

NEIL HITCH
Town Clerk
Tel. (01730) 264182



The Town Hall
Heath Road
Petersfield
Hampshire
GU31 4EA

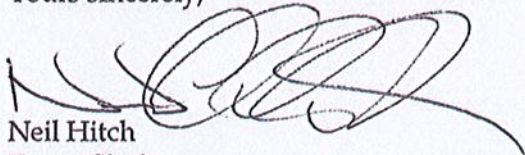
e-mail admin@petersfield-tc.gov.uk
www.petersfield-tc.gov.uk

12th January 2021

Dear Councillor,

I hereby summon you to attend a meeting of the Finance and General Purposes Committee to be held on **Monday 18th January 2021 at 6.30 p.m.** via Zoom teleconference/video-conference facility as permitted by UK Government legislation during the current Covid-19 pandemic. The log in details to join via Zoom are as follows: <https://zoom.us> with meeting ID: 849 7834 3377 (members of the public are asked to email committee.admin@petersfield-tc.gov.uk in advance for the password).

Yours sincerely,



Neil Hitch
Town Clerk

AGENDA

1. Chairman's Comments.
2. To receive and record apologies for absence.
3. To consider the granting of a dispensation under Section 33 of the Localism Act (2011) to enable members to participate in, and vote on, an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.
4. To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the Chamber when the meeting discusses and votes on the matter.



5. Public Representation - Councillors to receive representation (including items that appear on the agenda) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 am on the day of the meeting. The maximum time limit allowed per person is three minutes, although this may be reduced if a large number of people express their wish to address councillors.
6. To approve the minutes of meeting held on 14th December 2020 (*previously circulated*).
7. To consider financial and other recommendations from Committees.
8. To receive and note the Finance Report from the Town Clerk (*attached*).
9. To receive and consider the recommendations from the Budget Working Party for the 2021-22 budget (*to follow*).
10. To receive and note the Internal Auditor's report dated November 2020 (*attached*).
11. To receive and note the CCLA Investment Management report dated December 2020 (*attached*).
12. To receive and note the Local Authority Property Fund prices as at December 2020 (*attached*).
13. To consider the request from the Petersfield Community Land Trust for a perennial grant (*attached*).
14. To receive and note the quarterly trade debtors' report (*attached*).
15. To receive and approve bank reconciliations for December 2020 (*to follow*).

CONFIDENTIAL

16. To consider any confidential staff, financial or other recommendations from committees.

~ End ~





FINANCE REPORT

As with the Clerk's Report to Council, this report is not an item of debate, but seeks to inform councillors of all matters financial, including income and expenditure against budget, the level of balances held, proposed movements of deposits, future plans as well as seasonal issues, such as the Audit and Budget setting processes. If councillors consider a matter included in the report is in need of debate, the subject can be added to a future meeting's agenda for this purpose. I will always endeavour to answer any questions raised from the content of the report, but please bear in mind that if further investigation is necessary, answers will need to be given outside the meeting.

Bank Accounts

	<u>£</u>	<u>Rate</u>
Lloyds Current Account	24,529.86	
Lloyds 30 Day Account	112,649.45	0.01%
Lloyds Ticketsource	2,528.18	
Cambridge & Counties 31 Day Account	1,745,367.93	0.9%
Public Sector Deposit Fund	64,475.74	varies

Total	<u>1,949 551.16</u>	
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Business Credit Card	389.91	
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Investments

Local Authorities Property Fund	2,077,819.13	varies 720,689 units approx. 4.5%
Rathbones Investment Management Ltd	3,000,000.00	varies but approx. 3.5%

Total	<u>5,077,819.13</u>	
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Town Mayor's Charity Account	866.79	
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Notice has been given to Cambridge & Counties Bank to withdraw a further £160K. This is partly to cover ongoing routine expenditure and partly to meet the first invoice for the Festival Hall RIBA 3 process that is due for payment this month. The funds in the Ticketsource account include the £2,500 being held on behalf of PeCAN until their bank account is open.

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	162,243	194,000	83.63
Expenditure	360,360	555,448	64.88

Income reflects the interest received from the bank deposits and investments plus solar panel receipts. It has held up better than expected as the Local Authorities Property Fund quarterly income was not as badly affected by Covid-19 issues as expected. Expenditure is roughly where it is expected to be for the time of year.

Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	65,603	208,965	31.39
Expenditure	153,816	330,964	46.48

The Festival Hall complex year to date income is 10.0% (2020: 77.0%) and Avenue Pavilion income is at 27.0% (2020: 73.4%) reflecting the decimation wrought by the effects of Covid-19 on the hire of both these halls. Income received is from the Nursery and Petersfield Town Juniors for the rental of the pavilion at Love Lane plus commercial lease income at the Town & Festival Hall. With the latest Covid-19 situation being as it is, it is considered unlikely that much, if any income will be generated from the Avenue Pavilion for the rest of the financial year. Some income will be received from the Festival Hall with its use as a vaccination centre but this will be modest when compared to normal hire income. Expenditure has been lower than usual due to the lack of booking activity with a significant drop in utility costs. Cleaning equipment costs are also low as a result of some bulk purchases being made at the end of the last financial year. Now that the Structural Survey has been completed on the Town & Festival Hall and the outcomes are being assessed there will be some increase in expenditure on our halls generally.

Grounds Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	81,752	97,200	84.11
Expenditure	309,358	362,123	85.43

Income is mainly from the lease of property and concessions on The Heath, some of which is received quarterly in advance plus the work that the grounds team undertake. Both of these are where they would be expected to be at this time of the year. Expenditure is higher than expected and I have asked the Finance Officer to check whether all transfers and journals have been fully completed for all the capital equipment and projects undertaken on some of the account codes where the figures would suggest otherwise. I have made some judgments on this in calculating these figures and have tried to be cautious so hopefully the expenditure figure quoted is an overestimate rather than an underestimate. The revenue budgets that are slightly overspent on year to date basis are vehicle maintenance, equipment hire, materials purchases and litter collection which reflects where the pressure has been on the grounds team during the Covid-19 pandemic. These overspends are not of current concern and can be compensated for by underspends elsewhere in the budget.

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	309,598	500,164	61.90
Expenditure	823,534	1,248,535	65.96

If everything was on track the year to date figures would show an 75.00% spend. The figures within this report are bound to be in need of an update once all the bank reconciliation work has been completed for December.

