

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

COUNCIL MEETING 2nd September 2014

GENERAL CORRESPONDENCE

FROM	SUBJECT
Cambs Chargers Volleyball Club	Application for financial assistance Additional information.
Leonie Parsley – Cambourne First Responders	Email Regarding request for free use of the Hub
Arts and Minds	Letter Regarding free use of the Sports Pavilion and request for additional funding.
Helen Taylor – Recycling and Waste Minimisation Officer, SCDC	Email Regarding update on changes to waste collection services in South Cambs.
CAPALC	Invitation South Cambs Parish Council Conference and funding fair.
Chelsea Cross – Housing Administration Assistant, SCDC	Email Regarding Disability Open Day
Cambridge City Council	Public Consultation Regarding Park Street Car Park, Cambridge
Louise Meats – Senior Research Officer, Cambridgeshire County Council	Email Regarding Cambridgeshire County Council Budget Consultation.

To,
Cambourne Parish Council
The Hub
Greater Cambourne
Cambridgeshire

28th Aug 2014

Respected Councillors,

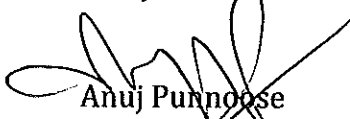
I am writing this letter in response to your questions raised at the last financial meeting held at the Hub in March 2014. I can now confirm the following;

1. We have formed a formal volleyball club called Cambs Chargers and is affiliated with Volleyball England (See attached invoice).
2. The club constitution has been formed and committee members have been elected in a general body meeting (minutes attached).
3. A community account has been started with the Cambridge Building society for financial transactions.
4. A brief explanation on how we plan to disburse the funding received from the Parish Council (See attached).
5. A national tournament has been organised and will be held on the 4th of October. We are expecting 6-8 teams. An advertisement has been placed on Cambourne Crier for the September edition.
6. We are also planning for quarterly public events to attract the local community to try this sports and join the club.

I hope the above meets with the requirements to grant the funding for this year.

Awaiting a favourable outcome

Many thanks



Anuj Punnoose
President- Cambs Chargers Volleyball Club
Cambourne

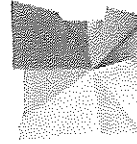
Disbursement of funding received from Parish Council 2014-2015

• Hall Hire for the tournament	£ 240
• Hall Hire for Public Events like 'Go spike' 4 events x 2 hours	£ 228
• Purchase of 2 volleyballs	£ 110
• Volleyball pump and accessories	£ 25
• Registration with Volleyball England	£ 40
• Coaching fees for public events	£ 165
Total	£808

Signed



Club President/Secretary



**THE
CAMBRIDGE**
Building Society

28 April 2014

BU20INVCO

Mr B K Varghese
30 School Lane
Lower Cambourne
Cambridge
CB23 5DG

Dear Mr Varghese

New COMMUNITY ACCOUNT Account Number: 1811649940

Thank you for placing your investment with the Cambridge Building Society.

I have pleasure in enclosing the passbook for your new account. If you have not already done so, you will need to call in to the branch to security sign the passbook bringing with you some form of identification such as your driving licence or passport.

I am sure that you have now had the opportunity to review the terms & conditions of the account and hope that you are happy with the choice you made. If you should wish to discuss the operation of your account please feel free to telephone me or call in to the branch.

If you decide you are not entirely satisfied with this account we will be happy to help you choose an alternative from our range or if you prefer we can close your account & return your investment* with any interest earned. If you wish to close the account you will need to bring your passbook into the branch within 14 days of the date of this letter and complete a withdrawal form. After this date closure will be subject to the normal terms & conditions of the account.

We are committed to providing you with a first class customer service. However, there may be occasions when you feel you have cause for complaint. If so, please tell us about it straight away and we will do all we can to put things right.

If you have any questions regarding the above or you require any assistance in the future, please do not hesitate to contact me.

Yours Sincerely,

Annabel Crocker
Cambourne Branch

*If your investment was made by cheque a clearance period of 4 working days must be allowed.

Cambridge Building Society Great Cambourne Cambridge CB23 6JX

Telephone 01954 719 990 - www.cambridgebs.co.uk E-mail cambourne-branch@cambridgebs.co.uk

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Registered in England No. 2630427. Registered Office: Cambridge, CB2 3RQ.

Our company is a limited liability company registered in England. Our registered office is at Great Cambourne, Cambridge, CB23 6JX. Our company is a member of the Financial Conduct Authority.

Minutes of Cambs Chargers meeting held on 30/03/2014 at the Cambourne Sports Pavilion

Members Present:

No	NAME	s/d	No	NAME	s/d
1	Mr. Anuj Punoose (AP)	<i>[Signature]</i>	8	Mr Kurian Scaria (KS)	
2	Mr. Binoy Thomas(Papworth) (BTh)	<i>[Signature]</i>	9	Mr. Jomat Paulose (JP)	
3	Mr. Christy Varghese (CV)	<i>[Signature]</i>	10	Mr. Biju M Antony (BA)	
4	Mr.Manhoran Raghavan (MG)		11	Mr. Bernard Lazar (BL)	
5	Mr. Joshy George (JG)		12	Mr. Justin Abraham (JUA)	
6	Mr Victor Antony (VA)		13	Binoy Thomas (Cambridge) (BT)	<i>[Signature]</i>
7	Mr Binoj Varghese (BV)	<i>[Signature]</i>	14	Shiraz SINOY THOMAS CAMBRIDGE	<i>[Signature]</i>

Apologies

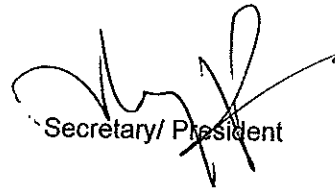
No	NAME	s/d	No	NAME	s/d

	Agenda	Action
1.0	<p>Formation of club</p> <p>The group of volleyball players got together to discuss the formation of the a volleyball club. This was accepted by the group. The name of 'CAMBS CHARGERS' was decided for this club.</p> <p>The following members were elected as office bearers for the club:</p> <p>Anuj Punoose- President Christy Varghese- Secretary Binoj Varghese- Treasurer Binoy Thomas (Cambridge)-Committee member Justin Abraham-Committee member Biju M Antony- Committee member Victor Antony – Committee member.</p> <p>The group decided to have a charge for annual membership, which was set at £25.00, for all members.</p> <p>Discussions were also held of the proposed grant which has been approved by the Cambourne parish Council for this financial year.</p> <p>In light of these discussions the following actions were raised;</p> <ul style="list-style-type: none"> • Drafting of a club constitution. • Setting up a bank account with the building society and keeping accounts for the club. • Keep minutes and records of all subsequent meetings. • Look at the feasibility of arranging an annual volleyball tournament, similar to the one held last year. <p>In return for the grant, the parish council, expects the club to have a membership which is open to all, and a feasible booking of indoor courts for a period , within the financial constraints, for members to be able to participate in the sport .Also look at the possibility of conducting an annual volleyball tournament.</p>	

This Minute is passed with following comments;

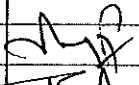
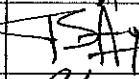
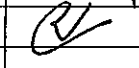

- 1)
- 2)
- 3)

Supported by (1)



Secretary/ President

Minutes of Cambs Chargers meeting held on 27/09/2014 at residence of Anuj Punoose
Members Present:

No	NAME	s/d	No	NAME	s/d
1	Mr. Anuj Punoose (AP)		5	Mr Justin Abraham (JUA)	
2	Mr. Binoy Thomas(Papworth) (BTh)		6	Mr Victor Antony (VA)	
3	Mr. Christy Varghese (CV)		7	Mr Binoj Varghese (BV)	
4	Mr Biju M Antony (BA)				

Apologies

No	NAME	s/d	No	NAME	s/d

	Agenda	Action
1.0	<p>Discussion of follow up to registration Cambs Chargers has been registered with Volleyball England, with effect from August on annual fees, which needs to renewed annually. Membership fees and forms have been collected. Bank account has been created and constitution has been created</p> <p>Discussion of events The group decided to book the court for the period from August to March, every Sunday, due to court bookings the timings has been changed from 3pm-5pm to 4.00pm- 5.45pm. The annual volleyball tournament will be held on 4th October 2014 at Everyone Active .Invitations has been sent to the respective teams. It is expected that we will have 8 teams from all over UK.</p> <p>Discussions were also held of the proposed grant which has been approved by the Cambourne parish Council for this financial year. However as per discussions with Anuj Punoose and the parish council we have to resubmit certain documents for the funds to be granted.</p>	

This Minute is passed with following comments;

- 1)
- 2)
- 3)

Supported by (1)


 Secretary/ President

Extract from Minutes.
F.+P meeting 18.3.14.

FIN/M55

Resolved that the grant of £20,000 be released, a letter of thanks be sent to the Trustees for coming forward and that a budget be requested for 2014/15.

7. FINANCIAL STATEMENT

7.1 Schedule of Payments

Queries raised were clarified by the Parish Clerk.

It was:

Resolved that the schedule of payments be received and the payments approved.

7.2 Current Financial Statement

The Parish Clerk reported that spending is inline with expectations. Queries raised were answered by the Parish Clerk.

It was:

Resolved that the report on the Finance Spreadsheet as at 12/3/14 be received

7.3 Bank Reconciliation

It was:

Resolved that the bank reconciliation at 3rd March 2014 be received and approved.

It was:

Resolved that the report be received.

7.4 Financial Regulations

The Parish Clerk reported that NALC have very recently updated the Draft Financial Regulations to take into account the reformed section 150 (5). The Parish Clerk has not yet had chance to fully review the document and give Councillors sufficient time to read them.

