

THE COMPANIES ACTS 1985, 1989 AND 2006

COMPANY LIMITED BY GUARANTEE

ADUR COMMUNITY LEISURE LIMITED

SPECIAL RESOLUTION

THURSDAY



\*A1NPCHTK\*

A17

13/12/2012

#312

COMPANIES HOUSE

THE FOLLOWING RESOLUTION WAS PASSED AS A SPECIAL RESOLUTION AT A MEMBERS MEETING HELD AT THE DE BROCK SUITE LANCING MANOR LEISURE CENTRE LANCING ON 17<sup>TH</sup> September 2012 AT 7 30 PM

"THAT the draft articles produced to the meeting be adopted as the articles of association of the Company in substitution for, and to the exclusion of the existing articles of association"

*Deer Wilson*

Chairman

Filed in accordance with  
Section 18(2) of the Companies Act 1985

**MEMORANDUM AND ARTICLES OF ASSOCIATION**  
**of**  
**ADUR COMMUNITY LEISURE LIMITED**

**INCORPORATED: 9/3/2005**

**COMPANY REGISTRATION NO: 05386540**

**REGISTERED CHARITY NO 1112020**

**CHARITY REGISTRATION DATE 11/11/2005**

**Amended by Special Resolution dated 22<sup>nd</sup> September 2008, 21<sup>st</sup> September 2009,  
20<sup>th</sup> September 2010 & 17<sup>th</sup> September 2012**

**LANCING MANOR LEISURE CENTRE  
OLD SHOREHAM ROAD  
LANCING  
WEST SUSSEX  
BN15 0PH.**

**TEL (01903) 524 624**

**MEMORANDUM OF ASSOCIATION**  
**of**  
**ADUR COMMUNITY LEISURE LIMITED**

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**THE COMPANIES ACTS 1985, 1989 AND 2006**  
**COMPANY LIMITED BY GUARANTEE AND NOT HAVING**  
**A SHARE CAPITAL**  
**MEMORANDUM OF ASSOCIATION OF**  
**ADUR COMMUNITY LEISURE LIMITED**

**NAME**

- 1 The Company's name is Adur Community Leisure Limited (and in this document it is called "the Company")
- 2 The Company shall be a subsidiary of the Parent

**REGISTERED OFFICE**

- 3 The Company's registered office is to be situated in England and Wales

**OBJECTS**

- 4 The Company's objects ("the Objects") are to provide or assist in the provision of facilities for recreation or other leisure time occupation for the general public in or in connection with the Adur district and its neighbourhood in the interests of social welfare, such facilities being provided in accordance with the following sub-paragraphs of this sub-clause, namely -
  - 4 1 The facilities to be provided shall be facilities available to the public at large save that special facilities may be provided for persons who by reason of their youth, age infirmity or disability, poverty, or social or economic circumstances may have need of special facilities
  - 4 2 While the persons for whom the facilities are primarily intended are the community of the Adur district and its neighbourhood the use of such facilities may be extended to other members of the public who desire to and can conveniently make use of them

**POWERS**

- 5 In furtherance of the Objects but not otherwise the Company may exercise the following powers
  - 5 1 to arrange for or permit the current and any future facilities to be used for such leisure services as are necessary to further the objects,
  - 5 2 to provide facilities for the provision of leisure services,
  - 5 3 to make, purchase, hire and otherwise acquire plant, machinery, furniture, fixtures, fittings and properties, and all other effects of every description necessary, convenient, usually and normally used in connection with and for the purposes of all or any of the objects of the Company,
  - 5 4 to make such charges as the Company shall consider fit or to provide free of charge any of the services provided by the Company

- 5 5 to raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation or otherwise, and in particular to receive funds from governmental, local authority, health authority and other sources, provided that this shall be without prejudice to the ability of the Company to disclaim any gift, legacy or bequest in whole or in part in such circumstances as the Company may think fit and provided also that the Company shall not undertake any permanent trading activities (other than in the course of the actual carrying out of a primary purpose of the Company) in raising funds for the above mentioned charitable objects and shall conform to any relevant statutory regulations,
- 5 6 to take any gift of property whether subject to any special trust or not for all or any of the objects of the Company,
- 5 7 to receive money on deposit upon such terms as the Company may approve,
- 5 8 subject to the consent of the Parent and subject to such consents as may be required by law, to borrow and raise money for the furtherance of the objects of the Company in such manner and on such security as the Company may think fit,
- 5 9 to lend money and give credit to, to take security for such loans or credit from, and to guarantee and become or give security for the performance of contracts and obligations by, any person or company associated with the Company for the furtherance of the objects of the Company,
- 5 10 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts in the name of the Company,
- 5 11 to invest the moneys of the Company not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law,
- 5 12 to subscribe for, take, purchase or otherwise acquire, hold, sell, deal with and dispose of, place and underwrite shares, stocks, debentures, debenture stocks, bonds, obligations or securities issued or guaranteed by any other company constituted or carrying on business in any part of the world, and debentures, debenture stocks, bonds, obligations or securities issued or guaranteed by any government or authority, municipal, local or otherwise, in any part of the world,
- 5 13 to take on lease or otherwise occupy and use the current and any future facilities and to purchase, take on lease or in exchange, hire, borrow or otherwise acquire any real or personal property, and any rights, services or privileges which the Company may consider necessary or convenient for the promotion of its objects and generally to manage, invest and expend all monies and assets belonging to the Company,
- 5 14 to acquire, construct, improve, maintain, demolish, manage and alter any buildings, erections or other properties which the Company may think necessary for the promotion of its objects,
- 5 15 subject to such consents as may be required by law, to sell, let, lend, mortgage, dispose of, grant licences, options, turn to account or otherwise deal with all or any of the property or assets of the Company with a view to the furtherance of its objects,
- 5 16 to make any donations in cash or assets or to establish and support or aid in the establishment and support of any charitable associations or institutions and to subscribe or guarantee money for charitable purposes in any way connected with the

