

**CAMBOURNE PARISH COUNCIL**  
District of South Cambridgeshire

COUNCIL MEETING 5<sup>th</sup> September 2017

**GENERAL CORRESPONDENCE**

	<b>FROM</b>	<b>SUBJECT</b>
<b>21.1</b>	South Cambs District Council	Parish e-bulletin
<b>21.2</b>	South Cambs District Council	Agenda Parish Planning Forum - 12 <sup>th</sup> September 2017
<b>21.3</b>	Gavin Clayton	Email Regarding bringing a touring exhibition to Cambourne
<b>21.4</b>	Shrobona Bhattacharya – Mudra Academy	Application for Financial Assistance.

## July 2017 parish e-bulletin – news and information from South Cambridgeshire District Council

Welcome to the latest parish e-bulletin. As in every edition, this one includes information that parish councils may want to discuss, important notices we want you to be aware of, as well as news from around the district.

### 1) Community Chest – limited funding remaining

Only a small amount of our £55,000 Community Chest grant pot is still available to bid for this year. As most of the money has already been allocated we are advising anyone planning to submit a bid to contact us first. The Community Chest opens each April for voluntary and community groups, charities and parish councils wishing to improve the quality of life for residents in South Cambridgeshire. Applicants can apply for up to £1,000 per project, up to a maximum of £3,000 per parish in the financial year. Full details, guidance on eligibility and the application form are on our website – [www.scambs.gov.uk/communitychest](http://www.scambs.gov.uk/communitychest)

**Contact:** Elizabeth Davy on [Elizabeth.Davy@scambs.gov.uk](mailto:Elizabeth.Davy@scambs.gov.uk) or 01954 713111

### 2) Community events – do you want publicity?

We now include community events in South Cambs Magazine – our residents' magazine sent to over 63,000 homes in the district. To apply to include your event in the magazine visit [www.scambs.gov.uk/form-type/apply-it](http://www.scambs.gov.uk/form-type/apply-it) and click on Community Calendar Listing. We are now looking for events being held mid-December onwards.

Contact: Gareth Bell on [communications@scambs.gov.uk](mailto:communications@scambs.gov.uk) or 01954 713289

### 3) Planning Parish Forum - dates

The dates for the next parish planning forums held at our South Cambridgeshire Hall offices in Cambourne are:

Tuesday 12 September – 6-8pm

Tuesday 13 February – 6-8pm

**Contact:** Tanya Rhodes-Pitcher on [Tanya.Rhodes-Pitcher@scambs.gov.uk](mailto:Tanya.Rhodes-Pitcher@scambs.gov.uk) or 01954 713267

### 4) Mental wellbeing in the community

An evening workshop event is being held on Monday 9 October at 6.45pm at Histon and Impington Junior School to share knowledge about mental wellbeing. The event will include local case studies from across South Cambridgeshire with the aim of sharing knowledge, experience and expertise. There will be some short talks from people working to improve

mental wellbeing in their communities, and information stalls run by local charities and organisations whose work helps mental wellbeing. To register please use the contact details below.

**Contact:** [Duty.Communitites@scambs.gov.uk](mailto:Duty.Communitites@scambs.gov.uk) or 01954 713070

#### **5) Parish council hotline**

If you have a query and you are not sure who to speak to at the Council, your patch-based Development Officer will be able to help you. They work on anything from community rights, phone box adoption and community-led planning, to community transport and a variety of grants. However, they can also point you toward the right person in other teams too. A map showing the contact for your area of the district is on our website -

[www.scambs.gov.uk/content/locality-working](http://www.scambs.gov.uk/content/locality-working)

**Contact:** Siobhan Mellon on [South.East@scambs.gov.uk](mailto:South.East@scambs.gov.uk) or 01954 713395, Jason Clarke on [South.West@scambs.gov.uk](mailto:South.West@scambs.gov.uk) or 01954 713209 and Kirstin Donaldson on [North@scambs.gov.uk](mailto:North@scambs.gov.uk) or 01954 712908