It was:

Resolved that review of the Financial Regulations be delegated the Parish Chairman and Parish Clerk to review the draft Financial Regulations received from NALC for approval at the Full Council meeting on the 4th April 2014.

The Parish Council continues to use the current Financial Regulations until the new regulations have been approved.

8. CORRESPONDENCE

Cambs Chargers Volleyball Team – letter regarding application for financial assistance.

Representative of the Cambs Chargers Volleyball Team were in attendance for this item.

The representative of the team reported that they are seeking to promote volleyball as a sport but are still some way from being a formal group. They are looking to register with the relevant governing body and to set up a bank account. The cost of hiring the sports hall at the Sports Centre is currently

Signed

Date 15th April 2014

prohibitive.

The following questions were raised:

Q. You have asked for funding to buy equipment but not specified what equipment.

A. Nets and balls

Q. As you do not yet have a committee structure or bank account this would be an issue for us in terms of giving a grant. If we were to agree in principle to the giving of the grant would you be able to provide these in the near future?

A. We will seek to do this.

Q. How many players to you have on a regular basis?

A. 15 – 20

Q. How many teams attended the last tournament that you organised?

A. 8 teams from all over the country.

Q. Are you planning another tournament?

A. Yes, we would like it to be an annual event.

Q. Do you plan to advertise in the Cambourne Crier?

A. Yes, we are planning on advertising. Currently the group is adults only but we will be including youth once the club has expanded.

The Parish Clerk reported that there was currently £808 left in the Sports Development budget for this financial year, this can be held over to next year if the funds have been committed.

It was:

Resolved that it be delegated to the Chairman, Chairman of Leisure and Amenities and Parish Clerk to agree the release of the grant subject to receipt of the Club's Constitution, bank account details, breakdown of costings confirmation of membership of the sports' governing body and advertising in the Cambourne Crier. The Club are also requested to provide updates on their activities.

Cllr J Patel abstained from the vote.

Richard Young, Children's services Manager, Cambridgeshire Libraries – Request for financial assistance for the Summer Reading Scheme

It was:

Resolved to give the same grant as last year, £500 and request a report on the scheme.

Beau Jee Quirante - email regarding hire of the tennis court at Monkfield Lane.

Concerns were raised that this could set a precedent for other similar requests and that the date requested coincides with the Men's final at Wimbledon which is a time when the tennis court is in high demand.

Concerns were also raised that it was a closed event for only a small section of the community. Currently there is no policy in place for the hiring out of the tennis court and if the court is hired out on a pay and play basis there are implications in terms of the standard and maintenance of the court.

It was:

Resolved to defer the consideration of a Tennis Court Hire Policy to the next

Signed

Date 15th April 2014

Liz Pinchen

From: Leonie Parsley <leonie.parsley@hotmail.com>
Sent: 27 August 2014 12:57
To: Liz Pinchen
Cc: david.milton1950@btinternet.com
Subject: Free use of Hub on occasion

Hello Liz

As you already know, I am one of a team of trainers who work as volunteers for the East of England Ambulance Service, acting as Community First Responders (CFRs) and trainers of other CFRs in our area. We are not paid and our kit is funded solely by fund-raising, so we do not have any income to draw upon for room rental, etc.

In case some of your councillors are not familiar with the term and the service we provide, CFRs are called out to administer emergency care, including oxygen therapy and defibrillation, until ambulance personnel can arrive on scene. We therefore offer a vital support role and can be responsible for saving lives in the community. We may even have attended one of their family or friends!

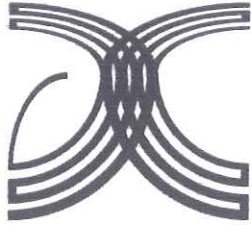
You have been kind enough to let us use The Hub free once every month or two for training purposes and we hope that this may continue, but as we have recently been trained and authorised to attend children from two years upwards, we need to cascade this training to our co-volunteers as soon as possible, so would appreciate a couple of extra sessions.

The dates we have in mind are as follows:

22nd and 26th Sept
30th Sept
20th and 22nd Oct
6th Nov

If you could let me know at your earliest convenience, that would be very helpful.

Thank you and regards
Leonie Parsley



arts and minds

Liz Pinchin
Parish Office
The Hub
Cambourne Community Centre
High Street
Cambourne
CB23 6GW

14 August 2014

Dear Liz

We are very grateful to the Parish Council for their support of the recent Arts on Prescription series, in Cambourne, for people experiencing depression and anxiety. The series was a great success and as you know, culminated with an exhibition in Cambourne Library.

I am writing now to ask if the Parish Council would be kind enough to continue this support of Arts on Prescription in two ways.

Firstly, we would be very grateful if the Council would again offer us the use of the Pavilion, free of charge, for one afternoon a week to run a second series of Arts on Prescription for adults this autumn ? We plan 12 workshops taking place weekly on a weekday afternoon (Monday afternoon is our preferred day), starting at the beginning of October and running through until just after Christmas.

Secondly, we are investigating the possibility of a new development of Arts on Prescription as an early intervention for young people experiencing mental health problems. We have held talks with Amanda Silvester (Youth Development Co-ordinator based at Sackville House) and Steve Wallis (Area Inclusion Young Peoples Worker - Cambridge City and South Cambridgeshire). They are keen to deliver a pilot project in Cambourne in partnership with Arts & Minds and we are seeking a small amount of further funding in order to do this. There is £2,000 assigned by youth service at Cambridgeshire County Council but we need to match this by raising a further £2000 in order that we can launch this pilot in November. I enclose a short description of the project and budget and we would be very grateful if the Parish council would also consider whether this is a project to which they might offer funding.

I also enclose a copy of the report on the Cambourne sessions and will be very happy to provide any further information you might require.

With all best wishes

Katharine Meadows

Arts on Prescription for Young People

An early intervention for children and young people experiencing mental health problems.

In partnership with the Youth Service of Cambridgeshire County Council and the Youth Development Service in Cambourne, Arts & Minds will run a series of Arts on Prescription in Cambourne for children and young people experiencing mental health problems in order to avoid further deterioration in their mental health. The aim is to provide early intervention support for those who can often wait several months for referrals following their Child & Adolescent Mental Health (CAMH) assessments.

Arts on Prescription will offer 14 weeks of activity, led by a professional artist and supported by a trained counselor. The series will culminate with an exhibition and celebration of the work created by the young participants.

The sessions are inspired by two strands of Arts & Minds' work. Firstly Arts on Prescription with adults experiencing depression and anxiety, which has been found to be effective (and with strong potential to be cost effective) as an early intervention. Secondly a project for children and families run in partnership with National Trust at Anglesey Abbey and a specialist tier 4 mental health service at The Croft on the Ida Darwin site. Arts on Prescription was the subject of evaluation research carried out in association with Anglia Ruskin University and the London School of Economics which found that it resulted in positive outcomes for 78% of participants in terms of self-reported improvement in levels of social isolation, anxiety, depression and wellbeing and that it is cost effective when compared to other therapies:

61% of participants reported a decrease in anxiety (GAD-7)

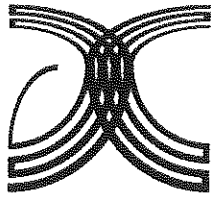
67% reported a decrease in depression (PHQ-9)

83% reported an increase in well-being over the course of the programme (WEMWBS).

The proposed sessions for young people will be adapted to include elements of the National Trust partnership work and the adult Arts on Prescription programme to suit this particular participant group. It will also provide action research on how to deliver this service effectively for young people. The action research will support national research Arts & Minds are delivering for Arts Council England into arts based early interventions for children and young people with mental health problems.

Budget

Artist Fees (14 sessions)	£1,400
Counsellor fees (14 sessions)	£1,400
Art materials	£ 250
Exhibition and celebration	£ 200
Travel and general expenses	£ 200
Project Management (1/2 a day a week for 2 mths At £22k pro rata)	£550
Total costs	£4,000



arts and minds

Charity No: 1122845

Cambourne Arts & Prescription

11 March – 17 June 2014

Background

Arts & Prescription is run by Cambridge based charity, Arts & Minds. It offers a series of 14 art workshops, led by a professional artist and supported by a counsellor, for people experiencing mild to moderate depression or anxiety. The series culminates with a public exhibition of the work created during the sessions and a visit to a gallery.

Evaluation research carried out in association with Anglia Ruskin University and the London School of Economics found that Arts on Prescription resulted in positive outcomes for 78% of participants in terms of self-reported improvement in levels of social isolation, anxiety, depression and wellbeing and is cost effective when compared to other therapies:

61% reported a decrease in anxiety (GAD-7)

67% reported a decrease in depression (PHQ-9)

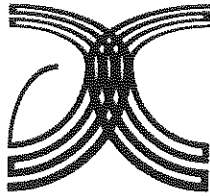
83% reported an increase in well-being over the course of the programme (WEMWBS).

Current Programme

Since late last year, Arts & Minds has been running sessions of Arts on Prescription throughout Cambridgeshire, with sessions in Cambridge, Cambourne, March, Huntingdon and Wisbech. It is the first time we have been able to provide such an extensive service, made possible by financial support from Cambourne Parish Council, Cambridgeshire County Council, Cambridgeshire and Peterborough Clinical Commissioning Group, South Cambridgeshire District Council and Cambridge City Council.