Income will fall well short of budget this year as a result of the Covid-19 pandemic. (2020: 72.49%) Expenditure is generally a little lower than expected for time of year which reflects the lower than usual demand on many of our routine cost headings as well as lower building use and energy demands as a result. (2020: 70.86%).

This report aims to provide an overall summary of the position of the Council financially with any significant anomalies or variances being reported for your attention and potentially, action. It also demonstrates that councillors are fulfilling their role in monitoring the Council's finances and ensuring that good governance is being followed.

Neil Hitch,
Town Clerk & Responsible Finance Officer
11th January 2021

Committee Admin

From: Neil Hitch <clerk@petersfield-tc.gov.uk>
Sent: 07 December 2020 17:58
To: Sophie Fisher
Subject: FW: REmote internal audit - matters to note
Attachments: petersfield inv.pdf

Hi Sophie

The email below please to go to the next F & GP agenda as a report from the Internal Auditor following her work last month

Thanks

Neil R Hitch
Town Clerk
Petersfield Town Council
The Town Hall, Heath Road, Petersfield, GU31 4EA
Tel: 01730 264182 Fax: 01730 231164

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From: Eleanor Greene <EleanorGreene@thedunnefamily.co.uk>
Sent: 23 November 2020 15:58
To: clerk@petersfield-tc.gov.uk; finance@petersfield-tc.gov.uk
Subject: REmote internal audit - matters to note

Good afternoon Neil and Michelle,

I hope that you are both staying as safe and healthy as you can with the COVID swirling in all directions.

I see no point in a formal report from the checks and review that I started on Wednesday and have now completed.

The office team have updated the website to show which meetings were cancelled and thus have no minutes to be uploaded.

The actual minute sets correctly listed the previous dates so the paper record hung together.

All staff changes are supported by minutes and the wages journal and the staffing structure accords with the budget variance.

There were some delays in finance reporting over the summer, but the complete sets have now been approved.

Website accessibility rules
the more I read, the more I am of the opinion that "less is more"

however this page

<https://www.gov.uk/government/publications/doing-a-basic-accessibility-check-if-you-cant-do-a-detailed-one/doing-a-basic-accessibility-check-if-you-cant-do-a-detailed-one>

contains lots of sensible pointers about the sort of pages that need to be reviewed in detail

(and the simplest way to make sure that things like booking pages are compliant is to purchase supported software)

the issue with non readable PDFs is resolved by having the hand written information also uploaded in a readable format

(eg the AGAR also supported by the Rialtas report)

Congratulations to Michelle on completing her AAT
and good luck going forward with the Festival Hall project.

Budget setting this year is going to be an art form for all councils as predicting what will be happening by March 2022 is pretty much a fools errand. However delaying decisions at least until after the end of Brexit transition seems pragmatic.

I attach an interim invoice - for consistency

and will try to make my 2021 visits physical so that we can more proactively review matters arising by then

Kind regards

Eleanor

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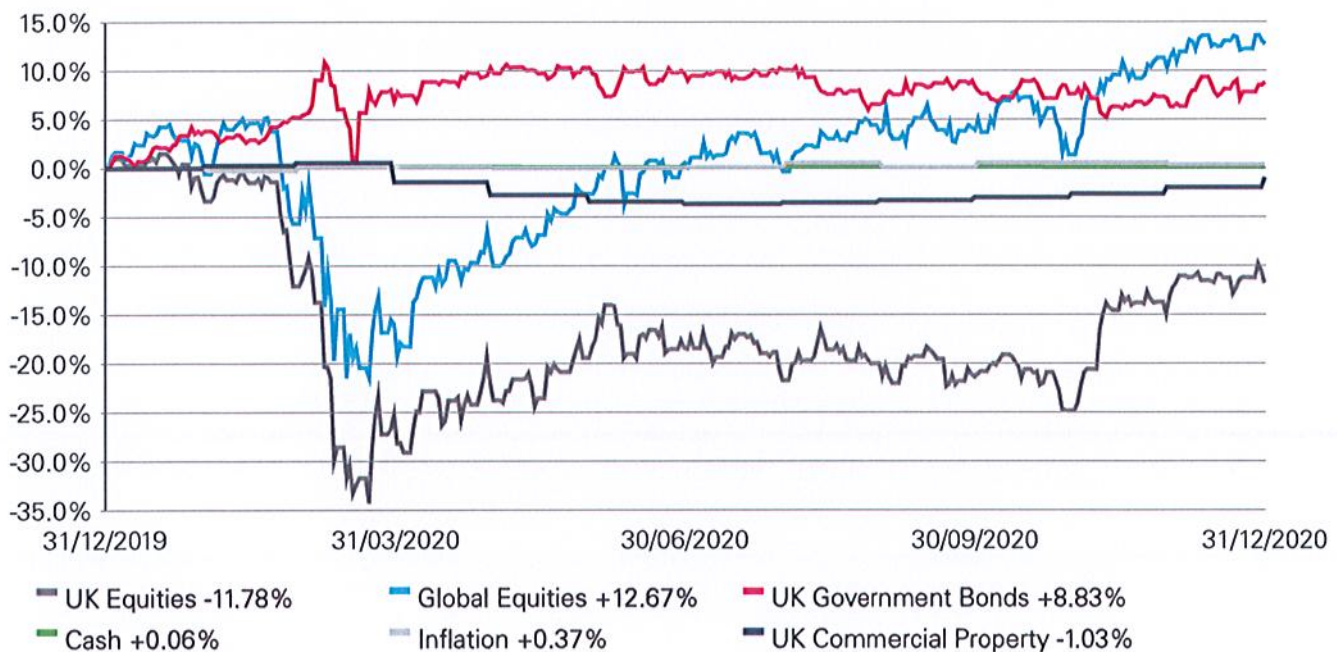
MARKET REPORT DECEMBER 2020

CCLA

Headlines

- Global equities enjoyed a positive month, all the major regional markets moved higher
- Domestic fixed interest securities also improved. Most favoured were the longer dated and lower rated issues
- Capital values improved in the property sector – the first such improvement for two years
- Sterling rose against Dollar, Euro and Yen

Investment market returns over the past year



Source: Bloomberg as at 31 December 2020

Market Review

It was a positive month for global equities as investor sentiment was boosted by hopes that vaccination would provide the path to normality and economic recovery in the year ahead. The global index gave a total return over the month to a Sterling based investor of 2.23%, a gain which brought the return over the year as a whole to 12.67%. All of the major regional markets improved. The best performer was Asia, 4.26% higher, followed by Europe, 2.21%, Japan, 1.73% and the US, 1.60%. Of the individual markets in Europe, Portugal was the strongest, improving by 10.38%, although Greece, 9.99% and Austria, 8.99% also achieved strong gains. In Asia, South Korea stood out, rising by 14.22%. New Zealand, -0.51%, was the only Asian market to lose ground. The UK participated in the rally and rose by 3.86% in the month. The improvement was not enough however to rescue a very poor year. Over 2020 as a whole the domestic market returned -11.78%, a sharp contrast to the gains of 17.09% in the US and 19.42% in Asia.