- purposes of the Company or calculated to further its objects and to exchange information and advice with them,
- 5 17 to appoint and employ persons who shall be the Employees of the Company ("Employees") on such reasonable and proper terms and at such remuneration and upon such conditions as may from time to time be determined,
  - 5 18 to employ solicitors, bankers, brokers and other professional persons to transact any business required to be done in the execution of the trusts hereof (including the receipt and payment of money),
  - 5 19 to delegate upon such terms and at such reasonable remuneration as the directors may think fit to professional investment managers ("the Managers") the exercise of all or any of their powers of investment Provided always that
    - 5 19 1 the Managers shall be persons who are entitled to carry on investment business under the provisions of the Financial Services Act 1986 including any statutory modification or re-enactment of that Act,
    - 5 19 2 the delegated powers shall be exercisable only within clear policy guidelines drawn up in advance by the directors of the Company and within the powers of investment conferred by this deed,
    - 5 19 3 the Managers shall be under a duty to report fully and promptly to the directors any exercise of the delegated powers and in particular to report every transaction carried out by the Managers to the directors within 14 days and to report on the performance of investments managed by them at least every three months,
    - 5 19 4 the directors shall be entitled at any time and without notice to review alter or determine the delegation or terms,
    - 5 19 5 the directors shall be bound to review the arrangements for delegation at intervals not (in the absence of special reasons) exceeding 12 months but so that any failure by the directors to undertake such reviews within the period of 12 months shall not invalidate the delegation,
    - 5 19 6 the directors shall be liable for any failure to take reasonable care in choosing the Managers fixing or enforcing the terms upon which the Managers are employed requiring the remedying of any breaches of those terms and otherwise supervising the Managers but otherwise shall not be liable for the acts and defaults of the Managers
  - 5 20 to insure and arrange insurance cover for and to indemnify its officers, Employees, voluntary workers and members from and against all such risks incurred in the course of the performance of their duties as may be thought fit and to purchase and maintain for its officers such insurance as may be so purchased and maintained under the Act,
  - 5 21 to pay any premium in respect of any indemnity insurance to cover the liability of the members of the Board which by virtue of any rule of law would otherwise attach them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Company PROVIDED THAT any such insurance shall not extend to any claim arising from any act or omission which the members of the Board knew to be a breach of trust or breach of duty or which was committed by the members of the Board in reckless disregard of whether it was a breach of trust or breach of duty or not and PROVIDED ALSO THAT any such insurance shall not extend to the costs of an unsuccessful defence to a criminal prosecution brought against the members of the Board in their capacity as directors of the Company,

- 5 22 subject to Clause 8 hereof to grant pensions to Employees from the funds of the Company and to pay or subscribe to funds or schemes, whether established by the Company or not, for the provision of pension and retirement benefits to or for Employees and former Employees of the Company, their widows, children and dependants,
- 5 23 to subscribe to, become a member of, or amalgamate or co-operate with any other charitable organisation, institution, society or body not formed or established for purposes of profit (whether incorporated or not and whether in Great Britain or Northern Ireland or elsewhere) whose objects are wholly or in part similar to those of the Company and which by its constitution prohibits the distribution of its income and property amongst its members to an extent at least as great as is imposed on the Company under or by virtue of Clause 8 hereof and to purchase or otherwise acquire and undertake all such part of the property, assets, liabilities and engagements as may lawfully be acquired or undertaken by the Company of any such charitable organisation, institution, society or body, furthermore, to transfer all or any part of the property, assets, liabilities and engagements of the Company as may be lawfully transferred to any such charitable organisation, institution, society or body,
- 5 24 to enter into contracts, agreements and arrangements with any other company including (but without limitation) contracts, agreements and arrangements for the carrying out by such other company on behalf of the Company of any of the objects for which the Company is formed,
- 5 25 to co-operate with and to enter into any arrangements with any governmental authorities, supreme, superannuation, municipal, local or otherwise, and to obtain from any such governmental authority any rights, privileges, and concessions and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions,
- 5 26 to enter into association, link, liaise and exchange information with other organisations and bodies throughout the world in pursuance of the Company's objects,
- 5 27 to enter into any scheme promoted by government, governmental departments, agencies or other authorities to further the objects of the Company,
- 5 28 to do all or any of the above things in any part of the world whether as principal, agent, contractor, Trustee or otherwise, and by or through Trustees, agents or otherwise, and either alone or in conjunction with others and to enter into any arrangements or schemes with others for the accomplishment of the objects of the Company and all or any of the above things,
- 5 29 to procure the Company to be registered or recognised in any foreign country or place,
- 5 30 to pay out of the funds of the Company the costs, charges and expenses of and incidental to the formation and registration of the Company,
- 5 31 to do all such other things as may seem incidental or conducive to the pursuit of the Objects and the exercise of the powers (whether expressed or implied) of the Company
- 6 It is hereby declared that the word "company" in this Clause and in the clauses of this Memorandum of Association shall be deemed to include any individual, partnership, corporation, association, institution, trust, society, government, local authority, health authority, statutory body or departments of any government, local authority, health authority or other statutory body, or other body of persons whether domiciled in the United Kingdom or elsewhere and whether having independent and separate judicial status or not and words denoting the singular number only shall include the plural

number and vice versa, and the powers specified in each paragraph of this Clause shall, except where otherwise expressed in such paragraph, be regarded as independent powers, and not limited or restricted by reference to or by inference from the terms of any other paragraph or the name of the Company

7 Provided that

7 1 In case the Company shall take or hold any property which may be subject to any trusts, the Company shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts,

7 2 In case the Company shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Company shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, or without taking such steps and following such procedures as may be required by law, and as regards any such property the Board of directors of the Company shall be chargeable for any such property that may come into its hands and shall be answerable and accountable for its own acts, receipts, neglects and defaults, and for the due administration of such property in the same manner and to the same extent as such Board would have been if no incorporation had been effected, and the incorporation of the Company shall not diminish or impair any control or authority exercisable by the Chancery Division of the High Court of Justice or the Charity Commissioners over such Board but they shall as regards any such property be subject jointly and separately to such control or authority as if the Company were not incorporated

#### **APPLICATION OF INCOME AND PROPERTY**

8 The income and property of the Company shall be applied solely towards the promotion of the Objects and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Company, and no Trustee shall be appointed to any office of the Company paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Company Provided that nothing in this document shall prevent any payment in good faith by the Company