The Cambourne series started on 11 March and with the kind support of the Parish Council, the 12 sessions took place in the Pavilion, which proved to be a very suitable venue. The participants remarked on what a pleasant room it was and also appreciated the fact that it is quiet and private. The sessions covered a variety of different art techniques including clay, painting, collage and Chinese ink drawing

10 people enrolled in the sessions and the response from those taking part has been very enthusiastic. They enjoyed the sessions and most believed it had helped them significantly.



arts and minds

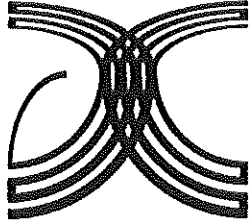
Charity No: 1122845

'The Arts & Minds classes have made an invaluable contribution to my recovery. They have created a safe and enjoyable space to work in a group at a time when social situations have been very difficult; they have reconnected me with my creativity and they have provided a useful forum to talk with others coping with similar debilitating symptoms. The facilitators have always been sensitive, supportive and best of all, imaginative.' Graham – Cambourne participant

At the end of the series, five participants elected to display their work in an exhibition at the Cambourne Library from Tuesday 10 June, with a Private View and celebration on 12 June. We are grateful to the support we received from the library and its staff for this exhibition. Staff reported that the exhibition attracted a lot of interest from the public visiting the library and medical centre. From Arts & Minds perspective it was an ideal location and we hope that the exhibition will help publicise the scheme to others who may benefit from a second series later this year (subject to our raising sufficient funds).

Arts & Minds is committed to ongoing research to establish the efficacy of art interventions for improving health and wellbeing and the Cambourne sessions will form part of our ongoing programme. We are also in talks with Norfolk and Norwich Bridge organisation to create an Arts on Prescription service specifically for children and young people. We would welcome the opportunity to talk with the Parish Council regarding funding to develop this programme for the youth services in Cambourne.

Finally, we would like to thank Cambourne Parish Council for offering a grant towards this series at an early stage of its development. Their support helped us to attract further substantial funding from a number of other sources and enabled us to provide a much more extensive programme.



arts and minds

Liz Pinchen
Cambourne Parish Council
The Parish Office
The Hub
Cambourne Community centre
High Street
Cambourne
CB23 6GW

Dear Liz

Arts & Minds Application

Thank you very much for sending me the application form for Financial Assistance for consideration at the meeting of the Parish Council in September.

I have completed it and enclose the following:

Application form
Project information
Audited Accounts for 2012/13
Memorandum and Articles of Association
List of Trustees

With best wishes

Yours sincerely

Katharine Meadows

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

APPLICATION FOR FINANCIAL ASSISTANCE

<p>1 Name of Organisation: 2 Arts & Minds</p>
<p>3 Name, address and telephone number of correspondent (and office held):</p> <p>Katharine Meadows Finance & Admin Manager Arts & Minds 47-51 Norfolk Street Cambridge CB1 2LD</p>
<p>4 What are the objectives of your organisation?</p> <p>Arts & Minds aspire to a world where people have the confidence and self-esteem to lead fulfilling lives and believe that experiencing high quality arts provision as participant and audience can play a vital role in achieving this for individuals, health and social care professionals and communities. Arts & Minds runs a number of arts projects in Cambridgeshire for people experiencing mental health problems including Arts on Prescription, the Michaelhouse Chorale and Inside Out.</p>
<p>5 Is membership/support open to any resident of Cambourne, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:</p> <p>Yes</p>
<p>6 Amount of grant applied for</p> <p>£2,000</p>

<p>7 Purpose for which the money will be used. Please explain clearly and simply the reason for your request. (a separate sheet can be used if required)</p> <p>Please see attached sheet</p>
<p>8 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application): (a separate sheet can be used if required)</p> <p>Matching funding of £2,000 for this project is available from South Cambridgeshire District Council</p>
<p>9 Is there anything else you wish the Parish Council to take into account when considering this application? (a separate sheet can be used if required)</p>
<p>10 Please ensure that you have attached up to date examined accounts in support of this application.</p> <p>Yes. Accounts for year ending June 2013 attached. 2014 currently being audited</p> <p>If no please explain why not.</p>
<p>11 Bank Details if Grant approved can be paid directly.</p> <p>Bank Name: CAF BANK</p> <p>Account Number: 00016871</p> <p>Sort Code: 40-52-40</p> <p>Account Name: Arts & Minds</p>

Supporting Documents to be supplied with this Application.

Constitution	y
Committee Membership	y
Financial Information	y

Arts on Prescription for Young People

An early intervention for children and young people experiencing mental health problems.

In partnership with the Youth Service of Cambridgeshire County Council and the Youth Development Service in Cambourne, Arts & Minds will run a series of Arts on Prescription in Cambourne for children and young people experiencing mental health problems in order to avoid further deterioration in their mental health. The aim is to provide early intervention support for those who can often wait several months for referrals following their Child & Adolescent Mental Health (CAMH) assessments.

Arts on Prescription will offer 14 weeks of activity, led by a professional artist and supported by a trained counselor. The series will culminate with an exhibition and celebration of the work created by the young participants.

The sessions are inspired by two strands of Arts & Minds' work. Firstly, Arts on Prescription with adults experiencing depression and anxiety, which has been found to be effective (and with strong potential to be cost effective) as an early intervention. Secondly a project for children and families run in partnership with National Trust at Anglesey Abbey and a specialist tier 4 mental health service at The Croft on the Ida Darwin site. Arts on Prescription was the subject of evaluation research carried out in association with Anglia Ruskin University and the London School of Economics which found that it resulted in positive outcomes for 78% of participants in terms of self-reported improvement in levels of social isolation, anxiety, depression and wellbeing and that it is cost effective when compared to other therapies:

61% of participants reported a decrease in anxiety (GAD-7)

67% reported a decrease in depression (PHQ-9)

83% reported an increase in well-being over the course of the programme (WEMWBS).

The proposed sessions for young people will be adapted to include elements of the National Trust partnership work and the adult Arts on Prescription programme to suit this particular participant group. It will also provide action research on how to deliver this service effectively for young people. The action research will support national research Arts & Minds are delivering for Arts Council England into arts based early interventions for children and young people with mental health problems. Cambourne has been selected for this pilot project as it has a high proportion of children and young people who could benefit.

Cont.....

Budget

Artist Fees (14 sessions)	£1,400
Counsellor fees (14 sessions)	£1,400
Art materials	£ 250
Exhibition and celebration	£ 200
Travel and general expenses	£ 200
Project Management (1/2 a day a week for 2 mths at £22k pro rata)	£550
Total costs	£4,000

THE CAMBRIDGESHIRE AND PETERBOROUGH FOUNDATION
FOR THE ARTS AND MENTAL HEALTH

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

We are delighted to introduce this, Arts and Minds latest Annual Report and Accounts. It reviews the context in which we are working, offers a brief overview of our achievements, sets out our financial position and outlines our plans for the next few years.

Local expert assessments indicate increasing demand for mental healthcare services arising from population growth, demographic change and developing technologies. At the same time, the response from local statutory agencies is increasingly constrained because of financial pressures on local government and health services imposed by government policies aimed at dealing with the recession. These pressures have added to our difficulties in raising funds to support our work, whether from statutory agencies or national or local trusts. As well as the financial pressures we face, we have experienced uncertainties and delays in finding support from some of our statutory partners who are facing major organisational and structural change.

To add to these pressures, our capacity has been severely curtailed by serious long term illness in two of our Trustees and our Executive Director.

In spite of these difficulties, we are proud to report that the second phase of our Arts on Prescription project and its associated research has been completed successfully, our joint project for children with Anglesey Abbey is progressing well and the Michaelhouse Chorale, offered in partnership with the Michaelhouse charity continues into its fifth year. Our funders and partners, and even more importantly, our project participants, have all expressed high levels of satisfaction. Partnership has always been a feature of our work and our fervent hope is that this will continue to be the case.

We have only been able to continue our work with the consistent help and support of our Trustees, our two executive staff, our artists and our volunteers. To each of them we owe a great debt of gratitude for their creativity, their energy and their sheer hard work.

Thank you as well for your interest and support. We hope you enjoy reading our report. More detailed information is available on our website. If you would like to be more involved please join us on our facebook or twitter via our webpage (www.artsandminds.org.uk). We look forward to hearing from you.

Richard Taylor
Chairman

Gavin Clayton
Executive Director

THE CAMBRIDGESHIRE AND PETERBOROUGH FOUNDATION
FOR THE ARTS AND MENTAL HEALTH

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

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TRUSTEES	Helen Acton Francis Durrant Bronwen Loder Christina Rowland-Jones	Richard Taylor Richard Townley Ted Unsworth Cleveland Walker
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COMPANY SECRETARY Richard Taylor

EXECUTIVE DIRECTOR Gavin Clayton

REGISTERED OFFICE Dee House
Highworth Avenue
Cambridge
CB4 2BQ

COMPANY REGISTRATION NUMBER 6339920

CHARITY REGISTRATION NUMBER 1122845

INDEPENDENT EXAMINER Geoff Mann
Geoff Mann Limited
Dee House
Highworth Avenue
Cambridge
CB4 2BQ

BANKERS CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

REPORT OF THE TRUSTEES

The trustees present their report and the accounts for the year ended 30 June 2013

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare accounts for each financial period which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing those accounts, the trustees are required to:

- (i) Select suitable accounting policies and apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- (iv) State whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the accounts.
- (v) Observe the methods and principals of the Charities SORP.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the accounts comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Cambridgeshire and Peterborough Foundation for the Arts and Mental Health is a company limited by guarantee with charitable status which is governed by a memorandum and articles of association.

Appointment of trustees

New trustees are appointed by a majority of trustees in office at that time.

Trustee induction and training

The trustees are currently reviewing the procedures in place for trustee induction and training by reference to guidance published by the Charity Commission.

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

REPORT OF THE TRUSTEES

Organisational structure

The charity has a board of trustees who meet quarterly and are responsible for its strategic direction and policy. An executive director has been appointed by the trustees to manage the day to day operations of the charity.

