

**CONSTITUTION
OF
THE CADEBY COMMUNITY DEVELOPMENT TRUST**

January 2017

DATE OF CONSTITUTION: 12 December 2016

1 NAME

The Cadeby Community Development Trust (CCDT)

2 NATIONAL LOCATION OF PRINCIPAL OFFICE

Daisy Cottage, 3 Main Street, Cadeby, Nuneaton, CV13 0AX

3 OBJECTIVES

The objectives of the CCDT are:

To raise external funding to support, enhance and deliver opportunities and facilities for the social wellbeing of the people and parish of CADEBY, LEICESTERSHIRE

4 POWERS

The CCDT has the power to:

- i) Buy, take on lease, hire equipment for the purpose of supporting fundraising activities, events and social gatherings.
- ii) Employ and remunerate such staff as are necessary for the carrying out of projects that have received or will create funding support.
- iii) Deposit or invest funds for long term project initiatives/support.

5 APPLICATION OF INCOME

The income of the CCDT must be applied solely towards the promotion of its declared objectives.

- i) A Trust member is entitled to be reimbursed for reasonable expenses properly incurred by him or her when acting on behalf of the CCDT.
- ii) None of the income may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Trust member.

6 GENERAL PROVISIONS

No Trust member or connected person may:

- i) Buy or receive any goods or services from the CCDT on terms preferential to those applicable to members of the public.

- ii) Sell goods, services or any interests in land to the CCDT.
- iii) Be employed by or receive any remuneration from the CCDT.
- iv) Receive any other benefit from the CCDT.

7 CONFLICTS OF INTEREST AND CONFLICTS OF LOYALTY

A CCDT member must:

- i) Declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement.
- ii) Absent himself or herself from any discussions of Trust members in which a possible conflict of interest (as described in (i) above) could arise.

8 FUNCTIONS AND DUTIES OF TRUST MEMBERS

- i) The CCDT shall comprise of no less than four nominated members and no more than six at any one time.
- ii) The CCDT Trust membership shall serve for a term of no more than three years, following which he or she will stand for re-election.
- iii) Trust membership shall be voted by Cadeby village membership as he or she appears on the electoral roll following a three year term appointment or resignation.
- iv) All Trust members must be over the age of eighteen.
- v) Where insufficient nominations are received to fill vacancies, the existing members shall have the power to co-opt new members for a declared period of time.
- vi) The CCDT shall meet quarterly, however such meetings are not open to the public unless the meeting called has been declared, in advance, a General Meeting (as per section 11 headed GENERAL MEETINGS).
- vii) Each meeting shall only be deemed quorate when three members are in attendance.
- viii) Trust membership shall include:
 - (A) Chairman
 - (B) Treasurer
 - (C) Secretary
 - (D) Up to three other appointed members. One member of the Trust will be a Council representative of the Parish.

9 FIRST TRUST MEMBERS

- i) Mr Ian SMITH - CHAIRMAN
- ii) Mrs Christine FREEMAN
- iii) Mr Paul BRANKIN - SECRETARY
- iv) Mr John SHEPHERD - TREASURER

10 RETIREMENT AND REMOVAL OF TRUST MEMBERS

A Trust member ceases to hold office if he or she:

- i) Retires in writing.
- ii) Is absent for three consecutive meetings.
- iii) Dies
- iv) In the professional opinion of a registered practitioner treating that person, has become physically or mentally incapable of acting as a member.
- v) Attracts a criminal record.

11 GENERAL MEETINGS

The CCDT may designate any of their meetings as a general meeting to discuss financial matters affecting the community, to announce new membership opportunities, consider and agree new local initiatives, to seek written support for the purpose of applications.

12 MINUTES

The CCDT must keep minutes of all:

- i) Appointments of members made.
- ii) Proceedings at general meetings.
- iii) The names of members present at meetings and decisions made.
- iv) Recommendations to the Parish and Parish Councils.
- v) Records of all income and where derived.

13 ACCOUNTS AND ANNUAL STATEMENT

The Treasurer to keep records of all income and expenditure and produce an annual financial report no later than six months after the end of the financial year – 5th April. The CCDT shall annually appoint an independent auditor to verify accounts held by the Trust.

14 AMENDMENTS TO CONSTITUTION

This Constitution can only be amended:

- i) By a resolution agreed by all members of CCDT
OR
- ii) By a resolution passed by 75% of those attending a general meeting.

Signed _____ Print name _____ Date _____

Signed _____ Print name _____ Date _____

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Signed _____ Print name _____ Date _____