#### **6) Let's Get Moving**

Let's Get Moving Cambridgeshire is a new initiative that will be launched soon across the county to encourage people to become more active. Ellen Bridges, the new Physical Activity Locality Co-ordinator for the project in South Cambs, is asking residents to let her know what activities they would like to see in their area. You can give your views by using our survey –

[www.surveymonkey.co.uk/r/southcambsLGMC](http://www.surveymonkey.co.uk/r/southcambsLGMC)

**Contact:** Ellen Bridges on [Ellen.Bridges@scambs.gov.uk](mailto:Ellen.Bridges@scambs.gov.uk) or 01954 713294

#### **7) Parklife**

Over 5,000 people enjoyed Parklife this year – our free family fun day of sport and entertainment at Milton Country Park. The event is likely to be held at a similar time of the year in 2018 so look out for details. A video showing the highlights on this year's event can be viewed [online](#).

**Contact:** Kirstin Donaldson on [Kirstin.donaldson@scambs.gov.uk](mailto:Kirstin.donaldson@scambs.gov.uk) or 01954 712908

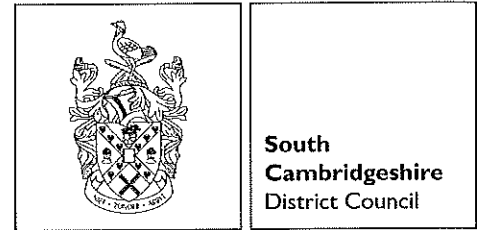
#### **8) Updates from the Greater Cambridge Partnership (formally Greater Cambridge City Deal)**

- **Name change:** The Greater Cambridge City Deal is now called the Greater Cambridge Partnership and has launched a new website at [www.greatercambridge.org.uk](http://www.greatercambridge.org.uk). Plans are underway for a 'Big Conversation' with communities across South Cambs in the autumn, with a variety of engagement

events and a survey of all residents on their current travel patterns and future needs to help inform the Partnership's investment in future transport options.

- **Consultation on Rural Travel Hubs – event on Wednesday 6 September:** This event at our offices in Cambourne will be an opportunity for all parishes to hear some initial findings of the feasibility work carried out so far on the Rural Travel Hubs project. There will be a workshop session to gather your views and a chance to ask questions. To find out more about Rural Travel Hubs – which is being funded through the Greater Cambridge Partnership (formally the Greater Cambridge City Deal) – visit [www.greatercambridge.org.uk/transport/transport-projects/rural-travel-hubs/](http://www.greatercambridge.org.uk/transport/transport-projects/rural-travel-hubs/). For more information on this event contact Kirsty Human on [kirsty.human@scambs.gov.uk](mailto:kirsty.human@scambs.gov.uk) or 01954 713297
- **Cambourne to Cambridge:** A consultation is due to take place in September on what route, or routes, should be considered for a fast and reliable bus service between Cambourne and Cambridge, a new Park & Ride along the A428, as well as new cycling and walking routes.
- **Transport options:** The Partnership and Combined Authority (Mayor's office) have agreed to co-fund a high level study into future transport options for the Greater Cambridge area. This will look at overground and underground solutions including light rail, advanced very rapid transport, bus rapid transport and monorail. The report is due to be published in November.
- **Greenways:** Hundreds of ideas on plans for 12 new rural cycling routes called Greenways have been gathered at the first of many community workshops held in Fulbourn and Waterbeach in July. Community engagement will take place in phases on all 12 routes over the next 12 months and the Partnership's cycling team is in the process of speaking with relevant parish councils to agree arrangements.

For more information on all the Greater Cambridge Partnership items, visit [www.greatercambridge.org.uk](http://www.greatercambridge.org.uk), email [contactus@greatercambridge.org.uk](mailto:contactus@greatercambridge.org.uk) or call 01223 699906.