Risk management

The trustees are conducting their own review of the major risks to which the charity is exposed, and, as part of this process, they are implementing a risk management strategy comprising:

- (i) an annual review of the risks which the charity may face;
- (ii) the establishment of systems and procedures to mitigate those risks identified in the plan; and
- (iii) the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

OBJECTIVES AND ACTIVITIES

The object of the charity is the relief of poverty; particularly amongst residents of the county of Cambridgeshire (including Peterborough) by the amelioration of social deprivation suffered by those with mental health problems, including learning difficulties or other relevant conditions within the ambit of the Cambridgeshire and Peterborough Mental Health Partnership NHS Trust or any successor organisation or organisations) by promoting the provision of facilities for enjoying and experiencing the arts in all its forms.

ACHIEVEMENTS AND PERFORMANCE

2012-13 has continued to provide a challenging financial and strategic environment for voluntary sector organisations of our size with another local organisation just 'going under', the third in two years. The local NHS system - commissioners and providers - have continued to make structural changes and significant financial savings which have meant that statutory funding is unlikely in the short to medium term. Welfare reform is putting additional pressure on statutory services with acknowledgement that needs are not being met and gaps are appearing where those with mental ill health become particularly vulnerable.

Sadly, serious ill health has affected our trustees and our executive director and this has constrained our capacity considerably and delayed progress in a number of our development ambitions.

Fundraising has remained a priority with continued efforts including social media campaigns and using volunteer fund raisers to find ways to increase core funding and unrestricted income aiming for a more diverse and sustainable fundraising portfolio.

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

REPORT OF THE TRUSTEES

The major delivery focus has been our Arts on Prescription scheme, a research based project in partnership with Anglia Ruskin University and health economists from the London School of Economics. We believe that if the research proves robust enough it would place us in a prominent position as evidence based commissioning gathers momentum as new structures in local councils and the newly established Clinical Commissioning Group (CCG) become more established. At the time of writing we are excited about the findings and expect that it will make quite an impact.

We continue to deliver all our projects, management and development work on the equivalent of just over one full time member of staff. While this makes it possible to be more flexible and responsive in some ways it means that we continue to find it difficult to construct as high a profile promotion of our activities to the outside world via conventional media and newsletter. We have managed to establish a Twitter following of 450 and a Facebook membership of 353 which enables us to communicate quite widely and with economy of effort. We will continue to work with our volunteer to overhaul the website with a more contemporary navigation system and in house editing capability so we can change content as and when we need to.

Staffing numbers have been maintained with core staff of 1 full time equivalent split between Executive Director (60%) and Finance/Administration Officer (40%). Freelance project staff have included Project Manager (40%), Research Manager (20%), five Artists, two Counsellors and two volunteers working to maintain web and social media.

This period of consolidation has seen us work hard to deliver longer term project work:

'Inside Out' is a three year project working with residents of a specialist child and family unit and the National Trust at Anglesey Abbey. 2012-13 was year two of the grant and we delivered the second 24 sessions (of 72 planned). This saw print artist Susie Turner and willow artist Jane Frost leading the two highly successful phases of delivery. Some of the prints have been incorporated into signage around Hoe Fen at Anglesey Abbey (National Trust) or to decorate public spaces within The Croft specialist in patient unit, while the willow work has been incorporated into planning for the opening of a sculpture trail at Anglesey Abbey. The Croft have given strong feedback once again on the efficacy of this project and how it complements the work on the ward. While causation is always difficult to prove, they have produced case studies which illustrate well the unique way in which the arts allow for breakthrough and progress to be made with children who have profound and complex personal and family issues.

The Arts on Prescription research project delivery phase completed successfully in December 2012 after delivering sessions to people in 2 locations. The research element was generously funded by the locally based Evelyn Trust. We also had input from the Dept of Culture, Media and Sport via Public Engagement Foundation. The research findings are bolstered by being independently analysed via health economists at London School of Economics. They published their analysis of our research in May 2013 with the conclusion that Arts on Prescription is cost effective when compared with the much more highly profiled and nationally adopted Cognitive Behaviour Therapy offered through the national improving Access to Psychological Therapies initiative. All the reports can be found on our website. Our own research will be part of a national dissemination program and be published in a professional health journal.

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

REPORT OF THE TRUSTEES

Our development work in support of the Combat Veteran Players (London) continues with support for funding from Paul Hamlyn to unroll the initiative nationally. The planned first location for establishing another group is Cambridge. To that end we mounted a performance at the Corpus Christi Playroom in June 2013 which was very well received and secured additional supporters for the initiative. We will now continue to seek seed funding and liaise with Veteran's Mental Health networks nationally and HE partners locally to make this project a reality.

Alongside the introduction of the new we continued to deliver our communal singing project 'The Michaelhouse Chorale'. An open access choir provides expertly facilitated communal singing for people with a wide range of mental health problems, their families and carers in the wonderful surroundings of the Michaelhouse Centre. This project is offered in partnership with the Michaelhouse charity and funded by generous donations, both by Chorale members and retiring collections at the monthly concert programmes at Michaelhouse. This year has seen the Chorale linking to Arts on Prescription and performing at events celebrating the successful attendance and completion by participants. It has also seen it perform at Kings College Chapel and deliver a newly specially commissioned piece by Sasha Johnson Manning. There are plans to publish this piece and two others by the same composer who has generously agreed to share any royalties.

As part of our mission to promote awareness of mental health issues and their implications and to reduce the stigma often associated with them, we have continued to offer a session at the annual Cambridge University Festival of Ideas on (GC), and a session at the Michaelhouse Arts Festival on the arts and mental health.

Additional activities in the year have included:

We continue to provide open access studio time for an individual to paint once a week. She feels it has really boosted her self esteem and confidence as a result and helps her maintain her mental health. We hope to find ways to expand this for more people in the future.

We took an active role in an nationally commissioned Commissioning Support Programme (BOND - Better Outcomes, New Delivery). Its aim was to encourage local voluntary sector organisations to work together, to share expertise and infrastructure so they are in a position to strengthen their offers and secure commissioning contracts which otherwise might be beyond the scope especially of smaller voluntary sector organisations. The initial BOND process has now completed with modest results, but the aim continues for voluntary sector organisations wanting to participate, now under the auspices of VOYCES, a new infrastructure organisation that has taken over from Young Lives. We continue our involvement, and local commissioners are showing some interest.

Our Executive Director has been involved in two national initiatives:

Firstly, the planning and delivery of the UK's first international conference for arts, health and wellbeing (Bristol, June 2013) which saw representatives from various countries gather in a highly successful event.

Secondly he is one of the founding trustees of National Alliance for the Arts, Health and Wellbeing which incorporated during the year. This has also resulted in a process to establish an All Party Parliamentary Group for Arts, Health and Wellbeing.

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

REPORT OF THE TRUSTEES

RESERVES POLICY

Arts and Minds reserve policy aims to cover the costs of honouring contracts to service providers and contracted staff in the event of the charity ceasing operations. This includes office rent agreements, mobile phone contracts, HR agency contract, salary notice periods, redundancy payments and any costs associated with project development in process.

With the above in mind we have set a level of approximately of £6,000 and expect to re establish this total during the course of the current year due to newly activated funding streams for unrestricted monies.

Arts & Minds is grateful to a number of Trusts for their confirmed grants for three years, notably the Lankelly Foundation, Lloyds TSB Foundation and Children in Need, which means that Arts & Minds started the new financial year with confirmed income of £40,000.

FINANCIAL REVIEW

Total income for the year was £65,117, a decrease of £48,953 over that in 2012. Total expenditure in the year was £82,948, an decrease of £37 over that in 2012. Income in 2012 was inflated by the donation of the £50,000 Mobile Studio. Unrestricted fund balances at the year end were £202 higher than at the beginning of the year at £1,344 and restricted fund balances at the year end were £18,033 lower than at the beginning of the year at £54,120.

FUTURE DEVELOPMENTS

We will focus on diversifying funding sources to sustain and increase core, development and project staffing to respond to growing interest in our Arts on Prescription programme and progress some of our other initiatives.

We will explore specifically the potential for developing Arts on Prescription for Older People and Young People. These ideas will be developed in partnership with other local voluntary sector organisations with whom we have worked as part of the BOND process.

With a strengthened evidence base for our delivery, we will continue to seek to strengthen our relationships with Arts Council England and statutory local authority and health partners to provide more sustainable funding streams for our well evidenced work as well as our development initiatives.

We will continue to explore corporate and individual donor development (including a Friends

We will continue to budget on a full cost recovery basis to extend the life of funding agreements for core roles.

We will look to renew partnerships at strategic levels with the local NHS trust and to build on continuing strong links to the Clinical Commissioning Group as it becomes more established.

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

REPORT OF THE TRUSTEES

We will also seek to further develop working relations with University Colleges and Anglia Ruskin University (ARU) to strengthen the research elements of our work and to develop the training strand for artists to work within mental health care settings.

The partnership with ARU will include ongoing development work for the Combat Veteran Players to expand into Cambridge and to establish a new group. This will be done via newly emerging structures such as the National Network for Veterans Mental Health and newly established MA courses at ARU in Veterans Mental Health.

We will continue to work with high profile partners such as the Fitzwilliam and Kettles Yard Museums and the National Trust to enrich the experience we can offer and to develop culmination events such as a presence at Hampton Court Gardens to celebrate achievement and raise the public profile of the arts within mental health.

The above report has been prepared in accordance with the small companies regime of the Companies Act 2006. It was approved by the trustees on 2014 and signed on their behalf.

