

SMALL CHARITY CONSTITUTION

Suitable for small charities with an annual income under £5,000 that don't own a building or employ people and do not intend to register with the Charity Commission.



1 **NAME** Northrepps Village Trust

2 **THE PURPOSES OF THE CHARITY ARE:-**

Raising funds for the purpose of financial grants to support projects, events and groups that benefit the residents and community of Northrepps Village and the Parish of Northrepps. Support may be considered for individuals in cases requiring help for access and or mobility to improve life style and in instances where poverty affects health and well being.

Support other than financial, will also be available such as skills and organisation to assist projects, events, helping others.

3 **TRUSTEES at point of set up**

Gavin Smith (Chair)

Simon Hamment (Treasurer)

Colin Phillips (Secretary)

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

4 **CARRYING OUT THE PURPOSES**

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

5 **MEMBERSHIP**

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 3 years and may be renewed. The trustees will keep an up-to-date membership list. Members will be full-time residents of Northrepps Parish.

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

6 ANNUAL GENERAL MEETING - AGM

- (1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 5 members, including Trustees present at the AGM.
- (3) Every member has one vote.
- (4) The trustees shall present the annual report and accounts.
- (5) Any member may stand for election as a trustee.
- (6) Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

7 TRUSTEE MEETINGS

- (1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 3 additional trustees. They will stand down at the next AGM.
- (5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

8 MONEY AND PROPERTY

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

9 GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership

10 SETTING UP THE CHARITY

This constitution was adopted on 1st April 2019 by the people whose names appear below. They are the first members of the charity and will be the trustees until the AGM, which must be held within one year of this date.

Name

Address

Colin Phillips
Secretary

39 Christophers Close NR27 9LA

Simon Hamment
Treasurer

The Old School House Church Street NR27 OLG

Gavin Smith
Chairman

1 Church Street Northrepps NR27 0LG



MISSION STATEMENT

Northrepps Village Trust has been set up to raise funds, support events, groups and projects that benefit the residents of Northrepps Village. Support may be considered for individuals in cases requiring help for access and or mobility to improve life style and in instances where poverty affects health and well being.

Support other than financial, will also be available such as skills and organisation to assist projects, events, helping others.

NVT has been set up to comply with the small charities commission.

NVT will organise and promote fundraising events throughout the year.

Any resident that has ideas for fundraising can contact the NVT via the village web page.

Applications for funds from NVT can be made by groups, societies, associations, resident's groups, and charities based within the Parish of Northrepps that show a clear benefit for the village and it's residents. In special circumstances it may be appropriate that we consider assisting individuals with mobility or care needs, and those facing economic poverty.

In all cases, correctly submitted applications will be considered by the Trustees at quarterly meetings where members can vote. Any resident of Northrepps can apply to be a member of NVT. Dates of meetings will be posted on the village web pages.

Application of funds must be made directly to NVT for consideration. This can be via the village web site or email northreppsvillage@gmail.com, or at a quarterly meeting.

Funding can only be considered as approved on receipt of approval documentation from the Trust.

Appropriate funds will only be paid on submission of completed documents, invoices, or receipts as per prior agreement at time of approval by NVT. Amounts exceeding the approved funding will not be paid.

Details of funding, applications, approvals and fundraising events can be found on the village web site; www.northreppsvillage.co.uk.