The domestic fixed interest sectors improved with investors favouring the longer dated and lower credit rated issues. The background economic environment remained challenging, but sentiment was supported by expectations of a Brexit agreement and hopes for a speedy roll out of the vaccination programme. Longer dated corporate bonds returned 2.73% on the month and 12.84% for the year as a whole.

Commercial property capital values rose in November for the first time in two years. Most sub-sectors participated in what was a broad improvement and, although once again industrials were the best performers, there were encouraging signs of stability in most parts of the retail sector – where only shopping centres remained friendless. In offices, 60% of sub-sectors saw an improvement. This included most of London, although City conditions remained flat.

Economic Developments

A sharp increase in infection rates and renewed lock-downs threatened a flat end to a disappointing year. However, whilst activity will have been reduced by the new restrictions, the extent is expected to be less severe than that caused by similar measures earlier in the year. Consumer sectors are flat at best, but manufacturing has remained relatively robust whilst government support programmes have underpinned sentiment.

In the **UK** data revealed that the economy grew by 0.4% in October, slightly down from 0.7% achieved in September. The outcome was actually a little better than expected as some of the drag caused by a weak consumer sector was offset by a higher contribution from education and motor manufacturing. The improvement left output still -9.7% below pre-Covid levels. Unemployment rose again, to a 4.9% average for the three months to end- October, 5.2% for October itself. There remains significant uncertainty over the true number of those without work because, uncounted in this data, there are 5 million people either on furlough or suspended without pay by their employers. With vacancy volumes weak and an accelerating pace of redundancies, the official rate is expected to have risen to c.6% by the end of the year. Reported inflation fell to 0.3% from 0.7% although, once again, timing differences had an important influence on the data. The main contributor to the decline in the pace of cost increases was clothing, where prices fell at the fastest rate for over a decade as retailers tried to reduce stocks ahead of lockdown. Core inflation was 1.1%, RPI 0.9%. The Bank of England left interest rates unchanged and made no adjustments to the quantitative easing programme announced in November. The Office of Budget Responsibility confirmed its forecast that economic activity would end the year some -11.3% down from its starting level. A Brexit trade agreement was announced which will keep goods moving between the UK and EU tariff free. The ratification process is expected to be straight forward, although it might be protracted if Ireland elects to seek confirmation via a referendum. The Bank of England has suggested that uncertainties and inefficiencies, plus the gradual emergence of non-tariff barriers, will depress output by about 1% in the first quarter.

In **Europe**, The European Central Bank extended the scale and timeframe of its quantitative easing programme, adding €500bn to the total with the intention that support continues until the vaccination programme has had a substantial effect. Third quarter data from the region was mixed but there were good performances in most manufacturing areas particularly cars, where output is now above pre-pandemic levels.

In the **US**, the Federal Reserve confirmed its intention to maintain supportive policies until full employment was reached, signalling that it did not expect to increase interest rates until 2022 at the earliest. Bond purchases under its q.e. programme will remain at \$120bn each month until this time. Unemployment is currently estimated at 6.7% . It has been declining in recent months but not because of job success, instead people have chosen to leave the workforce, pulling the participation rate down in the process. The end of the year saw a cross party agreement on a new stimulus initiative with a projected value of \$900bn, the second biggest in US history and smaller only than the measures announced earlier this year. With much of the old programme now coming to an end, the deal will remove the threat to growth that a sudden loss of government support would have caused. However, whereas the Democrats see the agreement as the start of a programme of pro-growth policy initiatives, the message from the Republicans is that they see it as the end.

In **Japan**, the government announced a third wave of support measures effectively replacing old, time- limited programmes which were maturing. The expected total spend is some ¥ 19trn, over 3% of total GDP. In **China** the annual economic policy review conference confirmed that policies will remain supportive for the period ahead. 2021 is the first year of the 14th Party Five Year plan and is the 100th anniversary of the founding of the Chinese Communist Party and so will be a year in which positive headlines are sought. Currently trading is strong. Imports were up 4.5% and exports over 20% higher. Output is expected to grow by about 8% next year with an underlying expansion rate of over 5%, and the rest the result of favourable comparisons with Covid depressed data from the first half of 2020.

In the **energy** sector the 'OPEC +' consortium announced tentative plans to increase production at the end of the first quarter to match an expected increase in demand. Increased production should mean little upside pressure on prices in the medium term.

Outlook

Recovery has been pushed back by the second wave of the pandemic but in the months ahead the vaccine should break the tie between mobility and infection rates, and so allow a gradual normalisation of behaviour. Nothing yet is certain and new strains of the virus add a level of uncertainty which threatens the recent improvement in confidence . Overall however we expect an improvement in output levels but then for growth to settle down to a moderate pace once the catch-up phase is complete. For that reason we continue to favour companies with good long term prospects. Although monetary policies will stay supportive for some time yet, their peak effects are being felt now and are currently reflected in very low cash and bond yields. As conditions gradually improve, we should expect yields to move higher, capping the return from fixed interest assets at low and possibly negative levels.

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The Local Authorities' Property Fund
Prices and Dividend Yields

CCLA

End of	Dec-20	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	Jun-20	May-20	Apr-20	Mar-20	Feb-20	Jan-20
Offer Price p	306.91	303.10	302.33	302.56	301.67	302.10	303.14	305.90	310.33	315.70	321.47	321.90
Net Asset Value p	287.50	283.94	283.22	283.43	282.60	283.00	283.97	286.55	290.71	295.74	301.14	301.55
Bid Price p	283.05	279.54	278.83	279.04	278.22	278.61	279.57	282.11	286.20	291.15	296.47	296.87
Dividend* on XD Date p	3.10			3.10			2.80			3.25		
Dividend* - Last 12 Months p	12.26	12.37	12.37	12.37	12.72	12.72	12.72	13.06	13.06	13.06	13.12	13.12
Dividend Yield on NAV %	4.27	4.36	4.37	4.37	4.50	4.49	4.48	4.56	4.49	4.42	4.36	4.35
Fund Size £m	1172.6	1158.0	1155.0	1155.8	1152.4	1154.1	1158.0	1168.6	1185.5	1206.0	1205.9	1206.8

* Please note this is provisional dividend

Risk Warning

Please remember that the value of units and the income from them can fall as well as rise and an investor may not get back the full amount invested. Past performance is no guarantee of future returns. The Property Fund's unit value will reflect fluctuations in property values and rents. The units are intended only for long-term investment and are not suitable for money liable to be spent in the near future. They are realisable only on each month end valuation date and a period of notice may be imposed for the redemption of units.