RICHARD TAYLOR
TRUSTEE

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE CAMBRIDGESHIRE AND PETERBOROUGH FOUNDATION
FOR THE ARTS AND MENTAL HEALTH

I report on the accounts of the charitable company for the year ended 30 June 2013, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having been satisfied that the Charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- examine the accounts under section 144 of the Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS' REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINERS' STATEMENT

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with s386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met.
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Geoff Mann
Geoff Mann Limited
Dee House
Highworth Avenue
Cambridge
CB4 2BQ

2014

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds £	2013 Restricted Funds £	Total Funds £	2012 Total Funds £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income	2	1,314	63,324	64,638	111,296
Investment income		23	0	23	73
Incoming resources from charitable activities:					
Other income		100	356	456	2,701
TOTAL INCOMING RESOURCES	1	1,437	63,680	65,117	114,070
RESOURCES EXPENDED					
Charitable activities		2,108	80,384	82,492	82,541
Governance costs		456	0	456	444
TOTAL RESOURCES EXPENDED	3	2,564	80,384	82,948	82,985
		-1,127	-16,704	-17,831	31,085
TRANSFERS	9	1,329	-1,329	0	0
NET MOVEMENT IN FUNDS FOR THE YEAR		202	-18,033	-17,831	31,085
RESERVES BROUGHT FORWARD		1,142	72,153	73,295	42,210
RESERVES CARRIED FORWARD		1,344	54,120	55,464	73,295

STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

There were no recognised gains or losses for 2013 or 2012 other than those included in the Statement of Financial Activities.

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

BALANCE SHEET

	Notes	2013 £	2012 £
FIXED ASSETS			
Tangible Assets	5	25,000	37,500
CURRENT ASSETS			
Debtors	6	8,300	12,297
Cash at bank and in hand		49,222	33,282
		<u>57,522</u>	<u>45,579</u>
CREDITORS: amounts falling due within one year	7	27,058	9,784
NET CURRENT ASSETS		<u>30,464</u>	<u>35,795</u>
NET ASSETS		<u>55,464</u>	<u>73,295</u>
RESERVES			
Unrestricted Funds		1,344	1,142
Restricted Funds	9	54,120	72,153
ACCUMULATED RESERVES		<u>55,464</u>	<u>73,295</u>

For the year ended 30 June 2013 the charity was entitled to exemption from audit under section 477 Companies Act 2006 and no notice has been deposited under section 476. The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the charity as at the year end and of its deficit for the year in accordance with the requirements of sections 393 and 394 and which otherwise comply with the requirements of the Companies Act 2006, so far as applicable to the charity.

The accounts have been prepared in accordance with the provisions of the Companies Act 2006 applicable to charities subject to the small companies regime and were approved by the trustees on 2014 and signed on their behalf.

RICHARD TAYLOR
TRUSTEE

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

NOTES TO THE ACCOUNTS

1 ACCOUNTING POLICIES

(a) BASIS OF PREPARATION OF ACCOUNTS

The accounts have been prepared under the historical cost convention and include the results of the charity's operations, which are described in the Report of the Trustees and all of which are continuing. They have been prepared in accordance with the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005, applicable accounting standards and the Companies Act 2006.

(b) GRANTS AND DONATIONS

These are credited to the Statement of Financial Activities in the financial year to which they relate. Tax refunds are provided for where they are due but have not been received by the year end.

(c) PROVISION OF SERVICES

These are credited to the Statement of Financial Activities in the financial year to which they relate. Income received in advance is carried forward to the next financial year. Income received in arrears is provided for in the current financial year.

(d) CHARITABLE ACTIVITIES

Includes all expenditure incurred in pursuing the charity's objects and principal activities, other than that which has been capitalised.

(e) GOVERNANCE COSTS

Includes all expenditure relating to the charity's governance.

(f) FIXED ASSETS

The charity has a policy to write off any capital items which cost less than £1,000. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Motor vehicles	25% straight line basis
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(g) CASH FLOW STATEMENTS

The charity, being a small company of small size within the meaning of the Companies Act 2006, has used the exemption provided by Financial Reporting Standard No. 1 under which they are not required to include a cash flow statement as part of their accounts.

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

NOTES TO THE ACCOUNTS

2	GRANTS AND DONATIONS	Unrestricted Funds £	2013 Restricted Funds £	Total Funds £	2012 Total Funds £
	Grants				
	BBC Children in Need Cambridgeshire and Peterborough	0	9,743	9,743	6,695
	NHS Foundation Trust	0	10,000	10,000	6,278
	Coop Community Fund	0	0	0	0
	Evelyn Trust Foundation	0	11,400	11,400	22,800
	Llankelly Chase	0	21,160	21,160	10,000
	Lloyds TSB Foundation	0	8,300	8,300	8,300
	Pye Foundation	1,000	0	1,000	1,000
		----- 1,000	----- 60,603	----- 61,603	----- 55,073
	Donations	314	2,721	3,035	56,223
		----- 314	----- 2,721	----- 3,035	----- 56,223
	Totals	----- 1,314	----- 63,324	----- 64,638	----- 111,296
3	TOTAL RESOURCES EXPENDED	Charitable activities £	2013 Governance costs £	Total resources expended £	2012 Total resources expended £
	Staff costs	28,294	0	28,294	26,887
	Depreciation	12,500	0	12,500	12,500
	Other costs	39,261	456	39,717	43,598
		----- 80,055	----- 456	----- 80,511	----- 82,985

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

NOTES TO THE ACCOUNTS

4 STAFF COSTS

No remuneration was paid to any of the trustees in the year, nor were any expenses reimbursed to them. The staff costs were:

	2013 £	2012 £
Wages and salaries	26,513	25,115
Social security costs	1,781	1,772
	<u>28,294</u>	<u>26,887</u>

The average weekly number of staff employed by the charity during the year was 1 (2012 - 1)

5 TANGIBLE FIXED ASSETS

		Motor vehicle £	Total £
COST	Balance at 1 July 2012	50,000	50,000
	Additions	0	0
	Balance at 30 June 2013	<u>50,000</u>	<u>50,000</u>
DEPRECIATION	Balance at 1 July 2012	12,500	12,500
	Depreciation	12,500	12,500
	Balance at 30 June 2013	<u>25,000</u>	<u>25,000</u>
NET BOOK VALUE	At 30 June 2013	<u>25,000</u>	<u>25,000</u>
	At 1 July 2012	<u>37,500</u>	<u>37,500</u>

6 DEBTORS: Due within one year

	2013 £	2012 £
Grants receivable	8,300	8,300
Other debtors	0	1,537
Sundry debtors	0	2,460
	<u>8,300</u>	<u>12,297</u>

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013

NOTES TO THE ACCOUNTS

7	CREDITORS: Due within one year	2013 £	2012 £
	Accruals	456	444
	Grants received in advance	22,160	0
	Other creditors	0	1,888
	Social security and other taxes	1,670	1,629
	Sundry creditors	0	49
	Trade creditors	2,772	5,774
		<u>27,058</u>	<u>9,784</u>

8 LIABILITY OF THE MEMBERS

The charity is limited by guarantee. In the event of the charity being wound up, the liability of the members is limited to £1.

9	RESTRICTED FUNDS	Brought forward £	Incoming Resources £	Resources Expended £	Transfers £	Carried forward £
	Anglesey	2,232	9,743	6,515	0	5,460
	Arts on Prescription	18,801	21,400	33,666	0	6,535
	Cavell Centre	1,146	389	106	-1,429	0
	Llankelly Chase	2,266	21,160	16,945	0	6,481
	Lloyds TSB Foundation	10,162	8,300	6,179	0	12,283
	Michaelhouse Chorale	1,729	2,688	3,858	0	559
	Mobile Studio	35,717	0	12,915	0	22,802
	Peterborough Drumming	100	0	200	100	0
		<u>72,153</u>	<u>63,680</u>	<u>80,384</u>	<u>-1,329</u>	<u>54,120</u>

**MEMORANDUM OF ASSOCIATION OF THE
CAMBRIDGESHIRE AND PETERBOROUGH FOUNDATION
FOR THE ARTS AND MENTAL HEALTH**

1. The company's name is The Cambridgeshire and Peterborough Foundation for the Arts and Mental Health (and in this document it is called the Charity).
2. The Charity's registered office is to be situated in England.
3. The Charity's objects are the relief of poverty; more particularly amongst residents of the County of Cambridgeshire (including Peterborough) by the amelioration of social deprivation suffered by those with mental health problems, including learning difficulties or other relevant conditions within the ambit of the Cambridgeshire and Peterborough Mental Health Partnership NHS Trust (or any successor organisation or organisations) by promoting the provision of facilities for enjoying and experiencing the arts in all its forms. In achieving these objects the Charity will assume the assets and liabilities of the Cambridgeshire Foundation for the Arts and Mental Health which will be dissolved on formation of the Charity.
4. (1) In addition to any other powers it may have, the Charity has the following powers in order to further the Objects (but not for any other purpose):
 - (a) to raise funds. In doing so, the Charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
 - (b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - (c) 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;
 - (d) 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. The Charity must comply with sections 38 and 39 of the Charities Act 1993 if it wishes to mortgage land;
 - (e) to co-operate with other Charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - (f) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;

4.(1) Contd.

- (g) to acquire, merge with or enter into any partnership or joint venture arrangement with any other Charity formed for any of the Objects;
- (h) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- (j) 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 Clause 5 and provided it complies with the conditions of that clause;
- (k) to:
 - (i) deposit or invest funds;
 - (ii) employ a professional fund-manager; and
 - (iii) arrange for 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;

- (l) to provide indemnity insurance for the Directors or any other officer of the Charity in relation to any such liability as is mentioned in subclause (2) of this clause, but subject to the restrictions specified in subclause (3) of the clause;
 - (m) 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;
 - (n) to do all such other lawful things as are necessary for the achievement of the Objects;
- (2) The liabilities referred to in sub-clause (4)(1) are;
- (a) any liability that by virtue of any rule of law would otherwise attach to a director of a company in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the Charity;
 - (b) the liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986 (wrongful trading).