8 1 of the usual professional charges for business done by any Trustee who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the Company to act in a professional capacity on its behalf Provided that at no time shall a majority of the Trustees benefit under this provision and that a Trustee shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner, is under discussion,

8 2 of reasonable and proper remuneration for any services rendered to the Company by any member, officer or servant of the Company who is not a Trustee,

8 3 of reasonable and proper remuneration paid to an Employee Trustee in respect of his or her employment by the Company notwithstanding that he or she is a Trustee PROVIDED THAT the Employee Trustee complies with the provisions set out in the Articles (Article 60) requiring the Employee Trustee to withdraw from any meeting whilst his or her appointment, remuneration or other terms of employment or the appointment, remuneration or other terms of employment of any other Employee or Employees which might affect the Trustee is being discussed and PROVIDED FURTHER THAT at no time shall the majority of the Trustees be Employee Trustees,

8 4 of interest on money lent by any member of the Company or Trustee at a reasonable and proper rate per annum not exceeding two per cent less than the published base lending rate of a clearing bank to be selected by the Trustees,



- 8 5 of fees, remuneration or other benefit in money or money's worth to any company of which a Trustee may also be a member holding not more than 1/100th part of the issued capital of that company,
- 8 6 of reasonable and proper rent for premises demised or let by any member of the Company or a Trustee,
- 8 7 to any Trustee of reasonable out-of-pocket expenses

#### **LIMITED LIABILITY**

- 9 The liability of the members is limited

#### **CONTRIBUTIONS IN THE EVENT OF WINDING-UP**

- 10 Every member of the Company undertakes to contribute such amount as may be required (not exceeding £1) to the Company's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member, for payment of the Company's debts and liabilities contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves

#### **DISTRIBUTION OF ASSETS ON WINDING-UP/DISSOLUTION**

- 11 If the Company is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property other than any leased premises which are subject to the landlord's right to recover the premises in such circumstances it shall not be paid to or distributed among the members of the Company, but shall be given or transferred to the Parent (if charitable) or to another Group member (if charitable) or some other company or companies having objects similar to the Objects which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Company by Clause 8 above, chosen by the members of the Company at or before the time of dissolution and if that cannot be done then to some other charitable object

**We, the persons whose names and addresses are written below, wish to be formed into a company under this memorandum of association.**

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Signatures, Names and Addresses of Subscribers

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Dated

Witness to the above Signatures

Name

Address

Occupation

**ARTICLES OF ASSOCIATION**  
**of**  
**ADUR COMMUNITY LEISURE LIMITED**

**LANCING MANOR LEISURE CENTRE**  
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Tel (01903) 524 624

**THE COMPANIES ACTS 1985, 1989 AND 2006**  
**COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL**  
**ARTICLES OF ASSOCIATION OF**  
**ADUR COMMUNITY LEISURE LIMITED**

**INTERPRETATION**

1 In these Articles

"the Company" means the company intended to be regulated by these Articles,

"the Act" means the Companies Act 1985 as amended by the Companies Acts 1989 and 2006 including any statutory modification or re-enactment of those Acts,

"the Articles" means these Articles of Association of the Company,

"clear days" in relation to the period of a notice means the 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,

"Employees" means all of the employees of this Company,

"the Local Authority" means Adur District Council or its successor body,

"document" includes, unless otherwise specified, any document sent or supplied in electronic form,

"electronic form" has the meaning given in Section 1168 of the Companies Act 2006,

"electronic means" means any means of electronic equipment for processing, storage and transmission of data as defined in Section 1168 of the Companies Act 2006,

"executed" includes any mode of execution,

"Group" means the Impulse Leisure Group for the time being made up of Thurrock Community Leisure Limited and Adur Community Leisure Limited and such other companies as may from time to time join the Group,

"Group Member" means any company for the time being part of the Group,

"Membership Categories" means the categories from which members are appointed under Articles 87 and 88,

"the memorandum" means the Memorandum of Association of the Company,

"notified address" means the address of a member from time to time, communicated to the Secretary of the Company in writing,

"office" means the registered office of the Company,

"Parent" means Impulse Leisure or its successor body being the Parent of the Company or any other Group Member,

"poll" means a vote of members effected in writing, under which each member (or member's proxy) may approve or reject a proposed resolution by so indicating on a ballot paper,

"Qualifying Employees" means Employees who have been such Employees for at least six months and whose average weekly hours of work are not less than five hours,

"the seal" means the common seal of the Company if it has one,

"Secretary" means the company Secretary of the Company or any other person fulfilling the duties of the Secretary of the Company including a joint, assistant or deputy Secretary,

"the Trustees" means the directors of the Company (and "Trustee", has a corresponding meaning),"the United Kingdom" means Great Britain and Northern Ireland,

"working day" means a day, other than a Saturday or a Sunday or a bank or public holiday in England and Wales, on which the clearing banks in the City of London are open for business,

"writing" means the representation or reproduction of words, symbols or other information in visible form by a method or combination of methods, whether sent or supplied in electronic form or otherwise

words importing the masculine gender only shall include the feminine gender

Subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise, bear the same meaning as in the Act

## **MEMBERS**

- 2 The Members of the Company shall be
- 2 1 The subscribers to the Memorandum and such other persons or organisations as are admitted to membership in accordance with the rules pursuant to Article 85
- 2 2 The Parent
- 2 3 No member shall be admitted a member of the Company unless his application for membership is approved by the Trustees, who will act reasonably in exercising their discretion,
- 3 Unless the Trustees or the Company in general meeting shall make other provision under Article 85, the Trustees may in their absolute discretion permit any member of the Company to retire, provided that after such retirement the number of members is not less than two
- 4 A member shall be designated by the Board at its discretion within one of the Membership Categories under Article 88 and for the avoidance of doubt no member or named individual shall be designated within more than one member category

