



Educational Foundation of
Abigail Bailey & Ann Levett
known as :

Chelveston School Trustees

Charity Registration Number 309769

Governing Document of the Foundation

The Trustees of the Educational Foundation of Abigail Bailey and Ann Levett hereby resolve that the Foundation shall be governed by the following clauses which are made under the authorisation provided by the Charity's Schemes of 18th May 1906, 15th July 1977 and 18th May 2010.

1. Appointment of Trustees

The Charity shall have seven Trustees, four appointed to the Trust by virtue of their elected office in other organisations within the Parish and three elected from the registered electors of the Parish. The seven Trustees shall be:

- i. The appointed Incumbent of St John the Baptist Church – Chelveston-cum-Caldecott
- ii. The two elected Church Wardens of St John the Baptist Church – Chelveston-cum-Caldecott
- iii. An elected representative of the Parish Council – Chelveston-cum-Caldecott
- iv. Three Resident Trustees of the Parish of Chelveston-cum-Caldecott elected by registered electors at the Annual Public Meeting of the Foundation for a first term of three years, with an option to stand immediately for re-election at the end of their term for a second term of three years. A full 12-months would then need to elapse before a resident was eligible to stand for re-election as a Trustee.

2. Casual Vacancies – Resident Trustees

Upon the occurrence of casual vacancies amongst the Resident Trustees, the remaining Trustees shall have the power to co-opt residents of the Parish to fill these vacancies. The co-opted Trustee would normally be expected to serve the remainder of the term of the vacated Trustee position. Co-opted Trustees shall then be entitled to stand for election at the next Annual Public Meeting of the Foundation following the completion of their first term and (if elected) to serve a full three year second term thereafter.

3. Dismissal or Resignation of Trustees

The appointed Trustees would normally be expected to serve for as long as they hold the relevant office and satisfy the Charity Commission's criteria for acting as a Trustee. On resignation or removal from their respective office for any reason, they shall be deemed to have resigned as a Trustee of the Foundation. Any elected or co-opted Trustee shall be deemed to have resigned as a Trustee of the Charity if they fail to attend three consecutive meetings of the Trustees without good reasons accepted and minuted as such by the remaining Trustees. The dismissal of a Trustee for mis-conduct of any kind shall be the subject of a motion proposed at an extra-ordinary public meeting of the Foundation to which all registered electors are invited.

4. Meetings of the Trustees

The Trustees shall hold a minimum of four meetings during a calendar year with four days' notice being given to all Trustees of the matters to be discussed. One of the meetings shall be designated "The Annual Meeting of the Trustees" and shall normally be held by the end of June. It is at this meeting that elections to offices and appointments to committees shall normally be made. An extra-ordinary meeting of the Trustees may, at anytime, be summoned by any two Trustees upon four days' notice being given to all other Trustees of the matters to be discussed. Meetings will be chaired by the Chair or Vice-Chair of the Charity save that if they are both not present five minutes after the scheduled meeting time, the Trustees present shall elect a chair for the meeting from amongst their number.

5. Officers of the Charity

At the Annual Meeting of the Trustees a Chair of the Charity and a Vice-Chair shall be elected. They shall also appoint a Clerk to the Trustees at a salary commensurate with the duties at that time. One of the Trustees may fulfil the role of Clerk, but no salary will be paid so long as they hold the office of Trustee. The Clerk shall be the nominated contact for the Charity Commission and bankers.

6. Confirmation of Appointment of Trustees

At the Annual Meeting of the Trustees, all Trustees (whether appointed by virtue of their office, elected or co-opted) shall sign the necessary declaration that they are willing to serve in the capacity of Trustee in accordance with the latest legislation and regulations governing the operations of charities. The Charity Commission shall then be notified within one month any changes to the membership of the Trustee body.

7. Public Meetings of the Foundation

The Trustees shall report annually on the activities, accounts and plans of the Charity, an Annual Public Meeting of the Foundation. All inhabitants of the Parish of 18 years and upward must be entitled to attend and vote at the Annual Public Meeting. Seven days' notice of the matters to be discussed must be given by publication of a meeting notice on the Parish Council notice boards and the Church notice boards. An Extra-ordinary Public Meeting of the Foundation can be called by any four Trustees by giving seven days' notice of the matters to be discussed to the remaining Trustees and by publication of a meeting notice on the Parish Council notice boards and the Church notice boards.

8. Quorum

There shall be a quorum when four Trustees are present at any meeting.

9. Voting

Every matter shall be determined by the majority of votes of the Trustees present and voting on the question. In the case of equality of votes, the chair of the meeting shall have a casting vote, whether or not they have already voted on the same question, but no Trustee in any other circumstances shall give more than one vote on a given question.

10. Minutes and Accounts

Minutes of meetings and up to date accounts shall be maintained by the Clerk to the Trustees. Draft copies of all minutes shall be made available to all Trustees as soon as practical.

11. Management of the Foundation

Within the limits prescribed by the Schemes of the Charity, the current legislation and regulations relating to the running of Charities, the Trustees shall have the full power to make regulations for the management of the Foundation, and for the conduct of their business.

12. Management of the Village Hall/Educational Institute

The Village Hall/Educational Institute (as distinct from the Foundation itself) shall be managed by a Management Committee appointed annually by the Trustees. The Management Committee

should comprise representatives from groups who regularly hire the venue, together with residents from the Village who are interested and prepared to accept responsibility for the day to day running of the community facility. At least one Trustee shall also be appointed to the Management Committee.

13. Appointment of the Management Committee

The Management Committee shall be appointed by the Trustees for the coming year at the Annual Meeting of the Trustees. Nominations for Management Committee membership shall be called for and published at the Annual Parish Assembly, with representative members being nominated by their organisations beforehand. All the appointments to the Management Committee shall be subject to the approval of the Trustees. The Trustees of the Foundation shall approve a constitution for the committee which will include banking and reporting procedures. The Management Committee shall be tasked with producing an operating plan for the venue which delivers the objectives set by the Trustees. Their broad aim will be to maximise the use of the venue by suitable organisations, with the goal of covering all costs and generating surplus income for use by the Foundation to meet its other charitable objectives. The Trustees of the Foundation will report on the delivery of this plan as part of their Trustees' Annual Report delivered at the Annual Parish Assembly.

RESOLVED BY THE TRUSTEES on this day 4th June 2010

Rev. Grant Brockhouse



Noel Morris

Penny Hughes



Arthur Wright



Pieter Mommersteeg



Michael Smith