4. *Contd.*

- (3) (a) The following liabilities are excluded from sub-clause (2)(a):
 - (i) fines;
 - (ii) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Director or any other officer;
 - (iii) liabilities to the Charity that result from conduct that the Director or other officer knew or must be assumed to have known was not in the best interests of the Charity or about which the person concerned did not care whether it was in the best interests of the Charity or not.
 - (c) There is excluded from sub-clause (2)(b) any liability to make such a contribution where the basis of the Director's liability is his or her knowledge prior to the insolvent liquidation of the Charity (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation.
5. (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) Subject to the restrictions in sub-clauses (4)(2) and (4)(3), a Director may benefit from Trustee indemnity insurance cover purchased at the Charity's expense.
 - (c) A Director may receive an indemnity from the Charity in the circumstances specified in Article 49.
- (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 a Director receiving:
- (a) a benefit from the Charity in the capacity of a beneficiary of the Charity;

5.(3) *Contd.*

- (b) a reasonable and proper remuneration for any goods or services supplied to the Charity.
- (4) No Director may:
 - (a) buy any goods or services from the Charity (except goods produced under the auspices of the Charity at the full price generally charged);
 - (b) sell goods, services or any interest in land to the Charity;
 - (c) be employed by, or receive any remuneration from the Charity;
 - (d) receive any other financial benefit from the Charity; unless
 - (i) the payment is permitted by sub-clause (5) of this clause and the Directors follow the procedure and observe the conditions set out in sub-clause (6) of this clause; or
 - (ii) the Directors obtain the prior written approval of the Commission and fully comply with any procedures it prescribes.
- (5)
 - (a) A Director may receive a benefit from the Charity in the capacity of a beneficiary of the Charity.
 - (b) A Director may be employed by the Charity or enter into a contract for the supply of goods or services to the Charity, other than acting as a Director.
 - (c) A Director may receive interest on money lent to the Charity at a reasonable and proper rate not exceeding 2% per annum below the base rate of a clearing bank to be selected by the Directors.
 - (d) A company of which a Director is a member may receive fees remuneration or other benefit in money or money's worth provided that the shares of the company are listed on a recognised stock exchange and the Director holds no more than 1% of the issued capital of that company.
 - (e) A Director may receive rent for premises let by the Director to the Charity if the amount of the rent and the other terms of the lease are reasonable and proper.

5. Contd

- (6) (a) The Charity and its Directors may only rely upon the authority provided by sub-clause (5)(5) if each of the following conditions is satisfied:
- (i) the remuneration or other sums paid to the Director do not exceed an amount that is reasonable in the circumstances.
 - (ii) The Director is absent from the part of any meeting at which there is discussion of:
 - his or her employment or remuneration, or any matter concerning the contract; or
 - his or her performance in the employment, or his or her performance of the contract; or
 - any proposal to enter into any other contract or arrangement with him or her to confer any benefit on him or her that would be permitted under sub-clause (5)(5).
 - (iii) The Director does not vote on any such matter and is not to be counted when calculating whether a quorum of Directors is present at the meeting.
 - (iv) The other Directors are satisfied that it is in the interests of the Charity to employ or to contract with that Director rather than with someone who is not a Director. In reaching that decision the Directors must balance the advantages of employing a Director against the disadvantages of doing so (especially the loss of the Director's services as a result of dealing with the Director's conflict of interest).
 - (v) The reason for their decision is recorded by the Directors in the minute book.
 - (vi) A majority of the Directors then in office have received no such payments.

5.(6)Contd.

- (b) The employment or remuneration of a Director includes the engagement or remuneration of any firm or company in which the Director is:
- (i) a partner;
 - (ii) an employee;
 - (iii) a consultant;
 - (iv) a director, or
 - (v) a shareholder, unless the shares of the company are listed on a recognised stock exchange and the Director holds less than 1% of the issued capital.

(7) In subclauses (2) – (6) of this clause 5:

- (a) “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) “Director” shall include any child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Director or any person living with the Director as his or her partner.

6. The liability of the members is limited.

7. Every member promises, if the Charity is dissolved while he or she is a member or within twelve months after he or she ceases to be a member, to contribute such sum (not exceeding £1) as may be demanded of him or her towards the payment of the debts and liabilities of the Charity incurred before he or she ceases to be a member, and of the costs charges and expenses of winding up, and the adjustment of the rights of the contributories among themselves.

8. (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 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 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 such resolution is passed by the member or Directors the net assets of the Charity shall be applied for charitable purposes as directed by the court or the Commission.

We, the persons whose names and addresses are written below, wish to be formed into
a company under this Memorandum of Association

Signature

Richard Gretney Taylor
The Marches
Wicken Bonhurst
Saffron Walden
Essex CB11 3UG

Signature

Timothy Fossett Wheatley
63 Highsett
Hills Road
Cambridge
CB2 1NZ

Dated

Witness to the above Signatures:

Name

Keith Lawrey

Address

10 Carlton House Terrace
London SW1Y 5AH

Occupation

Barrister

Dated:

2 August 2007

THE COMPANIES ACTS 1985 AND 1989
COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION OF THE
CAMBRIDGESHIRE AND PETERBOROUGH FOUNDATION
FOR THE ARTS AND MENTAL HEALTH

Interpretation.

1. In these articles:

“the Act” means the Companies Act 1985;

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

“the Charity” means the company intended to be regulated by these articles;

“clear days” in relation to the period of 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 Commissioner for England and Wales;

“the memorandum” means the memorandum of association of the Charity;

“officers” includes the Directors and the Secretary;

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

“Secretary” means the Secretary of the Charity or any other person appointed to perform the duties of the Secretary of the Charity, including a joint, assistant or deputy secretary;

“the Directors” means the directors of the Charity. The directors are charity trustees as defined by Section 97 of the Charities Act 1993;

“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.

1. Contd.

Unless the context otherwise requires words or expressions contained in these articles have the same meaning as in the Act 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.

Members.

2. (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 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 to anyone else.
- (5) The Directors must keep a register of names and addresses of the members.

Classes of Membership.

3. (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. *Contd.*

- (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 these articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

Termination of Membership.

4. 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 its 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 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.

5. (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.

5. *Contd.*

- (3) All general meetings other than annual general meetings shall be called extraordinary general meetings.

6. The Directors may call an extraordinary general meeting at any time.

Notice of General Meetings.

7. (1) The minimum periods of notice required to hold a general meeting of the Charity are:
- twenty-one clear days for an annual general meeting and an extraordinary general meeting called for the passing of a special resolution;
 - fourteen clear days for all other extraordinary general meetings.
- (2) A general meeting may be called by shorter notice if it is so agreed:
- in the case of an annual general meeting, by all members entitled to attend and vote; and
 - in the case of an extraordinary general meeting, by a majority in number of members having a right to attend and vote at the meeting who together hold not less than 95 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.
- (4) The notice must be given to all the members and to the Directors and auditors.
8. The proceedings at a meeting shall not be invalidated because a person who was entitled to receive a notice of the meeting did not receive it because of an accidental omission by the Charity.

Proceedings at general meetings.

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

9. *Contd.*

- (2) A quorum is:
- ten members entitled to vote upon the business to be conducted at the meeting; or
 - one fifth of the total membership at the time

whichever is the less.

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

10. (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 at that time shall constitute the quorum for that meeting.

11. (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 after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

12. (1) The members present 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.
13. (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 having the right to vote at the meeting; or
 - (c) by a member or members present 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.
- (c) If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.
- (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.

13.(4) Contd.

- (c) 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.
14. If there is an equality of votes, whether on a show of hands or on a poll, the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.
15. A resolution in writing signed by each member (or in the case of a member that is an organisation, by its authorised representative) who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

Votes of members.

16. (1) Subject to Articles 3 and 14 and the next paragraph, every member, whether an individual or an organisation shall have one vote.
- (2) No member shall be entitled to vote at any general meeting or at any adjourned meeting if he or she owes any money to the Charity.
17. 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.
18. (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

18. *Contd.*

- (2) The organisation must give written notice to the Charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The nominee 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 nominee 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 nominee has been properly appointed by the organisation.

Directors.

19. (1) A Director must be a natural person aged 18 or older.
(2) No one may be appointed a Director if he or she would be disqualified from acting under the provisions of Article 31.
20. The number of Directors shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
21. The first Directors shall be those persons notified to Companies House as the first directors of the Charity.
22. 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.

23. (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 Act, the memorandum, these articles or any special resolution.
(2) No alteration of the memorandum or these articles or any special resolution shall have retrospective effect to invalidate any prior act of the Directors.
(3) Any meeting of the Directors at which a quorum is present at the time of the relevant decision is made may exercise all the powers exercisable by the Directors.

Retirement.

24. 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.
25. (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 these articles the retirement shall take effect upon the conclusion of the meeting.

The Appointment of Directors.

26. The Charity may by ordinary resolution:
- Appoint a person who is willing to act to be a Director; and
 - Determine the rotation in which any additional Directors are to retire.
27. 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 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.
28. 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.

29. (1) The Directors may appoint no more than two persons in any one year as Directors
- to fill a casual vacancy;
 - to provide expertise not otherwise available amongst the Directors
- (2) A Director appointed by 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.
30. 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.

31. A Director shall cease to hold office if he or she:
- (1) ceases to be a Director by virtue of any provision in the Act 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 or 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 permission of the Directors from all their meetings held within six consecutive months and the Directors resolve that his or her office be vacated.