Source: CCLA

CCLA Fund Managers Limited

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Community
Land Trust
Petersfield

Petersfield CLT
The Town Hall,
Heath Road,
Petersfield
GU31 4EA

hello@cltp.org.uk

21st December 2020
Re. Perennial Fund

FAO Neil Hitch,
Town Clerk
Petersfield Town Council
Heath Road
Petersfield
GU31 4EA

Dear Neil,

Petersfield Community Land Trust is a Community Benefit Society which was founded in 2017 to tackle housing shortages and housing affordability in the town. It has over 60 members and a board of 5 voluntary directors from sectors including engineering, architecture and surveying. Two directors are also town councillors - John Palmer and Jamie Bell.

Having been identified in the Petersfield neighbourhood plan for self-build housing, the Trust's first project is the facilitation of a site know as Reservoir Lane or H11 into affordable self/custom build plots. The CLT plans to provide access to affordable plots for means tested buyers with a local connection. A covenant on the affordable plots will ensure that the future houses also remain affordable in perpetuity and that the Trust's local eligibility policy will be applied in perpetuity.

The Trust plans to retain 2 plots for affordable rented homes, managed in partnership with a local registered provider. They will be for tenants with a local connection.

This first project from Petersfield CLT has proved successful in major bids for pre-development funding with East Hants District Council, Locality and Homes England, having been awarded funding totalling £144,000 to date. It is intended that the scheme once up and running will be repeatable on other local sites, for example on H2 from the PNP.

The Trust is presently in a transition phase, in between set up and full operation. Until the first project, project H11 produces a yield via discounted plot sales and affordable rent income, the Trust's annual running costs remain unable to be funded by the CLT itself. This is because the three current *project* funders do not and will not cover any of the Trust running costs. Since pre-registration in 2017, these types of costs have all been covered by an initial set up grant from the National CLT Network of £4,000. The Trust is now seeking local funding and would like to apply to the Town Council's Perennial Fund for the following annual items:



Community
Land Trust
Petersfield

- i. NCLT membership £410 (this includes directors' insurance).
- ii. Accounts & Tax Advice estimated at £750
- iii. Website hosting £330
- iv. Management estimated at £950

Attached are the following documents:

- The Trust's Constitution Rule Book
- Trust Running Costs Accounts
- Project Cost Accounts, for reference only
- The CLT Business Plan

The Trust hopes to be successful in looking for local funding from the Town Council's perennial fund and would be happy to answer any questions that the members have.

Yours Sincerely,

Leila Ferraby,
On behalf of the PCLT Directors

Running Costs for Petersfield CLT

Income Sources (inc VAT)

	Grant	Original Allocation	Current Estimate	Spent	Balance
NCLTN	4000	£ 3,770.00	£ 3,770.00	£ 3,770.00	£ 230.00

Planned and Actual Outgoings

Filtered Totals £ 3,141.67 £ 3,770.00 £ 3,770.00 £ 3,770.00 £ -

Category	Item	Estimate/Quote (used to apply)	Total incl. VAT	Current Estimate	Total Incl VAT Paid to Date	Consultant/Su pplier	Quote	Paid Date	Over/Under spend (inc	Funding Stream Allocation	Estimated Invoice Reference Date
CLT Running Costs	CLT Network Membership Basic 2017	£ 40.83	£ 49.00	£ 49.00	£ 49.00	National CLT Network		05/04/2017	£0.00	NCLTN	
CLT Running Costs	Incorporation	£ 416.67	£ 500.00	£ 500.00	£ 500.00	Wessex Reinvestment Society		24/07/2017	£0.00	NCLTN	
CLT Running Costs	CLT Network Plus Upgrade 2017	£ 105.00	£ 126.00	£ 126.00	£ 126.00	National CLT Network		04/12/2017	£0.00	NCLTN	
CLT Running Costs	Website Design and Hosting	£ 1,265.00	£ 1,518.00	£ 1,518.00	£ 1,518.00	Farrow Creative		01/04/2018	£0.00	NCLTN	
CLT Running Costs	CLT Network Renewal 2018	£ 291.67	£ 350.00	£ 350.00	£ 350.00	National CLT Network		29/04/2018	£0.00	NCLTN	
CLT Running Costs	Web Hosting Renewal 2019	£ 275.00	£ 330.00	£ 330.00	£ 330.00	Farrow Creative Ltd		01/03/2019	£0.00	NCLTN	
CLT Running Costs	CLT Network Renewal 2019	£ 341.67	£ 410.00	£ 410.00	£ 410.00	National CLT Network		11/06/2019	£0.00	NCLTN	
CLT Running Costs	Web Hosting Renewal 2020	£ 275.00	£ 330.00	£ 330.00	£ 330.00	Farrow Creative Ltd		25/02/2020	£0.00	NCLTN	
CLT Running Costs	FCA Annual Registration Fee	£ 55.83	£ 67.00	£ 67.00	£ 67.00				£0.00	NCLTN	
CLT Running Costs	Bank Account letter to Bardays	£ 75.00	£ 90.00	£ 90.00	£ 90.00	Sheen Stickland			£0.00	NCLTN	

H11 Project Budget for Petersfield CLT

Income Sources (inc VAT)

	Grant	Original Allocation	Current Estimate	Spent	Balance
Locality	10000	£ 8,327.92	£ 8,327.92	£ 8,202.00	£ 1,798.00
EHDC	52000	£ 55,537.60	£ 50,297.60	£ 27,527.82	£ 24,472.18
Homes England	81596	£ 76,793.60	£ 77,034.00	£ -	£ 81,596.00