## **HONORARY MEMBERS, PATRONS AND ADVISORY COMMITTEES**

- 5 The Board shall have power to elect honorary members of the Company in recognition of special services rendered to the Company for life or for such other period as shall be determined by the Board
- 6 The Board shall have power
- 6 1 to elect an Honorary President or Presidents and Vice President or Vice Presidents of the Company for life or until resignation of office,
- 6 2 to approach suitable persons to be Patrons of the Company for life or until such person shall resign such office,
- 6 3 to appoint Advisory Committees on such terms as the Board may approve
- 7 Such Honorary Officers, Patrons of the Company and members of the Advisory Committees shall not be entitled to attend meetings of the Board but may attend if invited by the Board and shall be entitled to attend general meetings of the Company but not to vote thereat and shall not count towards the quorum

#### **SUPPORTERS**

- 8 The Board shall have power to promote associations to support the work of the Company or of any of its facilities and to provide services to members of such associations, members of such associations, however, shall not be members of the Company and shall have no rights or liabilities under these Articles

#### **GENERAL MEETINGS**

- 9 The Company shall hold an annual general meeting each year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it, and not more than fifteen months shall elapse between the date of one annual general meeting of the Company and that of the next. Provided that so long as the Company holds its first annual general meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The annual general meeting shall (subject to Article 16) be held at such times and places as the Trustees shall appoint
- 10 The Trustees may call general meetings and, on the requisition of members pursuant to the provisions of the Act or on the requisition of all Local Authority Trustees or upon the requisition of the Parent shall forthwith proceed to convene a general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient Trustees to call a general meeting, any Trustee or any member of the Company may call a general meeting

#### **NOTICE OF GENERAL MEETINGS**

- 11 notice. All other extraordinary General meetings shall be called by at least fourteen clear days' notice but may be called by shorter notice if it is so agreed
- 11 1 in the case of an annual general meeting, by all the members entitled to attend and vote, and
- 11 2 in the case of any other meeting by a majority in number of members having a right to attend and vote, being a majority together holding not less than ninety percent of the total voting rights at the meeting of all the members

- 12 The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such
- 13 The notice shall be given to all the members, to the Trustees and auditors and to the Local Authority
- 14 Any annual general meeting or other general meeting shall take place at a venue within the District
- 15 The non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting, so long as it is demonstrated (under Article 79) that notice was sent or omission was entirely accidental

## **PROCEEDINGS AT GENERAL MEETINGS**

- 16 No business shall be transacted at any meeting unless a quorum is present A quorum shall require there to be present -
  - 16 1 a representative of the Parent and either
    - 16 1 1 either at least twenty percent of members must be present in person or by a proxy representative (or, if organisations, represented by duly authorised persons) of which there must be at least one member, proxy representative or duly authorised representative from each of the Membership Categories, or
    - 16 1 2 at least thirty percent of members must be present in person or by a proxy representative (or, if organisations, represented by duly authorised persons) subject in either case to there being a minimum of ~~six~~ persons
  - 16 2 if at any annual general meeting or general meeting there is no quorum within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Trustees determine,
- 17 The chair, if any, of the Trustees or in his absence some other Trustee nominated by the Trustees shall preside as chair of the meeting, but if neither the chair nor such other Trustee (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Trustees present shall elect one of their number to be chair and, if there is only one Trustee present and willing to act, he shall be the chair
- 18 If no Trustee is willing to act as chair, or if no Trustee is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chair
- 19 The chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had adjournment not taken place When a meeting is adjourned, reasonable notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted
- 20 A resolution put to the vote of a meeting shall be decided on a show of hands by those members present, whether present personally, represented by proxy or represented by a the duly authorised representative of a member organisation unless before, or on

the declaration of the result of, the show of hands a poll is duly demanded Subject to the provisions of the Act, a poll may be demanded

- 20 1 by the chair, or
- 20 2 by at least two members having the right to vote at the meeting, or
- 20 3 by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting,
- 21 Unless a poll is duly demanded a declaration by the chair that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority (which shall be so recorded in the minutes of the meeting) shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution
- 22 The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chair The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made
- 23 A poll shall be taken as the chair directs and he may appoint scrutineers (who need not be members) and if the chair considers it necessary he will fix a time and place for declaring the results of the poll The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded
- 24 In the case of an equality of votes, whether on a show of hands or on a poll, the chair shall not be entitled to a casting vote in addition to any other vote he may have and the resolution will not be passed
- 25 A poll demanded on the election of a chair or on a question of adjournment shall be taken immediately A poll demanded on any other question shall be taken either immediately or at such time and place as the chair directs not being more than thirty days after the poll is demanded The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which poll is demanded If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made
- 26 No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded In other cases at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken
- 27 Every member, or member organisation's duly authorised representative, or proxy, attending any general meeting shall produce on demand at such meeting written evidence satisfactory to the company Secretary (whose decision shall be final) that he is a member or duly authorised representative of a member organisation or the duly appointed proxy of a member (as the case may be)
- 28 Any person drafting a resolution for consideration by members at a general meeting will have regard to the importance of clear and precise wording

## **VOTES OF MEMBERS**

- 29 The Membership Categories as outlined in Article 88 shall be entitled to the following percentages of the vote
- 29 1 Members Category A – 19% apportioned equally between them



- 29 2 Members Category B – 19% apportioned equally between them
- 29 3 Members Category C – 19% apportioned equally between them
- 29 4 Members Category D – 19% apportioned equally between them
- 29 5 Members Category E – 19% apportioned equally between them
- 29 6 Members Category F – 5% apportioned equally between them
- 30 Twenty percent or more of the members may require that an extraordinary general meeting of the Company be convened
- 31 Every member shall have one vote No member shall be entitled to vote at any general meeting unless all monies then payable by him to the Company have been paid
- 32 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid Any objection made in due time shall be referred to the chair whose decision shall be final and conclusive
- 33 A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Company at the office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll
- 34 Any organisation which is a member of the Company may by resolution of its council or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Company, and the person so authorised shall be entitled to exercise the same powers on behalf of the organisation which he represents as the organisation could exercise if it were an individual member of the Company
- 35 Votes may be given on a poll either personally or by proxy On a show of hands a member present in person, a proxy representative of a member and a duly authorised representative of a member organisation may all vote on a show of hands A proxy does not need to be a member of the Company The proxy form (and the power of attorney, if any, under which it is signed, or a copy of that power certified by a solicitor and any instrument to terminate a proxy appointment) must be deposited at the registered office of the Company, or at another place within the United Kingdom specified for that purpose in the notice convening the meeting, not less than 48 hours before the time set for the meeting or adjourned meeting in question at which the person named in the instrument proposes to vote and may be contained in an electronic communication, where an address has been specified for the purpose of receiving electronic communications
- 35 1 in the notice convening the meeting, or
- 35 2 in any instrument of proxy sent out by the company in relation to the meeting, or
- 35 3 in any invitation contained in an electronic communication to appoint a proxy issued by the Company in relation to the meeting,