Directors' remuneration.

32. The Directors must not be paid any remuneration unless it is authorised by clause 5 of the memorandum.

Proceedings of the Directors.

33. (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.

33. *Contd.*

- (3) The Secretary 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.
 - (5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
34. (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.
- (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 the Director is not entitled to vote.
35. 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 calling a general meeting.
36. (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 these articles or delegated to him or her by the Directors.
37. (1) A resolution in writing signed by 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 valid and effectual as if it had been passed at a meeting of the Directors (as the case may be) a committee of Directors duly convened and held.
- (2) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Directors.

Delegation.

38. (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:
- the relevant powers are to be exercised exclusively by the committee to whom they delegate;
 - 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.
39. A Director must absent him or herself from any discussions of the Directors in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the Charity and his or her personal interests (including but not limited to any personal financial interest).
40. (1) Subject to paragraph 40(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:
- who was disqualified from holding office;
 - who had previously retired or who had been obliged by the constitution to vacate office;
 - who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
- if without:
- the vote of that Director; and
 - that Director being counted in the quorum;
- the decision has been made by a majority of Directors at a quorate meeting.

40. Contd.

- (2) Paragraph 40(1) does not permit a Director 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 paragraph 40(1), the resolution would have been void, or if the Director has not complied with article 39.

Seal.

41. 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 or a second Director.

Minutes.

42. 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 Directors and committees of Directors including:
 - the names of the Directors present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions.

Accounts.

43. (1) The Directors must prepare for each financial year accounts as required by section 226 (or, if applicable, section 227) of the Act. 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) In accordance with the Act, once at least in every year the accounts of the Charity shall be examined or audited and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Examiners or Auditors who shall be appointed and whose duties shall be regulated by the provisions of the Act.
- (3) The Directors must keep accounting records as required by sections 221 and 222 of the Act.

Annual Report and Return and Register of Charities.

44. (1) The Directors must comply with the requirements of the Charities Act 1993 with regard to:
- (a) the transmission of statements of account to the Charity;
 - (b) the preparation of an annual report and its transmission to the Commission;
 - (c) the 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.
45. Any notice to be given to or by any person pursuant to these articles:
- (1) Must be in writing; or
 - (2) Must be given using electronic communications.
46. (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 using electronic communications to the member's address.
- (3) A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
47. 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.
48. (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 a notice contained in an electronic communication was sent in accordance with guidance given by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.

48. Contd.

- (3) A 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 communication, 48 hours after it was sent.

Indemnity.

49. The Charity may indemnify any Director, Auditor, Reporting Accountant, or other officer of the Charity against any liability incurred by him or her in that capacity to the extent permitted by section 309A of the Companies Act 1985; in the case of an Auditor, to the extent permitted by section 310 of that Act.

Rules.

- 50 (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 rules or 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 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 Act or by these 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.

50. Contd.

- (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 memorandum or the articles.

Signature

Richard Gretney Taylor
The Marches
Wicken Bonhurst
Saffron Walden
Essex CB11 3UG

Signature

Timothy Fossett Wheatley
63 Highsett
Hills Road
Cambridge
CB2 1NZ

Dated

Witness to the above Signatures:

Name

Keith Lawrey

Address

10 Carlton House Terrace
London SW1Y 5AH

Occupation

Barrister

Dated:

2 August 2007

Arts & Minds Trustees

Richard Cretnay Taylor - Chairman

Francis Durrant

Mervyn London

Helen McCallum

Christina Rowland-Jones

Richard Townley

Cleveland Walker

Jon Warden

Liz Pinchen

From: Taylor Helen <Helen.Taylor@scambs.gov.uk>
Sent: 21 August 2014 16:38
Subject: Update on changes to Waste Collection Services in South Cambridgeshire
Attachments: Parish update on changes to waste collection services_Aug14.doc; Untitled attachment 00147.txt; Untitled attachment 00150.htm

Dear All

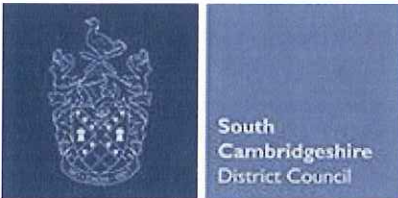
Please find attached an update on forthcoming changes to the Waste Collection Services in South Cambridgeshire. If you have any questions then please come back to me.

Kind regards

Helen

Helen Taylor | Recycling and Waste Minimisation Officer

Please note I work part-time. General working days are Monday, Tuesday and Wednesday.



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA
t: 01954 713192 | m: 07740 910649 | e: helen.taylor@scambs.gov.uk
www.scambs.gov.uk | [facebook.com/south-cambridgeshire](https://www.facebook.com/south-cambridgeshire) | twitter.com/SouthCams

Update on changes to Waste and Recycling Services

Over the next five years the council must save around £4m due to reducing government grants – a quarter of its annual budget. Some savings have been found but we still need to find £1.1m savings by April 2015. The waste and recycling service will be contributing around £400,000 a year to these savings from a number of changes:

New collection rounds from 1st September

Using the very latest software, we've completely redesigned all our waste and recycling collection rounds, which will be rolled out from 1st September, making them even more efficient. The great news for residents is that, apart from nine properties, everyone's collection day will stay exactly the same.

Collection times may however change so we're asking residents to put their bins out the night before collection or by 6am on collection day.

The new rounds will mean big changes for our crews, so residents are being asked to be patient with the crews whilst they learn their new routes.

Residents have been notified of the changes in the Summer edition of the South Cambs Magazine, and further information will be included within the Autumn edition. A press release will also be issued at the end of August.

Monthly green bin collections in the winter

Monthly green bin collections will be introduced this winter, in December, January and February only, when far less garden waste is put out by residents.

Further information on this change will be included within the Autumn edition of the South Cambs Magazine, together with a revised collection calendar detailing when the changes apply in all areas.

Changes to Christmas bin collections

Revised bin collections over the Christmas period will save £25,000, contributing to savings in 2014/15.

This Christmas period, collections will be made up until 27 December 2014, break until 5 January and then return back to normal collections. Where, in previous years, collections that would ordinarily fall on Christmas Day and Boxing Day were re-scheduled for up to three days later, some of these collections will also be made earlier.

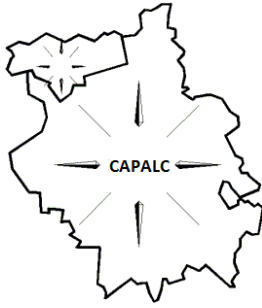
Besides saving money the changes will result in the normal service being resumed two weeks earlier than in previous year, reducing disruption for residents.

Residents will be reminded that they can recycle a wide range of materials from their doorstep in South Cambridgeshire, and all their Christmas wrapping paper can be recycled in the blue bin. Any excess recyclable material can also be placed in a returnable container or cardboard box next to their blue bin for collection.

The changes will be highlighted to residents in a number of ways in the lead up to Christmas, through articles in the South Cambridgeshire Magazine, parish and village magazines, a press release, posters and leaflets.

A copy of the Autumn magazine can be found through <https://www.scambs.gov.uk/news> from the end of August.

Further information can also be found on the website via <https://www.scambs.gov.uk/changes-waste-collections-south-cambridgeshire> and <https://www.scambs.gov.uk/content/collection-changes-faqs>



Cambridgeshire and Peterborough Association of Local Councils

**SOUTH CAMBS PARISH COUNCIL CONFERENCE AND
FUNDING FAIR**

Saturday 13th September 2014

10.00am – 3.00pm

Cambourne Village College, Sheepfold Lane, Cambourne CB23 6FR

This is an open invitation from CAPALC to all Parish Council Chairmen, Councillors and Clerks in South Cambridgeshire. The event is a unique opportunity to discover ways to deliver your own community projects through:

- 1:1 discussion of your specific funding needs.
- Planning ahead as part of your 2015/16 precept
- Networking with other Parishes
- Sharing Good Practice
- Practical workshops

Our stands and workshops are practical and informative to enable you to develop your own successful projects, from renovating buildings to community events.

Workshops and stands to include:

AWARDS FOR ALL	WREN
CAPALC	CCVS
SHAPE YOUR PLACE	TIME BANK
LIVING SPORT	KNOW YOUR COMMUNITY

We would like you to bring along a member of a community project that you already support or would like to support. This will give extra benefit to your Council and your local projects as it will help the facilitators and funders have a better idea of how to support you both.

The event, including parking and all refreshments, is free so early booking is advised.

To receive a booking form please contact Susannah at susannah@diycommunities.co.uk

Please return this form with the names of those who will be attending.

If you need more information please contact Susannah Harris on 07858456946 or at susannah@diycommunities.co.uk

We look forward to seeing you at the event.

Ian Dewar
CEO, CAPALC

Liz Pinchen

From: Cross Chelsea <Chelsea.Cross@scambs.gov.uk>
Sent: 19 August 2014 12:35
To: Cross Chelsea
Subject: Disability Open Day 2014
Attachments: A4 poster 2.pdf; Untitled attachment 00158.txt; Untitled attachment 00161.htm

Apologies for the last email, it was sent prematurely, please find below the information and attached the poster.

Kind regards,
Chelsea

Disability Open Day 2014

South Cambridgeshire Disability Forum is working in partnership with South Cambridgeshire District Council to organise the above open day.

The purpose is to host an event that highlights services available for those living with and caring for those with disabilities, highlighting charities, advice, equipment and practical help; as well as providing a meeting place to share ideas, make new contacts and forge new friendships.

We view disability as the loss and limitation of opportunities to take part in the normal life of the community in the 21st century on an equal level with others this could be due to physical, mental or social barriers.