**South Cambridgeshire District Council**

**Parish Planning Forum Meeting**

**Tuesday 12<sup>th</sup> September 2017**

**Council Chamber**

**6.00-8pm**

**South Cambridgeshire Hall, Cambourne Business Park, Cambourne, CB23 6EA**

1		Welcome	
2		Local Plan-update and next steps	
3		Community Land Trusts	
4		Neighbourhood Planning	
5		Shared Planning Service	
6		Questions & Answers	

Date of next meeting 13 February 2018

**John Vickery**

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**From:** Gavin Clayton <gjlclayton@googlemail.com>  
**Sent:** 10 August 2017 18:00  
**To:** Donna Lynas  
**Cc:** John Vickery  
**Subject:** Cambourne to bid to Henry Moore Foundation?

Hi Donna

Is there any chance we could try and work together with Cambourne Parish Council and developers to bring a touring exhibition to Cambourne?

It would be great if Wysing were able to be involved and support perhaps a group of young people in curating such a thing. There are some lovely outdoor spaces which could be enhanced in this way including un developed High St plots.

I will cc Parish Clerk in to hopefully get a ball rolling.

Many thanks for any time you / your team could spare supporting this endeavour.

Kind Regards

Gavin Clayton

<https://www.fundingcentral.org.uk/SchemeList.aspx?RF=NEWS&WCI=htmResults&WCU=CBC=View,DSCODE=OTSSCMLIVE,SCHEMEID=248-59846,UDATA=SCHEMEVIEWBACK=HOME>

[Skip to main content](#)

Welcome back Gavin Clayton, Arts & Minds  
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## Henry Moore Foundation



### Status:

Open to applications

Application Deadline:

08 September 2017



## Description

The Foundation supports a wide range of projects and activities in the UK involving visual arts, particularly sculpture. Among areas covered are student bursaries, fellowships for artists and grants to art institutions, galleries and museums. Typical projects include exhibitions, publications, commissions, conferences, workshops and lecture series.

## Details

Maximum Value:

£ 20,000

## Value Notes

The Foundation plans to award £500,000 in grants in 2017-18.

The Foundation offers funding in the following categories:

- New Projects - the maximum grant is £20,000 but most grants are for less.
- Collections - the maximum grant is £20,000 but most grants are for less.
- Research and Development:
  - Long-term Research - (organisations only) the maximum grant is £20,000 but most grants are for less.
  - Small Research Grants - (individual academics, curators and sculptors) the maximum grant is £2,500.
- Fellowships:
  - Post-Doctoral Research Fellowships - the Foundation awards a grant of up to £21,000 per annum towards the fellowship.
  - Artist Residencies - the maximum grant is £6,000.
- Conferences, Lectures and Publications - the maximum grant is £5,000.

## Extended Description

The Henry Moore Foundation is a registered charity, set up in 1977, to advance the education of the public by the promotion of their appreciation of the fine arts, particularly the works of Henry Moore. The Foundation supports a wide range of projects and activities in the visual arts.

The objective of the Foundation is to support sculpture across historical, modern and contemporary registers, seeking to fund research that expands the appreciation of sculpture.

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## Latest Information

Applications are considered at quarterly meetings. The 2017 deadlines are 7 March 2017, 15 May 2017, 8 September 2017, and 8 December 2017.

The deadline for 2017-2019 Postdoctoral Research Fellowships has now passed. Details on future deadlines will be reported when available.

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## Key Criteria

Art galleries, museums and institutions concerned with art and art history, including UK universities can apply.

UK higher education institutions may receive bursaries for post-graduate students.

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## Eligible Expenditure

Project start dates should be six months after the application deadline.

Grants are available in the following areas:

- New Projects and commissions - exhibitions, exhibition catalogues and sculpture commissions.
- Acquisitions and collections - for museums and galleries who wish to acquire or conserve sculpture for their collections as well as for cataloguing and display costs.
- Research and Development:
  - Long-term Research - for projects that require funding for more than one year, such as a permanent collection catalogue.
  - Small Research Grants - for research on the history and interpretation of sculpture. Academics, curators and independent scholars may apply for research costs, eg travel, photographs, archival access.
- Fellowships:
  - Post-Doctoral Research Fellowships - Fellowships are available in the field of sculpture studies. The awards are primarily to help scholars recently awarded PhDs to prepare a substantial publication or similar research output. Applicants must show that they have an affiliation with a British university department. Fellows who fail to fulfil their university obligations during the first year may have the second year of funding withdrawn.
  - Artist Residencies - the artist must be supported by a host institution for residencies that can last from two to six months. The host institution should apply for the grant.
- Conferences, Lectures and Publications - this category supports books and journals, but not exhibition catalogues, as these are eligible under New Projects.