Planned and Actual Outgoings

Filtered Totals

£ 130,564.26 £ 153,657.11 £ 142,659.52 £ 35,729.82

£ 106,929.70

Category	Item	Estimate/Quote (used to apply for funding) Ex VAT	Total Incl. VAT	Current Estimate	Total Incl VAT Paid to Date	Consultant/Supplier	Quote	Paid Date	Over/Underspend (inc VAT)	Funding Stream Allocation	Invoice Reference	Estimated Invoice Date
Surveys - General	Feasibility Estimate	£ 840.00	£ 1,008.00	£ 1,008.00	£ 1,008.00	SCS Consultancy		18/12/2017	£0.00	Locality	1718010	
Surveys - General	Topological	£ 465.00	£ 558.00	£ 558.00	£ 558.00	3D Services		01/04/2018	£0.00	Locality	6175	
Surveys - General	Utility Searches	£ 99.93	£ 119.92	£ 119.92	£ 119.92	MH Architects	https://www.i	31/07/2017	-£0.00	Locality	10260	
Surveys - Ecological	Preliminary Ecological Survey	£ 740.00	£ 888.00	£ 888.00	£ 888.00	Ecosa		01/04/2018	£0.00	Locality		
Surveys - Ecological	Tree Survey	£ 900.00	£ 1,080.00	£ 1,080.00	£ 1,080.00	Broad Oak Tree Consultants		29/04/2018	£0.00	Locality	9280	
Surveys - Ecological	Bat	£ 6,175.00	£ 7,410.00	£ 7,410.00	£ 7,410.00	Ecosa	https://www.d	30/03/2018	£0.00	EHDC	6445/17	
Surveys - Ecological	Dormouse	£ 3,085.00	£ 3,702.00	£ 3,702.00	£ 3,702.00	Ecosa	dropbox.com/	30/03/2018	£0.00	EHDC	6445/17	
Surveys - Ecological	Reptile	£ 2,020.00	£ 2,424.00	£ 2,424.00	£ 4,386.00	Ecosa	home/CLT%20	31/03/2018	-£1,962.00	EHDC	6445/17	
Surveys - Road Safety	Stage 1 Road Safety Audit by RGP	£ 650.00	£ 780.00	£ 780.00	£ 780.00	RGP		25/04/2019	£0.00	EHDC	18-5812	
Surveys - Road Safety	Expenses for the above, typically 5%	£ 32.50	£ 39.00	£ 39.00	£ 39.00	RGP	https://www.d	26/04/2019	£0.00	Locality	18-5812	
Surveys - Road Safety	Transport Statement and Integral Designer's Response 1	£ 2,250.00	£ 2,700.00	£ 2,700.00	£ 2,690.50	RGP	dropbox.com/	27/04/2019	£9.50	Locality	18-5812	
Surveys - Road Safety	Expenses for the above, typically 5%	£ 112.50	£ 135.00	£ 135.00	£ -	RGP	home/CLT%20	28/04/2019	£135.00	Locality	18-5812	
Surveys - Geotechnical	Phase 1 - Environmental Database Search	£ 220.00	£ 264.00	£ 264.00	£ 264.00	Omnia			£264.00	EHDC		
Surveys - Geotechnical	Phase 2 - Fieldworks	£ 3,430.00	£ 4,116.00	£ 4,116.00	£ 4,116.00	Omnia			£4,116.00	EHDC		
Surveys - Geotechnical	Phase 2 - Geotechnical Testing (Sno. Tests)	£ 475.00	£ 570.00	£ 570.00	£ 570.00	Omnia			£570.00	EHDC		
Surveys - Geotechnical	Phase 2 - Geotechnical Testing (allowance)	£ 280.00	£ 336.00	£ 336.00	£ 336.00	Omnia			£336.00	EHDC		
Surveys - Geotechnical	Phase 2 - Production of Interpretative Report	£ 1,175.00	£ 1,410.00	£ 1,410.00	£ 1,410.00	Omnia			£1,410.00	EHDC		
Surveys - Geotechnical	Phase 2 - Contingency for site unforeseeables and re-mec	£ 558.00	£ 669.60	£ 669.60	£ 669.60	Omnia			£669.60	EHDC		
Surveys - Geotechnical	Phase 2 - Extra Over Item: Utility Survey & GPR	£ 575.00	£ 690.00	£ 690.00	£ 690.00	Omnia			£690.00	Homes England		31/01/2021
Surveys - Geotechnical	Phase 2 - WAC Testing	£ 195.00	£ 234.00	£ 234.00	£ 234.00	Omnia			£234.00	Homes England		31/01/2021
Surveys - Geotechnical	Phase 2 - Additional Items for BRE365 Soak Test 3rd Day	£ 1,450.00	£ 1,740.00	£ 1,740.00	£ 1,740.00	Omnia			£1,740.00	Homes England		31/01/2021
Surveys - Geotechnical	Phase 2 - Additional Items for BRE365 Soak Test	£ 1,175.00	£ 1,410.00	£ 1,410.00	£ 1,410.00	Omnia			£1,410.00	Homes England		31/01/2021
Surveys - Drainage	Planning Application Stage	£ 1,975.00	£ 2,370.00	£ 2,370.00	£ 2,370.00	RGP	https://www.d		£60.00	EHDC		
Surveys - Drainage	Public Sewer Records	£ 50.00	£ 60.00	£ 60.00	£ 60.00	RGP	dropbox.com/		£9,900.00	Homes England	1874/8435	31/03/2021
Surveys - Drainage	Detailed Design Stage	£ 8,250.00	£ 9,900.00	£ 9,900.00	£ 9,900.00	RGP			-£18.58	Locality		
Surveys - Landscape	Initial Landscape and Visual Study	£ 1,500.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	Terra Firma	https://www.d		£1,440.00	EHDC		
Surveys - Landscape	Site Plan	£ 1,200.00	£ 1,440.00	£ 1,440.00	£ 1,440.00	Terra Firma	dropbox.com/		£1,440.00	EHDC		
Surveys - Landscape	Landscape Guidelines for Plots	£ 1,200.00	£ 1,440.00	£ 1,440.00	£ 1,440.00	Terra Firma	home/CLT%20		£1,440.00	EHDC		
Surveys - Landscape	LVA - finalise	£ 1,200.00	£ 1,440.00	£ 1,440.00	£ 1,440.00	Terra Firma	Shared/05-		£306.00	EHDC		
Surveys - Landscape	Expenses Allowance at 5%	£ 255.00	£ 306.00	£ 306.00	£ 306.00	Reformat			£7,600.00	EHDC		
Architectural Fees	Design Work & Drawings - EHDC Allocation	£ 6,333.33	£ 7,600.00	£ 7,600.00	£ 7,600.00	Reformat			£2,480.00	Homes England		31/03/2021
Architectural Fees	Design Work & Drawings - Remaining after EHDC Allocated	£ 12,031.33	£ 14,437.60	£ 14,437.60	£ 14,437.60	Reformat			£1,780.00	Homes England		31/03/2021
Architectural Fees	Design and Access Statement (excluding code for detail design)	£ -	£ 1,780.00	£ 1,780.00	£ 1,780.00	Reformat			£5,000.00	Homes England		31/03/2021
Architectural Fees	Potential re-design following pre-app	£ -	£ -	£ -	£ -	Reformat			£900.00	Homes England		31/03/2021
Architectural Fees	Pre-app fee	£ -	£ -	£ -	£ -	Reformat			£1,000.00	Homes England		31/03/2021
Architectural Fees	Contingency Budget	£ -	£ -	£ -	£ -	Reformat			£4,500.00	Homes England		31/03/2021
Architectural Fees	Application Fee	£ -	£ -	£ -	£ -	South Downs National Park			£2,400.00	Unallocated		
Architectural Fees	Design Code	£ 5,000.00	£ 6,000.00	£ 6,000.00	£ 6,000.00	MH Architects			£1,200.00	EHDC		
Legal Fees	Vendor's Agents Option Agreement Fees	£ 5,000.00	£ 6,000.00	£ 6,000.00	£ 3,960.00	MacDonald Oates Client Account		05/06/2019	£1,200.00	EHDC		
Legal Fees	Vendor's Solicitors - Other Legal Fees	£ 3,000.00	£ 3,600.00	£ 3,600.00	£ 3,600.00	Sheen Stiddland			£1,000.00	EHDC		
Legal Fees	CLT Tax Advice	£ 5,000.00	£ 6,000.00	£ 6,000.00	£ -				£0.00	Unallocated		
Legal Fees	CLT Surveyor	£ 3,000.00	£ 3,600.00	£ 3,600.00	£ 5,400.00	MacDonald Oates			-£3,448.82	EHDC		
Legal Fees	CLT Option Agreement Legal Fees	£ -	£ -	£ -	£ 5,000.00				£5,000.00	Homes England		01/12/2020
Legal Fees	Option Agreement Fee	£ -	£ -	£ -	£ 14,400.00				£34,400.00	Homes England		01/07/2021
Legal Fees	CLT Other Legal Fees	£ 12,000.00	£ 14,400.00	£ 14,400.00	£ -				£0.00	Homes England		01/07/2021
Legal Fees	CLT Specialist Solicitor Price Resale Covenant	£ 3,500.00	£ 4,200.00	£ 4,200.00	£ 2,000.00				£2,000.00	Homes England		28/02/2021
Legal Fees	Marketing	£ 1,666.67	£ 2,000.00	£ 2,000.00	£ 2,000.00				£7,000.00	Unallocated		
Legal Fees	Events	£ 5,833.33	£ 7,000.00	£ 7,000.00	£ 12,000.00				£12,000.00	Homes England		31/03/2021
Legal Fees	Contingency	£ 12,000.00	£ 12,000.00	£ 12,000.00	£ 12,000.00				£12,000.00	Homes England		01/07/2021
Project Management	H11 Project Manager - to 31/3/2021	£ -	£ -	£ -	£ -				£ -			
Project Management	H11 Project Manager - post 31/3/2021	£ -	£ -	£ -	£ -				£ -			
		£ 130,564.26	£ 153,657.11	£ 142,659.52	£ 35,729.82				£ 106,929.70			

