, choose one of their number to be chairman of the meeting.
- 12.5 There shall be a quorum when at least one third of the number of members of the Management Committee for the time being or three members, whichever is the greater, are present at a meeting.
- 12.6 Except where otherwise provided in this Deed, every issue may be determined by a simple majority of the votes cast at a meeting of the Management Committee.
- 12.7 The chairman of the meeting may cast a second or casting vote only if there is a tied vote.
- 12.8 The proceedings of the Management Committee shall not be invalidated by any failure to appoint or any defect in the appointment or qualification of any members.

13. Recording of Meetings

The Management Committee must keep proper minutes of its meetings. The minute book must be available for inspection upon reasonable request by any member of the Management Committee. The minute book must be retained by:

- 13.1 the secretary or
- 13.2 another suitable person appointed by the Management Committee to do so.

14. Annual General Meeting and Special Meetings

- 14.1 The first annual general meeting must be held within twelve months after the date of this Deed and subsequent annual general meetings must be held not more than fifteen months after the holding of the preceding annual general meeting.
- 14.2 All inhabitants of the area of benefit of 18 years and upward must be entitled to attend and vote at the annual general meeting. The Management Committee may allow inhabitants who are under 18 to attend (but not vote at) the meeting.

- 14.3 The first annual general meeting after the date of this Deed must be convened by the first members of the Management Committee described in Clause 4.1 and subsequent annual general meetings by the Management Committee. Public notice of every annual general meeting must be given in the area of benefit of at least fourteen days before the date thereof by affixing a notice to some conspicuous part of the Property or other conspicuous place in the area of benefit and by such other means as the convenors think fit.
- 14.4 There shall be a quorum when at least five people are present at an annual general meeting.
- 14.5 The chairman of the Management Committee must be the chairman of an annual general meeting. In his absence the chair must be taken by the vice-chairman (if any), failing which by any other member of the Management Committee chosen by the Management Committee, failing which by such person as the persons present shall by lot determine.
- 14.6 The Management Committee must present to each annual general meeting the annual report and accounts of the Charity for the preceding year.
- 14.7 The Management Committee may convene, and the secretary shall within 21 days of receiving a written request so to do signed by not less than 10 inhabitants of the area of benefit giving reasons for the request call, a special general meeting of all the inhabitants of the area of benefit of eighteen years and upwards. Public notice must be given of any such meeting, specifying the business to be discussed, in the same way as for an annual general meeting.
- 14.8 The secretary or other person appointed by the Management Committee must keep minutes of proceedings at every annual general meeting and special general meeting.
- 14.9 Every matter for consideration at an annual general meeting or a special general meeting must be decided (save as otherwise provided herein) by majority decision of those present and voting. The chairman of the meeting may cast a second or casting vote only if there is a tied vote.

15. Accounts

The Management Committee must comply with their obligations under Part VI of the Charities Act 1993 with regard to:

- 15.1 the keeping of accounting records for the Charity
- 15.2 the preparation of annual statements of account for the Charity
- 15.3 the auditing or independent examination of the statements of account for the Charity and
- 15.4 the transmission of the statements of account of the Charity to the Charity Commission.

16. Annual Report

The Management Committee must comply with their obligations under Part VI of the Charities Act 1993 with regard to the preparation of an annual report and its transmission to the Charity Commission.

17. Annual Return

The Management Committee must comply with their obligations under Section 48 of the Charities Act 1993 with regard to the preparation of an annual return and its transmission to the Charity Commission.

18. Receipts and Expenditure

The income of the Charity, including all donations and bequests, must be paid into an account operated by the Management Committee in the name of the Charity at such bank or building society as the Management Committee shall from time to time decide. All cheques and orders for payment of money from such account shall be signed by at least two members of the Management Committee.