It is the Trustees' policy to support sculpture across historical, modern and contemporary registers, seeking to fund research that expands the appreciation of sculpture.

Support is available for international sculpture in Britain as well as British sculpture abroad.



Applications are assessed in terms of their:

- Development of the study of sculpture.
- Contribution to the public awareness and understanding of sculpture.
- Encouragement of new thinking in sculpture, including the history of sculpture.
- Artistic quality.
- Careful financial management.

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## Restrictions

The following are not eligible for funding:

- Revenue expenditure.
- Retrospective costs.
- Projects dedicated to painting.
- Individual applicants (except for the Small Research Grant).

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## Payment Procedure

Grants will be made by BACS or by international bank transfer into a bank account held in the name of the recipient as stated in the Grant Offer Letter only.

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## Application Procedure

Application forms are available to complete online at the Foundation's website.

Contact the Henry Moore Foundation for further information.

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## Addresses and contacts

Application forms may be available to download on this site - please see the downloadable files on the right hand panel at the top of this page - or alternatively please check the funding body's own website.

Contact details:

**Alice O'Connor**

Henry Moore Foundation

Dane Tree House

Perry Green

Much Hadham

SG10 6EE

Telephone:

01279 843333

Email:



[alice@henry-moore.org](mailto:alice@henry-moore.org)

### Make a comment

Have you applied to this fund? Share your experiences here.

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## CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

### **APPLICATION FOR FINANCIAL ASSISTANCE**

**Name of Organisation:**

CamCare UK,

**Name, address and telephone number of correspondent (and office held):**

Dr. Shrobona Bhattacharya

54 Bisley Crescent

Upper Cambourne

CB23 6JA

**What are the objectives of your organisation?**

The objectives of the CamCare are:

CAMCARE UK exists to engage in activities that advance community cohesion in Cambourne, Cambridgeshire and nearby counties with the aim to improve the well-being of its population.

3.1.1 To help young people help themselves to develop skills and the capability to face challenges in their lives, values that underpin our work: being supportive and helpful, making best use of the potentials using knowledge and evidence.

3.1.2 To make a difference in the community that aims to improve life for local people and neighbourhoods. Improve skills and capacity to meet local needs, committed to bringing real improvements to make inclusive communities and the lives of people most in need.

3.1.3 To engage young people positively in the community, valuing cultural diversity and promoting equality of opportunity.

3.1.4 To remove social isolation and discrimination. Reduced isolation for

older people, local and affordable daytime opportunities for social participation and integration to address problems of isolation.

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:

Yes, CamCare UK is set to work for the residents of Cambourne and membership is open to everyone.

Amount of grant applied for £708.60

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)

a) Hall Charge – Festival of Lights 2017  
October 2017 = £68.40  
Pricing policy: Free entry to all.

b) Hall Charge – Festival of Colours,  
March 2018 = £34.20  
Pricing policy: Free entry to all.

c) Hall Charge – Cambourne Mela - South Asian New Year's Fete,  
April 2018 = £45.60  
Pricing policy: Free entry to all.

d) Hall Charge – Cambourne Children Science Fair,  
May 2018 = £114  
Pricing policy: Free entry to all.

e) Hall Charge – Cambourne Cookery fund-raising finale dinner,  
June 2018 = £84.00  
Charity dinner, all Proceeds will go to a Medical cause

f) Hall Charge – Cambourne Arts day for children,  
April 2018 = £114  
Pricing policy: Free entry to all.