Rules of

Petersfield Community Land Trust Limited

Registered under the Co-operative and Community Benefit Societies Act 2014

Registered Address: The Town Hall, Heath Road, Petersfield, Hampshire, GU31 4EA

Register number R



wessexca.co.uk

Reinvestment Rules - Community Assets Model 2015

Rules of Petersfield Community Land Trust Limited

A	Name, number and main objects	1
1	What is the society's name and number?	1
2	What are the society's objects?	1
B	Rights of members of the society	2
3	What types of share are there?	2
4	What is the minimum shareholding?	2
5	What is the maximum shareholding?	2
6	How to become a member of the society	2
7	How do members withdraw their shares?	3
8	What if a member loses their share certificate?	4
9	Can a member sell their shares?	4
10	What are a member's voting rights?	4
11	Can a member hold shares in joint names?	4
12	Can children own shares?	4
13	What happens on death, bankruptcy or mental incapacity?	5
14	Will members get a windfall if the society converts?	8
15	Will the society pay interest on shares?	8
16	Can members have their shares taken from them?	9
17	Nominee shareholdings	9
C	Management of the society	11
18	The directors	11
19	Retirement by rotation	13
20	The secretary	13
21	Co-opted board members	13
22	Board meetings	13
23	Decisions of the board of directors	13
24	Directors' interests	14
25	Indemnity for directors	14
26	Audit and accounts	15
27	The seal of the society	15
D	Meetings of members	16
28	The annual general meeting	16
29	Special general meetings	16
30	Procedure at general meetings	17
31	Voting at general meetings	17
E	The constitution of the society	18
32	Changes to the rules	18
33	Winding up the society	18
34	Restriction on use	19
35	Powers	20
36	Registered Office	21
37	The Euro	21
38	Notices	22
39	What words mean – definitions	23
F	Rules to support on-lending activities	23
40	Money Laundering	23
41	Systems and Controls	24
42	Business Principles	24
43	Fidelity Insurance	24
44	Accounts	24
45	Disputes	24

Rules of Petersfield Community Land Trust Limited

A Name, number and main objects

1 What is the society's name and number?

- 1.1 The society's name is Petersfield Community Land Trust Limited.
- 1.2 The society's registered number is [].
- 1.3 The society's registered office is The Town Hall, Heath Road, Petersfield, Hampshire, GU31 4EA.