- 36 An appointment of proxy which is not deposited, delivered or received in a manner permitted by Article 35 shall be invalid. In calculating the 48 hour period, no account shall be taken of any part of a day that is not a Working Day
- 37 A vote given or poll demanded by a proxy for a member, or by the authorised representative of a member which is an organisation remains valid despite the previous revocation of the authority of proxy or representative unless notice of revocation was received by the Company at its registered office in accordance with Article 35
- 38 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the company by or on behalf of that person. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll. An individual attending a meeting as a proxy shall count towards the quorum of a member meeting and shall have the same rights to speak as the member who appointed him
- 39 Any instrument appointing a proxy shall be in the following form or as near thereto as circumstances will admit -

"I, \_\_\_\_\_ a member of Adur Community Leisure Limited hereby appoint \_\_\_\_\_ of \_\_\_\_\_ and failing him \_\_\_\_\_ of \_\_\_\_\_ on my behalf at the General Meeting of the Company to be held on the \_\_\_\_\_ day of \_\_\_\_\_ and at every adjournment thereof "

This form is to be used in respect of the resolutions mentioned below as follows

Resolution	For*	<input type="checkbox"/>
	Against*	<input type="checkbox"/>

\* Place cross in desired box

As witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ "

The instrument appointing a proxy shall be deemed to confer authority, to demand or join in demanding a poll. No person appointed as a proxy may be given discretion as to how to act

## TRUSTEES

40. The number of Trustees shall be not less than 11, and not more than 13. The first Trustees shall be those persons named in the statement delivered pursuant to Section 10(2) of the Act, who shall be deemed to have been appointed under the Articles. Future Trustees shall be appointed as provided subsequently in the Articles

## POWERS OF TRUSTEES

- 41 Subject to the provisions of the Act, the Memorandum and the Articles and to any directions given by special resolution, the business of the Company shall be managed by the Trustees who may exercise all the powers of the Company. No alteration of the Memorandum or the Articles and no such direction shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this Article shall not be limited by any special power given to the Trustees by the Articles and a meeting of Trustees at which a quorum is present may exercise all the powers exercisable by the Trustees.
- 42 In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the Articles the Trustees shall have the following powers, namely
- 42 1 to expend the funds of the Company in such manner as they shall consider most beneficial for the achievement of the Objects and to invest in the name of the Company such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the Objects of the Company,
- 42 2 to enter into contracts on behalf of the Company until otherwise from time to time unanimously resolved upon by the Trustees present at the time of a formal meeting of the Trustees
- 42 3 to borrow from time to time up to a maximum of £5,000,000 outstanding at any one time. Save as aforesaid the power of the Company to borrow money shall not be exercised without the prior approval of the Company in general meetings.

## **APPOINTMENT AND RETIREMENT OF TRUSTEES**

### **Composition of the Board**

- 43 Subject to the Parent's right to remove any Independent Trustees under Article 57, the Board shall consist of
- 43 1 two members or officers of the Local Authority – "Local Authority Trustees",
- 43 2 one Qualifying Employee of the Company – "Employee Trustee",
- 43 3 such other persons appointed in accordance with these Articles – "Independent Trustees"

### **Local Authority Trustees**

- 44 Local Authority Trustees shall be nominated by the Local Authority to serve for such period of office as shall be confirmed by the Local Authority. A written notice delivered by the Chief Executive of the Local Authority to the Company Secretary shall be conclusive as to who has been nominated to the Company's Board and for what period of time. The Local Authority reserves the right to remove and replace Local Authority Trustees during any period provided written notice is given to the Company Secretary. No person associated with a local authority shall be permitted to be a Trustee other than those persons nominated by the Local Authority pursuant to this Article. Local Authority Trustees shall not be subject to the retirement by rotation provisions set out in these Articles.

### **Employee Trustees**

- 45 The Employee Trustee shall serve a three year term before being required to retire at the AGM on the third anniversary of his appointment. The retiring Employee Trustee

shall be eligible for reappointment if appointed by the majority of the Employees voting in a relevant ballot (and provided that they remain a Qualifying Employee) The Employee Trustee can be removed before the expiry of his fixed term if challenged by another Qualifying Employee who receives more votes in a relevant ballot of the Employees The Trustees shall determine the arrangements for any such ballot procedure

- 46 Subject to Article 45 the Employee Trustees shall be nominated to act as a Trustee for a fixed term of three years at or before an annual general meeting by the majority of the Employees Only a Qualified Employee appointed pursuant to these Articles is entitled to be an Employee Trustee Employee Trustees shall not be subject to the retirement by rotation provisions set out in these Articles

### **Independent Trustees**

- 47 Independent Trustees may be nominated to become Trustees provided the appointment does not cause the number of Trustees to exceed any number fixed by the Trustees or in accordance with these Articles as to the maximum number of Trustees In deciding on any appointment, the Trustees will seek to provide that there is a broad range of skills on the Board of Trustees and will consider proposals from each of the Membership Categories (other than the Employees' Membership Category) No decision on such appointment of Trustees shall be taken unless the Local Authority Trustees have first been consulted or reasonable steps have been taken to allow such consultation

### **Retirement Provisions**

- 48 At the first annual general meeting three Independent Trustees shall retire from office and at every subsequent annual general meeting one-third of the Independent Trustees, or if their number is not three, or a multiple of three, the number nearest to one-third shall retire from office but if there is only one Trustee who is subject to retirement by rotation, he shall retire
- 49 Subject to the provisions of the Act, Trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who become or were last reappointed Trustees on the same day, those to retire shall (unless they otherwise agree among themselves) be determined by lot
- 50 If the Company at the meeting at which a Trustee retires by rotation, does not fill the vacancy the retiring Trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost

### **Nomination Provisions**

- 51 No person other than a Trustee retiring by rotation shall be appointed or reappointed a Trustee at any general meeting unless he is approved by the Parent and
- 51 1 he is recommended by the Trustees, or
- 51 2 not less than 28 days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Company of the intention to propose himself or another person for appointment as a Trustee stating the particulars which would, if he were so appointed, be required to be included in the Company's register of Trustees together with a notice executed by the proposed person (if other than the Member) of his willingness to be appointed or reappointed

- 51 3 the Trustees shall ensure that sufficient notice is given to members of any vacancies for Trustees to enable members to nominate a person for appointment in accordance with Article 51 2 above

#### **Notice of Nominations**

- 52 Details shall be included in the notice of the annual general meeting to be circulated not less than 21 clear days prior to the date appointed for holding the meeting of any person (other than a Trustee retiring by rotation at the meeting) who is either recommended by the Trustees for appointment or reappointment as a Trustee at the meeting (in accordance with Article 51 1 above or in respect of whom notice has been duly given to the Company of the intention to propose him at the meeting for appointment as a Trustee (in accordance with Article 51 2 above. The notice shall give the particulars of that person which would, if he were so appointed, be required to be included in the Company's register of Trustees
- 53 Subject as aforesaid, the Company may by ordinary resolution appoint a person who is willing to act to be a Trustee either to fill a vacancy or as an additional Trustee and may also determine the rotation in which any additional Trustees are to retire
- 54 The Trustees may appoint a person who is willing to act to be a Trustee, either to fill a vacancy or as an additional Trustee, provided that the appointment does not cause the number of Trustees to exceed any number fixed by or in accordance with the Articles as to the maximum number of Trustees. A Trustee so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the Trustees who are to retire by rotation at the meeting. If not reappointed at such annual general meeting, he shall vacate office at the conclusion thereof

#### **General**

- 55 If the total number of Trustees falls below eleven, or if the Company becomes aware of any circumstances likely to lead to the number of Trustees falling below eleven, the Company shall inform the Local Authority forthwith. In such case, the Local Authority may then appoint additional Trustees provided that they shall not make any appointments which would cause, or would be likely to cause the Company to be regarded as a company connected with the Local Authority within the meaning of Part 12 of The Local Government and Public Involvement in Health Act 2007 according to proper practices in force at that time by reference to the CIPFA SORP
- 56 No person may be appointed as a Trustee
- 56 1 unless he has attained the age of 18 years, or
- 56 2 in circumstances such that, had he already been a Trustee, he would have been disqualified from acting under the provisions of Article 57

#### **DISQUALIFICATION AND REMOVAL OF TRUSTEES**

- 57 A Trustee shall cease to hold office if
- 57 1 he ceases to be a Trustee by virtue of any provision in the Act or is disqualified from acting as a Trustee by virtue of Section 72 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision) or ceases to be eligible to be a Trustee for any other reason,
- 57 2 he becomes prohibited by law from being a director of a company,

- 57 3 he is the subject of a custodial sentence imposed by a court in the United Kingdom in respect of any criminal act or omission unless the Board determines otherwise,
- 57 4 a registered medical practitioner who is treating that person gives a written opinion to the Company stating that that person has become physically or mentally incapable of acting as a director/trustee and may remain so for more than 3 months,
- 57 5 he resigns his office by notice to the Company (but only if at least two Trustees will remain in office when the notice of resignation is to take effect), or
- 57 6 he is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that his office be vacated,
- 57 7 being a Local Authority Trustee, he is removed by the Local Authority,
- 57 8 he becomes a local authority associated person or employed by the Company and does not fall within the category of Local Authority Trustee or Employee Trustee respectively,
- 57 9 a majority of those of the other Trustees present at a meeting of Trustees resolve that he ceases to be a Trustee,
- 57 10 being an Independent Trustee, he is removed by the Parent serving 28 days notice of its intentions to do so upon the Company,
- 57 11 he retires by rotation under the provisions of Article 48

#### **TRUSTEES' EXPENSES**

- 58 The Trustees may be paid all reasonable travelling and other expenses properly incurred by them in connection with their attendance at meetings of Trustees or committees of Trustees or general meetings or otherwise in connection with the discharge of their duties, but shall otherwise be paid no remuneration. The reasonableness of any claims for expenses will be determined by the chief finance officer of the Company

#### **TRUSTEES' INTERESTS**

- 59 Except to the extent permitted by Clauses 4 and 5 of the Memorandum and save as provided for in Article 60, no Trustee shall take or hold any interest in property belonging to the Company or receive remuneration or be interested otherwise than as a Trustee in any other contract to which the Company is a party
- 60 An Employee Trustee may receive and retain any reasonable remuneration paid to him or her in respect of his or her employment by the Company notwithstanding that he or she is a Trustee. PROVIDED THAT the Employee Trustee withdraws from any meeting whilst his or her appointment, remuneration or other terms of employment, or the appointment, remuneration or other terms of employment of any other Employee or Employees which might affect the Trustee is being discussed and PROVIDED FURTHER THAT at no time shall the majority of the Trustees be Employee Trustees

#### **PROCEEDINGS OF TRUSTEES**

- 61 The Trustees shall meet a minimum of four times in each calendar year (provided that in the period from the date of incorporation of the Company to 31st December of the year of incorporation, the minimum number of meetings may be reduced proportionally)