**g) Hall Charge – Festival of Lights,  
November 2018 = £68.40  
Pricing policy: Free entry to all.**

**h) Stationery Cost for Science fair, Arts day (certificates) : £50.00  
Festival accessories (e.g. decorations, dancing materials, musical  
instruments): £100**

**i) Promotional materials within Cambourne: £ 80**

**Total : £708.60**

**1 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)**

**No**

**2 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)**

**CamCare UK is recently formed in August 2017, after working for two years through Mudra Academy of Performing Arts UK (registered Trust) which promoted the equality and integrity for all Cambourne residents from various backgrounds.**

**Mudra Academy helped young people to develop their skills and the capability to face challenges in their lives, making best use of the potentials using knowledge and as evident by Cambourne Science Fair and Arts Day.**

**Mudra Academy worked to remove social isolation and discrimination through Cambourne Cookery Club where people are invited to other people's house in a regular interval.**

**Mudra Academy is being substituted by CamCare UK to enhance its capability to engage children and residents in activities that advance community cohesion in Cambourne. It was evident from huge attendance and the feedback through emails and social medias that all activities and events organized by Mudra Academy were people-oriented. Hence, it is required to maintain these activities which bring sustainability and integration in Cambourne.**

**CamCare UK is a 'not-for-profit' organisation, set up and run by voluntaries and unpaid management committee.**

**CamCare is specially formed to promote equality, diversity and racial harmony for the public benefit by promoting activities to foster understanding between people from diverse backgrounds. CamCare will also work to advance the education of the public by providing opportunities to learn, participate and improve public access to expertise including collaborating with other charities and educational establishments.**

**All the grant money applied for here in will be used by CamCare UK for all the mentioned activities in Cambourne only.**

**3 Please ensure that you have attached up to date examined accounts in support of this application.**

**Yes / No**

**If no please explain why not.**

**CamCare UK is recently formed in August 2017. A detailed account will be submitted at the end of the fiscal year.**

**4 Bank Details If Grant approved can be paid directly.**

**CamCare UK has applied for the bank account in HSBC. The bank details will be provided when we receive the details from the Bank.**