2 What are the society's objects?

- 2.1 The society aims to:
 - 2.1.1 Maintain or improve the physical, social and economic infrastructure within Petersfield;
 - 2.1.2 Advance education (particularly concerning asset based community development and enterprises with a community or environmental focus);
 - 2.1.3 Facilitate community ownership of renewable energy production;
 - 2.1.4 Promote and support the arts locally;
 - 2.1.5 Function in accordance with the legal definition of a Community Land Trust;
 - 2.1.6 Promote and protect local heritage;
 - 2.1.7 Hold land in trust for its community.
- 2.2 Examples of the ways in which the society may carry out its objects may include:
 - 2.2.1 Providing housing for those in need and help to improve housing standards;
 - 2.2.2 Creating training and employment opportunities;
 - 2.2.3 Developing new or existing services to the local community that contribute to the local economy;
 - 2.2.4 Installing renewable energy equipment;
 - 2.2.5 The provision of workspace, buildings or land to carry on these objects;
 - 2.2.6 The operation of one or more local amenities.
 - 2.2.7 Providing access to land for its community.
- 2.3 Those objects are carried on for the benefit of the community.

- 2.4 The society's members may, subject to the registration of a rule amendment by the Financial Conduct Authority, change the society's objects. See rule 32.

B Rights of members of the society

3 What types of share are there?

- 3.1 All shares in the society are ordinary shares with a nominal value of one pound each. The 'par' or 'capital' value of shares may be reduced in some circumstances (see rule 16).

4 What is the minimum shareholding?

- 4.1 Members of the society must have a minimum shareholding of one share.
- 4.2 Members that withdraw all of their shares will no longer be members of the society.
- 4.3 A member's debt due to the society will give the society a lien on the member's shares. This debt may be offset against the member's share capital, share interest or loans to the society.

5 What is the maximum shareholding?

- 5.1 A member's total shareholding cannot exceed the maximum the law allows. But that limit does not apply if the member is a registered mutual society.
- 5.2 In rule 5.1, a member's total shareholding includes all shares registered in the member's name, including (for example):
- ◊ all shares jointly held with others; and
 - ◊ shares held on behalf of others.

6 How to become a member of the society

- 6.1 On formation of the society, the subscribers to these rules become members, each holding one share. (This rule does not apply to the society where the society is adopting these rules in substitution for an earlier set of rules).
- 6.2 The society's board of directors may, from time to time, set the procedures and forms to be used for applying for shares and for the minimum allowable shareholding under rule 4.1. Those procedures should include the following:
- 6.2.1 The board of directors may obtain legal advice, to confirm that any proposed financial promotion:
- 6.2.1.1 does not contain any untrue or misleading statement; and
 - 6.2.1.2 gives a reasonable and fair description of the risks associated with holding withdrawable shares in this society; and
 - 6.2.1.3 complies with any voluntary code or guidance which the society may, from time to time, agree.
- 6.2.2 For this rule, a proposed financial promotion is any document issued by the society to promote the issue of shares (or anything else which might be considered an investment if issued by a company, such as a bond, for example).
- 6.2.3 For this rule a document also includes 'non-real time communications' and 'real time communications' (as described in article 7 of the Financial Services and

Markets Act 2000 [Financial Promotion] Order 2001; SI 2001/1335), even if it is not in documentary form.

- 6.3 Members must pay one pound for each share for which they apply.
- 6.4 When shares are issued, the society will provide a share certificate in respect of those shares. At that time a member's details will be entered into the society's register of members.
- 6.5 The society may operate a share purchase instalments scheme to help members to purchase the minimum shareholding. Some legal restrictions may govern the operation of that scheme.
- 6.6 The society will take reasonable steps to verify the identification of members. The society will retain a copy of all documents seen to verify the identity of a member.

7 How do members withdraw their shares?

- 7.1 All shares are withdrawable. When members withdraw shares, the society may return the money paid for them. Subject to rule 16.1 this does not apply if the society has reduced the capital value of shares (by the board of directors passing a resolution, under rule 16.4.1). In that case the society will return only the reduced capital value of the shares.
- 7.2 If shares are withdrawn the society will pay any interest accrued to the date of withdrawal.
- 7.3 Shares may be withdrawn on 180 days' notice. All withdrawals shall be in the order in which the notices are received by the society.
- 7.4 The society may waive that notice period, or accept a shorter notice period. That will be at the sole discretion of the society's board of directors and members have no right to insist that the society should waive or reduce the normal notice period.
- 7.5 Members must return their share certificates to the society after receiving notice of withdrawal.
- 7.6 When members apply to withdraw shares, they will need to
 - ◇ complete a withdrawal form (as set by the board of directors);
 - ◇ comply with any procedures the board of directors may set; and
 - ◇ produce evidence of identity (if not previously provided).
- 7.7 From time to time, the society may suspend (or limit) a member's right to withdraw shares.
- 7.8 There is a minimum number of members. The minimum is currently:
 - ◆ two (if both members are registered mutual societies) or
 - ◆ three (if any member is not a registered mutual society).

If...
the society has no more than the minimum number of members...

then...
those members can withdraw some of their shares,

but,

those members cannot withdraw all of their shares.

- 7.9 Members may end their membership of the society by withdrawing all their shares. Or, if the right to withdraw is suspended by rule 7.7, members may surrender all their shares. On surrender the board of directors may (but do not have to) pay some or all of the money paid for the shares.

8 What if a member loses their share certificate?

- 8.1 The members of the society are those whose names are on the register of members. So, at their discretion, the board of directors may allow the society to replace a lost or destroyed share certificate.

- 8.2 The board of directors may set conditions for the replacement. Members will have to meet those conditions before the society can issue the replacement.

9 Can a member sell their shares?

- 9.1 A member cannot transfer any of their shares to any other person.

10 What are a member's voting rights?

- 10.1 At the society's annual general meeting (and other general meetings of the society), each member has one vote. Members will have one vote each irrespective of the number of shares they may hold.

11 Can a member hold shares in joint names?

- 11.1 A member may hold any shares in their own name. Or they may hold them jointly (with up to three others).

- 11.2 Suppose a member represents an unincorporated association (perhaps a club or society, for example). The association's shares must be held in the joint names of two or more persons. The association cannot hold shares in its own name (but the holders of its shares may ask the society to note the association's name and address in the society's register of members).

- 11.3 For voting and the payment of interest, the joint holders of a share are one shareholder and one member.

- 11.4 If a member holds a share jointly, the member and the other holders of that share may go to the society's general meetings (and speak at them). But only one of the holders of that share can vote. If the holders of the share cannot agree between them who is to vote, it will be the person named first (in the society's register of members).

- 11.5 Similarly, the society will send correspondence, notices, and the share certificate, only to the person named first (in the society's register of members), unless that person gives the society different, written, instructions.

- 11.6 Similarly, the society will pay interest only to the person named first (in the society's register of members), unless that person gives the society different, written, instructions.