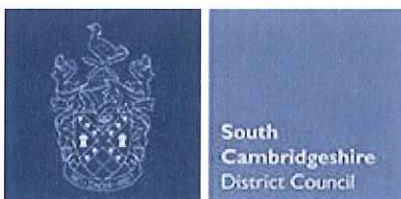
Therefore the open day would be extremely wide in its compass and would include people and children of all ages, cultures and beliefs.

There will be information from organisations such as, Age UK, Help for Heroes, Lifelines and lifelines plus, Cambridge carers support and much more.

The open day will take place at South Cambridgeshire District Council Offices Cambourne, in the Council Chamber, on Friday 31st October 2014 from 10am-4pm. The event will be open to all 150,000 residents who live and work in South Cambridgeshire.

Please would you include the attached poster or the above text into your parish magazine to help us with the promotion of this event, would you also place a copy of the poster on your Parish notice board?

Chelsea Cross | Housing Administration Assistant (Business Administration Apprentice)



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA
t: 01954 713293 | e: Chelsea.Cross@scambs.gov.uk
www.scambs.gov.uk | [facebook.com/south-cambridgeshire](https://www.facebook.com/south-cambridgeshire) | twitter.com/SouthCambs

Please consider the environment before printing this email. Thank You

Disability Open Day

All you ever wanted to know about disability –
but were too afraid to ask!

Friday 31 October 2014,

Drop in from 10:00am to 4:00pm

To be held at

The Council Chamber, South Cambridgeshire

District Council,

Cambourne Business Park, Cambourne, Cambs,
CB23 6EA.

With information from



“We view disability as the loss and limitation of opportunities to take part in the normal life of the community in the 21st century on an equal level with others due to physical, mental or social barriers”

Sponsored by



PARK STREET CAR PARK - Public Consultation

We want to hear your views on the future of Park Street Car Park. Please fill out the survey, cut off this page and return to the FREEPOST address below by Friday, 19 September 2014, or use the online survey at www.surveymonkey.com/s/parkstreetcpsurvey.

PARK STREET CAR PARK Consultation
Freepost RTGU-HXRA-REBZ
Cambridge City Council
Mill Road Depot
Mill Road
CB1 2AZ



The results of this consultation will be reported to the meeting of the Council's Environment Scrutiny Committee on 14 October, 2014. The Committee will use this information when deciding the future of the car park.

Question 1: How often do you visit Park Street Car Park?

- More than once a week Less than once a week Never (please skip to Question 4)

Question 2: When you visit Park Street Car Park where are you travelling from?

- Within Cambridge city Within Cambridgeshire Outside Cambridgeshire

Question 3: When you park in Park Street Car Park what is the purpose of your visit?

- Work/Study Shopping Leisure/Other

Question 4: Which option for Park Street Car Park do you prefer?

- Option 1: Repair existing car park
 Option 2: Build a new above ground car park
 Option 3: Build a new underground car park with residential/commercial development above

Question 5: If a new underground car park is built, would you prefer to see this combined with residential, commercial or mixed-use development?

- i. New underground car park with residential development above
 ii. New underground car park with commercial development above
 iii. New underground car park with mixed-use development above

Any additional comments?

If you require further information please contact: **Cambridge City Council Customer Services Centre**
phone: 01223 457000, e-mail: parkstreetcpsconsultation@cambridge.gov.uk



PARK STREET CAR PARK - Public Consultation

18 August -
19 September
2014

Park Street Car Park is a car and cycle parking facility that is owned and run by Cambridge City Council. Due to concerns about the structural condition of this 1960s building, the Council needs to consider the future of the site.

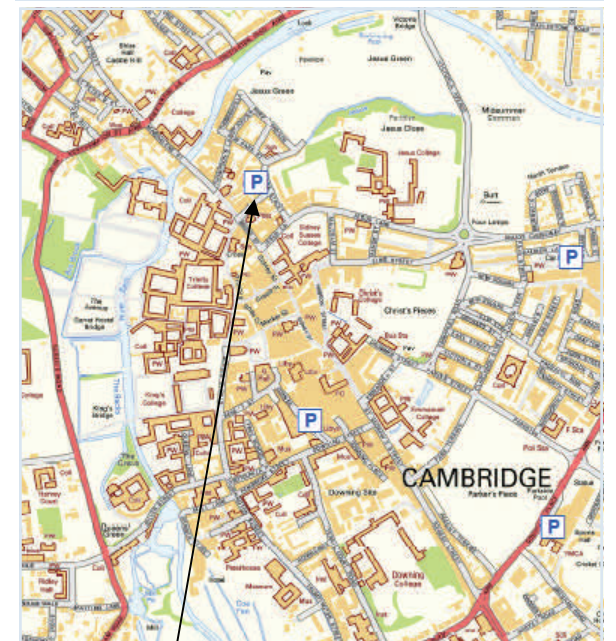
As part of this review, we need to think about:

- how important it is as a car/cycle park
- its location in Cambridge's historic city centre
- the disruption and other effects that major change will bring
- the costs of changes now and in the future
- the current and future environmental impact.

We are looking at three alternatives, all of which include cycle parking and public toilets.

- Option 1: repair the existing car park
Option 2: build a new above ground multi-storey car park
Option 3: build a new underground multi-storey car park, with residential or commercial development above

The location of Park Street Car Park



Park Street Car Park

These options are compared on the inside page. More information, including links to reports presented to the Council's Environment Scrutiny Committee, is on the Council's website at www.cambridge.gov.uk/park-street-car-park-consultation. Additionally, information boards will be on display at the Customer Services Centre, Mandela House, 4 Regent Street and the Guildhall, Market Square, until Friday, 19 September 2014, and Council officers will be holding an exhibition at Park Street Car Park on Thursday 4 September (4pm-7pm) and Saturday 6 September 2014 (10am-2pm).

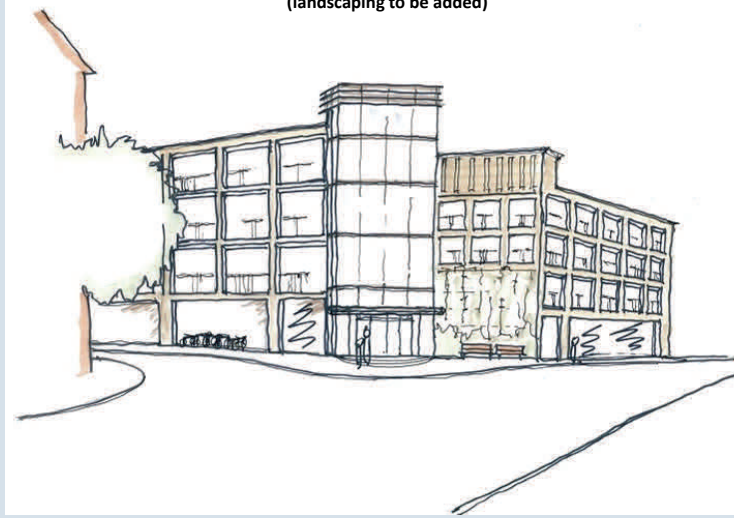
PARK STREET CAR PARK CONSULTATION



Photograph of existing car park



Artist's Impression of new above ground car park
(landscaping to be added)



Artist's Impression of new underground car park with development above
(landscaping to be added)



	Option 1: Repair Existing Car Park	Option 2: Build New Above Ground Car Park	Option 3: Build New Underground Car Park with Residential/Commercial Development Above
Lifespan and maintenance requirements of building	Estimated at 10-15 years, with significant ongoing maintenance costs throughout	Estimated 60+ years, with minimal annual maintenance costs	Estimated 60+ years, with minimal annual maintenance costs
Estimated Disruption Period*	9 months	12 months	18 months
In line with modern car park standards	No (including accessibility)	Yes	Yes
Appearance of building	No visible improvement	Limited visual improvement	Potential for significant visual improvement
Number of parking spaces	390	300 - 350 (to meet modern parking standards and site constraints)	250 - 300 (depending on building design)
Cost	Significant Council investment required (approx. £4 million** for initial repair works only)	Significant Council investment required (approx. £7 million**)	Significant initial Council investment required, largely offset by sale or lease of above ground development

* the provision of alternative parking during construction work will be investigated

** based on previous estimates

Liz Pinchen

From: Meats Louise <Louise.Meats@cambridgeshire.gov.uk>
Sent: 12 August 2014 17:15
Subject: FW: Cambridgeshire County Council - budget consultation notification

Dear all –

You are receiving this email because you are registered as the current contact address for your Parish Council. Cambridgeshire County Council has begun its consultation on the budget and it would be appreciated if you could promote the following (further details can be viewed on the weblink) as appropriate. The survey is due to close at the end of September so if it is possible for a note to go out into your respective newsletters (if you have them) / communications in time that would be excellent.

If you have any questions / comments do please come back to me.

Cambridgeshire County Council is currently reviewing its annual business plan which includes looking at the authority's priorities and setting our budget for the year 2015/16. Please be advised that the CCC Budget Planning consultation has just started.

We want your views:

Before any final decisions are taken by councillors and stakeholders we would like to gauge local opinion. Therefore, we would be grateful if you could take the time to view the proposals and complete the questionnaire – which you can access here: <http://www.cambridgeshire.gov.uk/budgetconsultation>

If you have any questions, please do get in touch. It would be greatly appreciated if you could promote this consultation out to members of your household, your friends and your colleagues to complete this survey as well.

Louise Meats
Senior Research Officer
Cambridgeshire Research & Performance

Tel: (01223) 699923
Mail: SH1306, Shire Hall, Cambridge CB3 0AP

Cambridgeshire Insight | Informing Cambridgeshire
W: www.cambridgeshireinsight.org.uk

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