**The grant money can be issued through cheque to CamCare UK.**

**Bank Name:**

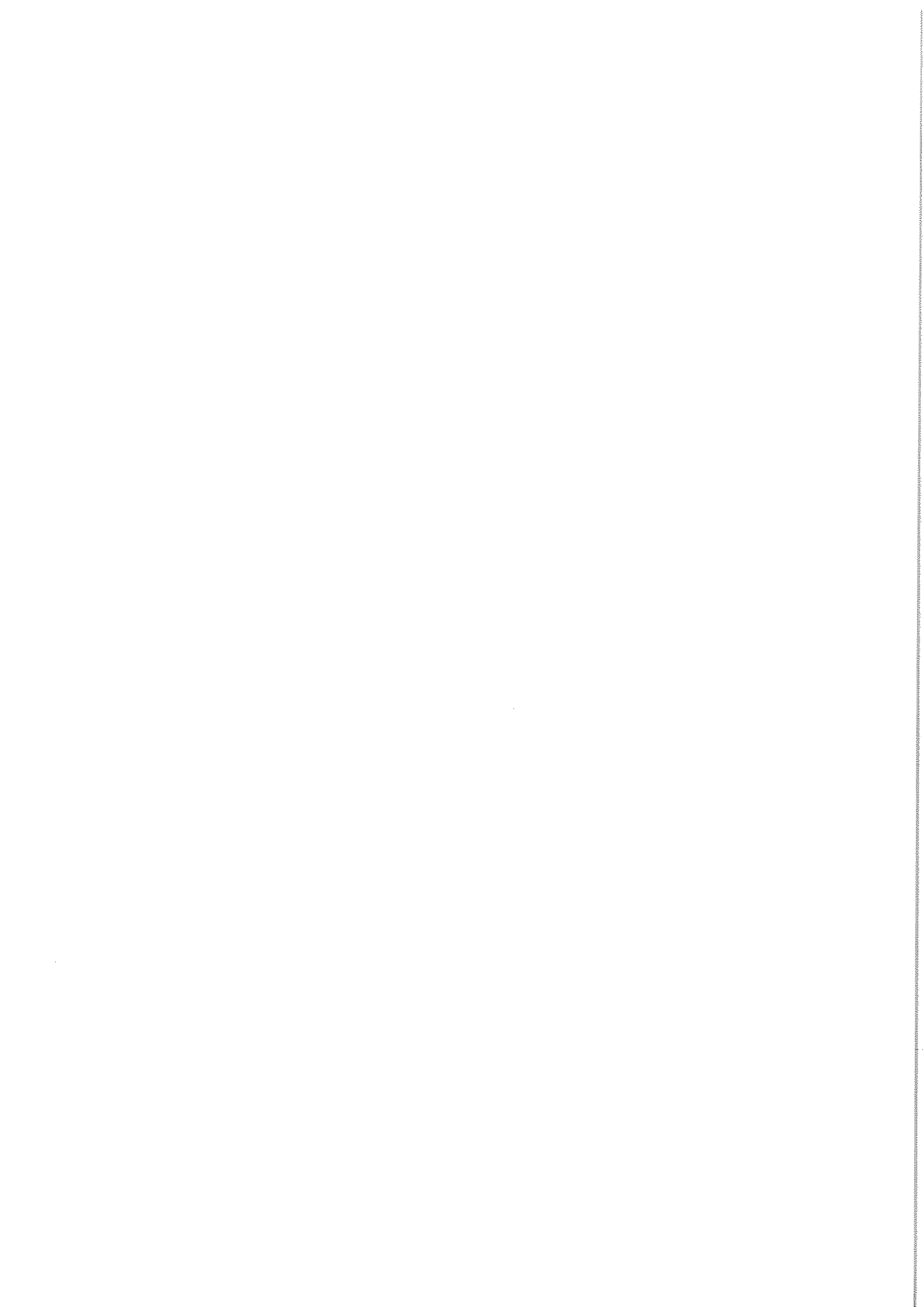
**Account Number:**

**Sort Code:**

**Account Name:**

**Supporting Documents to be supplied with this Application.**

**Constitution** Yes  
**Committee Membership** Yes  
**Financial Information** Not applicable (will be supplied later)





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# CONSTITUTION of CamCare

Adopted on 21 August 2017

## 1 Name

- 1.1 The name of the Charitable Incorporated Organisation ("the CIO") is **CamCare**.
- 1.2 CamCare is an unincorporated association consisting of such persons as may declare their support for its aims and objectives and have been admitted to membership in accordance to this Constitution.
- 1.3 The CIO is whose only voting members are its charity trustees.

## 2 National location of principal office

- 2.1 The principal office of the CIO is in England.
- 2.2 The principal office of the CIO is in **54 Bisley Crescent, Upper Cambourne, Cambridge, CB236JA**.

## 3 Objects

The objects of the CIO are:

- 3.1 CamCare UK will operate in Cambridgeshire and nearby counties to:
  - 3.1.1 promote equality and diversity and racial harmony for the public benefit by promoting activities to foster understanding between people from diverse backgrounds.
  - 3.1.2 advance the education of the public by providing opportunities to learn and participate and improve public access to expertise including collaborating with other charities and educational establishments.
  - 3.1.3 promote such other charitable purposes as may from time to time be determined.

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## 4 Powers

The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO has power to:

- 4.1 borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- 4.2 buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- 4.3 sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- 4.4 employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- 4.5 deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO 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.

## 5 Application of income and property

- 5.1 The income and property of the CIO must be applied solely towards the promotion of the objects.
  - 5.1.1 A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
  - 5.1.2 A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- 5.2 None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- 5.3 Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

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## **6 Benefits and payments of charity trustees and connected persons**

### 6.1 General provisions

No charity trustee or connected person may

- 6.1.1 buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- 6.1.2 sell goods, services, or any interest in land to the CIO;
- 6.1.3 be employed by, or receive any remuneration from, the CIO;
- 6.1.4 receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

### 6.2 Scope and powers permitting trustees' or connected persons' benefits

- 6.2.1 A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- 6.2.2 A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- 6.2.3 Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- 6.2.4 A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- 6.2.5 A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- 6.2.6 A charity trustee or connected person may take part in the normal trading and

fundraising activities of the CIO on the same terms as members of the public.