- 62 Subject to the provisions of the Articles, the Trustees may regulate their proceedings as they think fit. A Trustee may, and the Secretary at the request of a Trustee shall, call a meeting of the Trustees. It shall not be necessary to give notice of a meeting to a Trustee who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes on a proposed resolution, the chair shall not have a second or casting vote and the resolution will not be passed.
- 63 Subject to Article 63 B, the quorum for the transaction of ~~the~~ business at a meeting of ~~the~~ Trustees ~~shall be fixed at six~~ is 50% of the Trustees appointed from time to time provided that if one or more Trustees are not eligible to vote on an item of business, the quorum for that item only shall be 50% of the Trustees appointed and eligible to vote on that item of business, which shall, subject to Article 63 A, include, if such an appointment has been made, one Local Authority nominated Trustee.
- 63 A Local Authority nominated Trustees shall not be required to be in attendance for a Trustee meeting (or for part of a Trustee meeting) to be quorate if Local Authority nominated Trustees are subject to a prima facie conflict of interest in relation to that meeting (or any item on the agenda for that meeting). For these purposes, a prima facie conflict of interest shall arise in relation to an existing dispute between the Company and the Local Authority or in relation to ongoing negotiations in relation to any funding provided to the Company by the Local Authority.
- 63 B If, pursuant to Article 63 A, Local Authority nominated Trustees have declared a conflict of interest and are required to absent themselves from all or part of a Trustee meeting, then the quorum for that meeting (or that part of the meeting) shall be automatically reduced by such number as the number of conflicted Local Authority nominated Trustees who have declared a conflict of interest and have absented themselves from the meeting or that part of the meeting, ~~no, by one or two so that the quorum shall be reduced to five or four accordingly~~.
- 64 The Trustees may act notwithstanding any vacancies in their number, but, if the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.
- 65 The Trustees may appoint one of their number to be the chair of their meetings. The Trustees may at any time remove him from that office. Unless he is unwilling to do so the Trustee so appointed shall preside at every meeting of Trustees at which he is present. But if there is no Trustee holding that office, or if the Trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to be chair of the meeting.
- 66 The Trustees may appoint one or more sub-committees consisting of two or more Trustees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Trustees would be more conveniently undertaken or carried out by a sub-committee provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Trustees.
- 67 All acts done by a meeting of Trustees, or of a committee of Trustees, shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any Trustee or that any of them were disqualified from holding office, or has vacated office, or were not entitled to vote, be as valid as if every such person has been duly appointed and was qualified and had continued to be a Trustee and had been entitled to vote unless the Trustees at the meeting were aware of the impediment.

- 68 A resolution in writing, signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees, shall be as valid and effective as if it had been passed at a meeting of Trustees or (as the case may be) a committee of Trustees duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the Trustees.
- 69 Any bank account in which any part of the assets of the Company is deposited shall be operated by the Trustees, until otherwise from time to time unanimously resolved upon by the Trustees present at the time of a formal meeting of the Trustees, and the bank account shall indicate the name of the Company. All cheques and orders for the payment of money from such account shall be signed by at least two Trustees, until otherwise from time to time unanimously resolved upon by the Trustees present at the time of a formal meeting of the Trustees.

## **SECRETARY AND RECORD KEEPING**

- 70 The Company may have a Secretary who, if appointed, will be appointed by the Board on whatever terms the Board thinks fit and who shall ensure that company records are kept in accordance with the Act.

## **MINUTES**

- 71 The Trustees shall keep minutes in books kept for the purpose
- 71 1 of all appointments of officers made by the Trustees, and
- 71 2 of all proceedings at meetings of the Company and of the Trustees and of committees of Trustees including the names of the Trustees present at each such meeting and the decisions taken,
- and all such records shall be kept for at least ten (10) years from the date they were made.
- 72 As soon as practicable following each meeting of Trustees, the Secretary will send to each Trustee draft minutes.
- 73 Following receipt of any comments from the Trustees on such draft the Secretary will prepare minutes for approval at the next meeting of Trustees. No change in the statutory requirements for the audit of companies' accounts shall prevent the Company being required to produce audited accounts.
- 74 Each Trustee shall be supplied with a copy of the agreed form of minutes of each Trustees' meeting and shall be allowed unrestricted access to the Company's minute books.

## **THE SEAL**

- 75 The seal shall only be used by the authority of the Trustees or of a committee of Trustees authorised by the Trustees. The Trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Trustee and by the Secretary or by a second Trustee.

## **ACCOUNTS**

- 76 Accounts of the Company and any subsidiary shall be prepared and audited in accordance with the provisions of the Act. Each Trustee shall be supplied with a copy of such Accounts as soon as practicable following their signing by the Company's



auditors and shall, on request, be supplied with a copy of audited accounts relating to any previous financial period

## **ANNUAL REPORT**

- 77 The Trustees shall comply with their obligations under the Charities Act 2006 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Report and its transmission to the Commissioners. Each Trustee shall be supplied with a copy of such Annual Report following its approval and shall, on request, be supplied with a copy of any previous Annual Report

## **ANNUAL RETURN**

- 78 The Trustees shall comply with their obligations under the Charities Act 2006 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Return and its transmission to the Commissioners. Each Trustee shall be supplied with a copy of such Annual Return following its approval and shall, on request, be supplied with a copy of any previous Annual Return

## **NOTICES**

### **General Meetings only**

- 79 Notice of every general meeting shall be given in writing either personally or by post addressed to a member at his registered address or in electronic form using electronic means to an address for the time being notified to the Company by the member. Notice shall be given to
- 79 1 every member except those members who (having no registered address within the United Kingdom) have not supplied to the Company an address within the United Kingdom for giving of notices to them,
- 79 2 the reporting accountant or auditor (as appropriate in accordance with the Act) for the time being of the Company,
- 79 3 each Director
- 80 A member present in person at any general meeting shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called. A member whose notified address is not within the United Kingdom and who gives to the Company an address within the United Kingdom at which notices may be given to him or provides some other form of electronic means to contact him shall be entitled to have notices given to him, but otherwise no such member shall be entitled to receive any notice from the Company

### **Trustee Meetings only**

- 81 A notice calling a meeting of the Trustees shall be in writing unless the meeting can reasonably and properly be regarded as an emergency meeting. Written confirmation by at least twenty percent of the Trustees (subject to a minimum of two Trustees) that the meeting can be so regarded shall be required

