

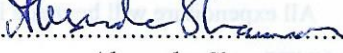
TRUSTEE MEETING OF WILLIAM BENDLOWE CHARITY
ON FRIDAY, MONDAY, 13TH OCTOBER AT ST ANDREW'S CHURCH


Present: Alice Cox (Chair)
Rev Alex Shannon
Russell Green

The Meeting was called to discuss the revision of the Charity's Governing Document (detailed below).

IT WAS RESOLVED to adopt the revised Governing Document with immediate effect.

Signed by: 
Alice Cox

Signed by: 
Alexander Shannon

Signed by: 
Russell Green

GOVERNING DOCUMENT OF
WILLIAM BENDLOWE CHARITY
(SCHEME Reg No. 241285 including Linked Charity)

PASSED BY RESOLUTION DATED 13/10/2025

1. CHARITABLE OBJECTIVES

To promote social inclusion for the benefit of the community of Shalford, Essex and the surrounding villages by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded by encouraging social interactions to combat loneliness. For the purpose of this clause "socially excluded" means being excluded from society, or parts of society, as a result of one or more of the following factors; isolation (living alone), bereavement, retirement, ill health, physical or mental disability, lack of transport.

2. TRUSTEES

The Body of Trustees shall consist of The VICAR of Shalford for the time being and by virtue of his office and 4 Representative Trustees appointed from time to time by the existing Trustees. The existing Trustees will appoint new Trustees should an appointment become available. Should the number of Trustees fall to zero for any reason; to ensure continuity of the Charity, the appointment of new Trustees will be made by the Parish Council of Shalford or local governing body.

The term Trustees will be appointed for a term of three years.

Financial Reward No Trustee will receive any financial reward for carrying out their duties as Trustee as it is a Voluntary Position. If agreed, expenses will be reimbursed in accordance with the financial policy, on presentation of receipts.

Power of Resignation Any Trustee may resign his trusteeship at any time by giving his Co-Trustees notice in writing of his wish to resign.

Asked to Step Down The Board of Trustees reserve the right to ask a Trustee to step down should he no longer be able to fulfil his duties as Trustee.

Compliance By accepting the position of Trustee, the individual agrees to read and comply to the Guidance available from the Charity Commission.

Trustees to Act Jointly and not separately at all times.

Trustee Meetings All Trustees agree to make every effort to attend all meetings of the Board. A quorum present is deemed to be two thirds of Trustees.

Minute Book All Trustees are responsible to ensure that an accurate and complete record is kept and sign detailing all resolutions passed at Trustee Meetings

Administration of the Charity All Trustees accept responsibility for ensuring that all aspects of running the Charity are carried out in compliance to The Law, The Charity Commission and Good Practice including but not exclusive of the following:-

3. APPLICATION OF INCOME

- An agreed reserve amount must be maintained at all times – currently £2,500.
- The Charity does not benefit from receiving any income of its own. It is reliant on receiving donations, raising funds, grants or/and gifts.
- Any income surplus from settling the Charity's running costs will be spent on goods/services in accordance with the Charity objects, as agreed by the Board of Trustees.
- As a general rule the Charity will not give/award grants/gifts to any individual or charitable body or any other organisation.
- All expenditure will be made in accordance to the Charity's financial policy.

4. ACCOUNTS

Accounting Year The Accounting Year of the Charity will run from 1st March to 28th February in line with the annual reporting requirement of the Charity Commission.

Bank Accounts Funds of the Charity will be held in a Bank Account requiring two signatures to withdraw/pay bills etc.

Savings Interest Whenever possible excess funds to be transferred to earn additional interest without putting the Charity's funds at risk

Books of Accounts All proper accounts shall be kept on a day-to-day basis for the year and certified as required. Timely submission of The Annual Return to the Charity Commission to be made and completion of annual accounts and submission to the Trustees for the Accounting Year no later than 6 months after year end.

5. POLICIES

All policies will be adhered to. See separate schedule for the list of the Charity's Policies.

6. INSURANCE

The Charity will ensure that it holds all relevant insurance at all times

7. AMENDMENT PROVISIONS

Amendments to this document can be made by resolution passed at a Trustees' Meeting providing a quorum is present. All amendments must comply to Charity Commission Rules and Regulations and The Law.

8. DISSOLUTION CLAUSE

- **Dissolution of the Charity:**

The charity may be dissolved by a resolution passed by a two-thirds majority of the trustees present and voting at a meeting convened for that purpose.

- Trustees must remain in office until the Dissolution process is complete

- **Assets on Dissolution:**

Upon dissolution, any remaining assets after the settlement of debts and liabilities shall be transferred to another charity with similar objectives, as determined by the Trustees.

- **Notification:**

The Trustees shall notify the Charity Commission of the decision to dissolve the charity and submit final accounts.

The Trustees will notify and consult with the Charity Commission regarding the Linked Charity Unknown Donor.

Signed by:

Alice Cox

Signed by:

Russell Green

Signed by:

Alexander Shannon