### 6.3 Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(3) of this clause if each of the following conditions is satisfied:

- 6.3.1 The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).
- 6.3.2 The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- 6.3.3 The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
- 6.3.4 The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
- 6.3.5 The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
- 6.3.6 The reason for their decision is recorded by the charity trustees in the minute book.
- 6.3.7 A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

### 6.4 In sub-clause (2) and (3) of this clause:

6.4.1 “the CIO” includes any company in which the CIO:

- (a) holds more than 50% of the shares; or
- (b) controls more than 50% of the voting rights attached to the shares; or
- (c) has the right to appoint one or more directors to the board of the company;

6.4.2 “connected persons” includes any person within the definition set out in clause [30] (interpretation);

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## **7 Conflicts of interest and conflicts of loyalty**

A charity trustee must:

- 7.1 declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- 7.2 absent himself or herself from any discussions of the charity trustees 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 CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

## **8 Liability of members to contribute to the assets of the CIO if it is wound up**

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

## **9 Charity trustees**

### **9.1 Functions and duties of charity trustees**

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee,

- 9.1.1 to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- 9.1.2 to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
  - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
  - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

## 9.2 Eligibility of trusteeship

9.2.1 Every charity trustee must be a natural person.

9.2.2 No individual may be appointed as a charity trustee of the CIO:

- i) if he or she is under the age of 16 years; or
- ii) if he or she would automatically cease to hold office under the provisions of clause [12(1)(5)].

9.2.3 No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

## 9.3 Number of charity trustees

9.3.1 There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

## 9.4 First charity trustees

9.4.1 the first charity trustees are as follows:

\_\_Dr. Shrobona Bhattacharya\_\_\_\_\_

\_\_Dr. Sujit Bhattacharya\_\_\_\_\_

\_\_Dr. Ravichander Vipperia\_\_\_\_\_

\_\_Mr. Ramesh Jayaraman\_\_\_\_\_

## 10 Appointment of charity trustees

10.1 Apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.

10.2 In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

## **11 Information for new charity trustees**

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- 11.1 a copy of the current version of this constitution; and
- 11.2 a copy of the CIO's latest Trustee's Annual Report and statement of accounts.

## **12 Retirement and removal of charity trustees**

12.1 a Charity trustee ceases to hold office if he or she:

- 12.1.1 retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- 12.1.2 is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- 12.1.3 dies;
- 12.1.4 in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- 12.1.5 is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

12.2 Any person retiring as a charity trustee is eligible for reappointment.

## **13 Taking of decisions by charity trustees**

Any decision may be taken either:

- 13.1 at a meeting of the charity trustees; or
- 13.2 by resolution in writing or electronic form agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
  - 13.2.1 a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
  - 13.2.2 the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the

CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

## **14 Delegation by charity trustees**

14.1 The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

14.2 This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

14.2.1 a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;

14.2.2 the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and

14.2.3 the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

## **15 Meetings of charity trustees**

### **15.1 Calling meetings**

15.1.1 Any charity trustee may call a meeting of the charity trustees.

15.1.2 Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

### **15.2 Chairing the meetings**

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.



### 15.3 Procedure at meetings

15.3.1 No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

15.3.2 Questions arising at a meeting shall be decided by a majority of those eligible to vote.

15.3.3 In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

15.3.4 Participation in meetings by electronic means

15.3.5 A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.

15.3.6 Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

15.3.7 Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

## 16 Membership of the CIO

16.1 The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.

16.2 Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

## 17 Informal or associate (non-voting) membership

17.1 The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

17.2 Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

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## **18 Decisions which must be made by the members of the CIO**

18.1 Any decision to:

18.1.1 amend the constitution of the CIO;

18.1.2 amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or

18.1.3 wind up or dissolve the CIO (including transferring its business to any other charity).

must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

18.2 Decisions of the members may be made either:

18.2.1 by resolution at a general meeting; or

18.2.2 by resolution in writing, in accordance with sub-clause (4) of this clause.