### **Trustee and Member meetings**

- 82 Any notice to be given to or by any person pursuant to the Articles shall be in writing. Any notice shall both state that it is such and include the full name of the Company, in each case in prominent lettering on its first page. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that

the notice was given Proof that a notice contained in an electronic form of communication was sent by a record (in whatever form) of the total number of recipients emailed and of each recipient to whom the message was sent shall be conclusive evidence that notice was given A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted, or in the case of a notice contained in an electronic form of communication, at the expiration of 24 hours after the time it was sent In the event that the Secretary is alerted that an electronic form of communication was unsuccessfully delivered to its recipient (and subsequent attempts to remedy the situation are unsuccessful), the Secretary shall send a hard copy of the notice by mail to the recipient's last known postal address

83 Subject to these Articles

83 1 anything sent or supplied by or to the Company or its members or directors under these Articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information to be sent or supplied by or to the Company for the purposes of the Companies Acts and for the avoidance of doubt, this shall include the Company sending or supplying documentation or information by making it available on a website, and

83 2 any notice or documents to be sent or supplied to the members or the directors in connection with the taking of decisions by the members or the directors may also be sent or supplied by the means by which the members or directors have asked to be sent or supplied with such notices or documents for the time being

## INDEMNITY

84 Subject to the provisions of the Act every Trustee or other officer or auditor of the Company shall be indemnified out of the assets of the Company against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company

## RULES

85 Subject to the approval of the Parent, the Trustees may from time to time make such rules or bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Company and for the purposes of defining classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, they may by such rules or bye laws regulate

85 1 (subject to Articles 85 to 91) the admission and classification of members of the Company (including the admission of organisations to membership) and the rights and privileges of such members, and the conditions of membership and the terms on which members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members,

85 2 the conduct of members of the Company in relation to one another, and to the Company's servants,

85 3 The setting aside of the whole or any part or parts of the Company's premises at any particular time or times or for any particular purpose or purposes,

85 4 the procedure at general meetings and meetings of the Trustees and committees of the Trustees insofar as such procedure is not regulated by the Articles,

- 85 5 generally, all such matters as are commonly the subject matter of company rules
- 86 The Company in general meeting shall have power to alter, add to or repeal the rules or bye laws and the Trustees shall adopt such means as they think sufficient to bring to the notice of members of the Company all such rules or bye laws, which shall be binding on all members of the Company Provided that no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the Memorandum or the Articles

## **MEMBERSHIP**

### **Membership categories**

- 87 No person shall be admitted as a member of the Company unless first approved by the Trustees, who shall have full discretion without assigning any reason whether or not to admit any person to membership of the Company In exercising their discretion, the Trustees shall have regard (amongst other things) to their duty under Article 88
- 88 Within six months of the Company's incorporation, the Company shall invite applications for membership of the Company in accordance with the following -
- 88 1 Members Category A registered individual users and user groups
- 88 2 Members Category B sports and recreation groups within the district of Adur
- 88 3 Members Category C health and education providers within the district of Adur
- 88 4 Members Category D individuals living and/or operating businesses in the district of Adur
- 88 5 Members Category E Qualifying Employees
- 88 6 Members Category F Parent Company Members
- 89 The Trustees shall use their best endeavours to ensure that at least 10% of all members specifically represent the interests of disabled users of the Company's facilities

### **General**

- 90 The Trustees shall refuse to accept as a member any person who, by virtue of his/her membership will cause the Company to be regarded as a company connected with the Local Authority within the meaning of Part 12 of The Local Government and Public Involvement in Health Act 2007 according to proper practices in force at that time by reference to the CIPFA SORP

Every person, before becoming a member, must sign and deliver to the Company an application for membership in this form

"I                      of                      wish to become a member of the Company and request you to enter my name in the register of members accordingly, subject to the Memorandum and Articles of Association

I support the Objects of the Company and will strive to act, as a member, in its best interests

Signature"

- 91 The privileges of a member shall not be transferable and every member shall cease to be a member on the happening of any of the following events,-
- 91 1 if, being an individual, he shall die or become a patient within the meaning of the Mental Health Act 1983,
- 91 2 he is the subject of a custodial sentence imposed by a court in the United Kingdom in respect of any criminal act or omission unless the Trustees determine otherwise,
- 91 3 if he serves on the Company three months' notice in writing of his/her intention to resign his membership, in which case he will cease to be a member at the expiry of three months from the date of service of such notice,
- 91 4 if a majority of members attending a general meeting resolve that he cease to be a member,
- 91 5 the Trustees may at any time resolve on reasonable grounds but otherwise in their absolute discretion to retire a member as a member of the Company and either substitute to such a position another member appearing to them to be representative of or drawing considerable support among the interests and perspectives of that former member, or leave the position vacant from time to time,
- 91 6 any member shall in a consecutive period of at least two calendar years not have attended in person any general meeting of the Company and not have caused to be deposited a proxy for any such meeting or if during such consecutive period the notified address of a member shall be out of date (of which fact it shall be sufficient evidence that a letter sent to such address in the first of such two years has been returned through the post and that no subsequent information showing the address not to have been out of date has been received by the Company when the Trustees may at that time within the (third) calendar year cause to be posted to such member at his notified address a notice stating that if he shall not within one month after the date on which such notice was posted inform the Company in writing that he wishes to remain a member thereof, his name will be struck off the list of members. And if, at the expiry of such notice he shall not so have informed the Company the Trustees may (whether or not the notice sent to him has been returned through the post) at any time thereafter declare that he has ceased to be a member, and on such declaration he shall so cease and the register of members shall be altered accordingly,
- 91 7 he will cause the Company to be regarded as a company connected with the Local Authority within the meaning of Part 12 of the Local Government and Public Involvement in Health Act 2007 according to proper practices in force at that time by reference to the CIPFA SORP

**AMENDMENTS**

- 92 There shall be no amendments to the Memorandum and Articles of Association of the company without the prior written consent of the Parent and no amendments to Articles 43, 44, 63 and 90 without the prior written consent of the Local Authority
- 93 The Regulations contained in Table C in the Companies (Table A – F) Regulations 1985 or in any statutory modification or re-enactment thereof shall apply to the Company save where inconsistent with the Articles

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Signatures, Names and Addresses of Subscribers

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Dated

Witness to the above Signatures

Name

Address

Occupation