19. Disposal of Trust Property, Incorporation and Dissolution

19.1 Subject to the provisions of this Clause,

19.1.1 if the Management Committee decides at any time that on the grounds of expense or otherwise it is necessary or advisable to discontinue the use of the Property and the trust fund in whole or in part for the Objects, the Management Committee may surrender or otherwise dispose, or require the surrender or disposal of the Property and other property comprised in the trust fund or any part of it on such terms as may be approved by the Management Committee in accordance with the provisions of Section 36 of the Charities Act 1993;

19.1.2 if the Management Committee decides that the Charity should incorporate, the Management Committee may transfer or require the transfer of the trust fund or any part of it to the new charitable corporate body having the same objects as the Charity on such terms as may be approved by the Charity Commission.

19.2 The Management Committee may only do so if:

19.2.1 the decision to dispose, surrender or incorporate is confirmed by a resolution passed at a special general meeting of the inhabitants of the age of 18 years and upward of the area of benefit and

19.2.2 such resolution is passed by three-quarters of such inhabitants present and voting at such meeting.

19.3 Not less than fourteen days' notice of such special general meeting (stating the terms of the resolution that will be proposed) must be posted in a conspicuous place or placed on the Property and advertised in a newspaper circulating in the area of benefit.

19.4 Following the disposal or surrender of the Property and the trust fund in whole or in part in the circumstances described in clause 19.1.1, all monies belonging to the

Charity including the proceeds of sale of any fixtures and fittings (after satisfaction of any liabilities properly payable) must be applied:

- 19.4.1 in the purchase or lease of other property approved by the Management Committee and to be held upon the trusts of the Charity or for to such charitable purposes as near thereto as circumstances permit or
- 19.4.2 towards such other charitable purposes or objects for the benefit of the inhabitants of the area of benefit as may be approved by the Charity Commission.
- 19.5 Pending such application, such monies must be invested and any income arising shall either be accumulated (for such time as may be allowed by law) by investing the same and the resulting income to be applied as the capital of such investments or must be used in furthering the purposes specified in this Deed.
- 19.6 In the event of the Charity being dissolved a copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Charity Commission.

20. Amendment of Trust Deed

- 20.1 Subject to the provisions of this clause, this Deed may be amended.
- 20.2 With the exception of an amendment made by virtue of Clause 7.8, any other amendment must be made by a resolution passed at either the **annual general meeting or a special general meeting**.
- 20.3 The notice of the meeting must include notice of the resolution, setting out the terms of the amendment proposed.
- 20.4 No amendment must be made which would vary this clause.
- 20.5 The prior written approval of the Charity Commission must be obtained to any amendment which would vary Clauses 3 (Objects), 10 (Members not to be personally interested), and 19 (Disposal of Trust Property, Incorporation and Dissolution)
- 20.6 The Management Committee must:
 - 20.6.1 promptly send to the Charity Commission a copy of any amendment made under sub-clause 20.2 and
 - 20.6.2 keep a copy of such amendment with this Deed.

21. Rules

Within the limits prescribed by this Deed the Management Committee may from time to time make and alter rules for the management of the Charity and in particular with reference to:

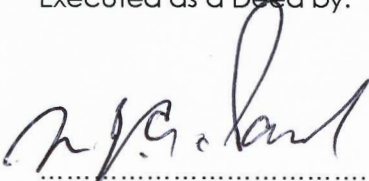
- 21.1 the terms and conditions upon which the Property or any part of the trust fund may be used by persons or bodies other than the Management Committee for the purposes specified in this Deed and the sum (if any) to be paid for such use

- 21.2 the deposit of money at a proper bank or building society and the safe custody of documents
- 21.3 the appointment of an auditor or an independent examiner
- 21.4 the engagement or dismissal of such officers, servants and agents as the Management Committee may consider necessary and the payment of such persons (not being members of the Management Committee)
- 21.5 the summoning and conduct of meetings.

22. Indemnity

The members of the Management Committee, the Custodian Trustees or their successors in title, and the Official Custodian for Charities shall be entitled to an indemnity out of the assets of the Charity against all liabilities properly incurred by them in the management of the affairs of the Charity.

Executed as a Deed by:


..... **Trustee**


Neville James Paul


..... **Trustee**

Janette Anita Potter


..... **Trustee**

John Henry Turkentine


..... **Trustee**

Ernest Royston Van Tromp