18.3 Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

18.4 Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

18.4.1 a copy of the proposed resolution has been sent to all the members eligible to vote; and

18.4.2 the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

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## 19 General meetings of members

### 19.1 Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause [18] (Decisions which must be made by the members of the CIO).

### 19.2 Notice of general meeting of members

19.2.1 The minimum period of notice required to hold a general meeting of the members of the CIO is [14] days.

19.2.2 Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

19.2.3 Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

### 19.3 Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

## 20 Saving provisions

20.1 Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

20.1.1 who had previously retired or who had been obliged by the constitution to vacate office;

20.1.2 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 charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

20.2 Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the

resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

## **21 Execution of documents**

21.1 The CIO shall execute documents either by signature or by affixing its seal (if it has one)

21.2 A document is validly executed by signature if it is signed by at least two of the charity trustees.

21.3 If the CIO has a seal:

21.3.1 it must comply with the provisions of the General Regulations; and

21.3.2 the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

## **22 Use of electronic communications**

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

22.1 the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

22.2 any requirements to provide information to the Commission in a particular form or manner.

## **23 Keeping of Registers**

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

## **24 Minutes**

The charity trustees must keep minutes of all:

- 24.1 appointments of officers made by the charity trustees;
- 24.2 proceedings at general meetings of the CIO;
- 24.3 meetings of the charity trustees and committees of charity trustees including:
  - 24.3.1 the names of the trustees present at the meeting;
  - 24.3.2 the decisions made at the meetings; and
  - 24.3.3 where appropriate the reasons for the decisions;
  - 24.3.4 decisions made by the charity trustees otherwise than in meetings.

## **25 Accounting records, accounts, annual reports and returns, register maintenance**

- 25.1 The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- 25.2 The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

## **26 Rules**

- 26.1 The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

## **27 Disputes**

- 27.1 If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in

good faith to settle the dispute by mediation before resorting to litigation.

## **28 Amendment of constitution**

As provided by section 224-227 of the Charities Act 2011:

28.1 This constitution can only be amended:

28.1.1 by resolution agreed in writing by all members of the CIO; or

28.1.2 by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).

28.2 Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

28.3 No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

28.4 A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

## **29 Voluntary winding up or dissolution**

29.1 As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

29.1.1 at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:

- (i) by a resolution passed by 75% majority of those voting or
  - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting;
- or

29.1.2 by a resolution agreed in writing by all members of the CIO.

29.2 Subject to the payment of all the CIO's debts:

29.2.1 Any resolution for the winding up of the CIO, or for the dissolution of the CIO without

winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.

29.2.2 If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

29.2.3 In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

29.3 The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:

29.3.1 the charity trustees must send with their application to the Commission:

- (i) a copy of the resolution passed by the members of the CIO;
- (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
- (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;

29.3.2 the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

29.4 If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

## 30 Interpretation

In this constitution:

**"Connected person"** means:

30.1.1 a child, parent, grandchild, grandparent, brother or sister of the charity trustee;

30.1.2 the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;

30.1.3 a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;

30.1.4 an institution which is controlled –

- (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
- (ii) by two or more persons falling within sub-clause (d)(i), when taken together.

30.1.5 a body corporate in which –

- (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a

- (ii) substantial interest; or  
two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

**“General Regulations”** means the Charitable Incorporated Organisations (General) Regulations 2012.

**“Dissolution Regulations”** means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

**“charity trustee”** means a charity trustee of the CIO.

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.



**FIRST CHARITY TRUSTEES**

Sr.No.	Name	Address	Signature
1.	Dr. Shrobona Bhattacharya	Upper Cambourne Cambridge	
2.	Dr. Sujit Bhattacharya	Upper Cambourne Cambridge	
3.	Dr. Ravichander Vipperla	Cambridge	
4.	Mr. Ramesh Jayaram	Upper Cambourne Cambridge	