- 11.7 Unless members give the society different, written, instructions, all joint holders of a share must sign an application to withdraw the share.

12 Can children own shares?

- 12.1 Members must be 16 years old, or older.

- 12.2 A person under 16 cannot be a member. But a member can hold shares on behalf of somebody who is under 16. The society has to treat those shares as belonging to that member (and not the child), for the purposes of rule 5.1 (which sets the greatest total value of shares a member can have in their name). Following that person's 16th birthday, they may become a member of the society and those shares can pass on to them.

13 What happens on death, bankruptcy or mental incapacity?

- 13.1 This rule 13.1 applies on the death of a member holding a share in their own name.

For shareholdings of £5,000 or less:

- If the member has named a person to take the shares on their death (called the **member's nominee**),
- and*
- if the shares registered in the member's name have a total value of £5,000 (or less),

then the society will transfer the shares to the member's nominee.

For shareholdings greater than £5,000:

- If the member has named a person to take the shares on their death (called the **member's nominee**)
- and*
- if the shares registered in the member's name have a total value of more than £5,000,

then the society will transfer the shares to the member's nominee, but only for shares with a total value of £5,000. The society will decide which shares transfer to the member's nominee. The member's personal representatives will have to deal with the other remaining shares.

For shareholdings where the member's nominee is younger than 16 (when they could take the shares):

- If the member has named a person to take the shares on their death (called the member's nominee),
- and*
- if the member's nominee is younger than 16 (when they could take the shares),

then the society may treat an adult (the member's nominee's mother, father, or guardian, for example) as having the rights of the member's nominee. The society will then transfer the member's shares to them. That adult must undertake to hold the shares on trust for the member's nominee.

For shareholdings where the member has no nominee and the value is £5,000 or less:

- If the member has NOT named a person to take the shares on their death,
- and*

- if the shares registered in the member's name (and any other interests the member may have with the society) have a total value of £5,000 (or less),

then the society may (at the society's discretion) transfer the shares to the person who seems to have the legal right to them (member's wife, husband, civil partner or children, for example). The society will ask for evidence of their right. The society is unable to transfer the shares to that person if the personal representative has applied for probate or letters of administration.

For shareholdings where the member has no nominee and their personal representatives have applied for probate or letters of administration, and the value is £5,000 or less:

- If the member has NOT named a person to take the shares on their death, BUT their personal representatives have applied for probate or letters of administration,
- and
- if the shares registered in the member's name (and any other interests the member may have with the society) have a total value of £5,000 (or less),

then the society will transfer the shares to the member's personal representative. The society must see the probate or letters of administration.

For shareholdings where the member has no nominee and the value is greater than £5,000:

- If the member has NOT named a person to take the shares on their death,
- and
- if the shares registered in the member's name have a total value of more than £5,000,

then the society will transfer the shares to the member's personal representative. The society must see the probate or letters of administration.

13.2 After the society has transferred the member's share to their personal representative, the personal representative:

- ◇ may apply to withdraw the share;
- ◇ may apply to receive any interest that may become due on the share before they withdraw it;
- ◇ but cannot exercise any other membership rights for that share.

13.3 Any other person to whom the society transfers a member's shares (under rule 13.1) will have all the membership rights previously enjoyed by the member.

13.4 This rule 13.4 applies on the death of a member who held a share jointly with others.

- If the member has not given the society written instructions then the society will treat the surviving owner (or owners) as the only (joint) owner of that share.

- If the member has given the society written instructions to do so then rule 13.1 tells the society who to register in the member's place.
- 13.5 This rule applies to the member's replacement (the person to whom the society transfers the member's shares under rules 13.1 or 13.4). Rules 13.1 and 13.4 do not allow the member's replacement to hold (on their own or jointly, with others) shares with a total value greater than the law allows. See rule 5.1.
- 13.6 After the society receives written proof that a member is bankrupt, the trustee of their estate may apply to withdraw the share. The trustee may also then apply to receive any interest that may become due on the share before they withdraw it. The trustee cannot exercise any other membership rights for that share. This rule 13.6 applies if the share was in the member's sole name.
- 13.7 This rule 13.7 applies when the society receives written proof that a joint holder of a share is bankrupt. The society will then substitute the interest of the trustee of their estate for the name of that joint holder (in the society's register of members). The trustee will be substituted as the last named person (of the joint holders of that share) registered as holding that share. The society will automatically cancel any written instructions that vary the effect of rules 11.5, 11.6, or 11.7.
- 13.8 This rule 13.8 applies when a member (or a person claiming through a member) is mentally incapable. The board of directors should treat that individual as mentally incapable when satisfied (after considering medical evidence) that the individual is incapable, through disorder or disability of mind, of managing their own affairs.
- 13.9 When rule 13.8 applies, the board of directors should deal with the individual's donee or deputy if:
- 13.9.1 the individual lacks capacity (as described in the Mental Capacity Act 2005) for the purposes of the Co-operative and Community Benefit Societies Act 2014; and
- 13.9.2 there is, for that individual:
- 13.9.2.1 a donee of an enduring power of attorney (as described in the Mental Capacity Act 2005); or
- 13.9.2.2 a donee of a lasting power of attorney (as described in the Mental Capacity Act 2005); or
- 13.9.2.3 a deputy, appointed by the Court of Protection; and
- 13.9.3 that donee, or deputy has power for that individual, for the purposes of the Co-operative and Community Benefit Societies Act 2014.
- 13.10 In all other cases when rule 13.8 applies, the board of directors may pay, to any person they judge proper, the value of that individual's shares, loans and deposits with the society. But first the board of directors must be satisfied that:
- 13.10.1 no other person has been appointed to administer that individual's property; and
- 13.10.2 it is just and expedient to pay that person.

14 Will members get a windfall if the society converts?

- 14.1 The society may convert itself into a company, amalgamate with another society or company, or transfer its business to another society or company. The society or company (into which the society converts, or with which it amalgamates, or to which it transfers its business) must have objects similar to those of the society. The procedures and conditions for that are in Part 9 of the Co-operative and Community Benefit Societies Act 2014.
- 14.2 Members are not to benefit financially if the society converts, or transfers its business or is wound up (see rule 33.5). The society may make it a condition of membership that members sign a contract with the society prior to becoming a member, in such form as the society's board of directors require, by which members give up any personal financial benefit from conversion, or transfer, or winding up.

15 Will the society pay interest on shares?

- 15.1 The society may use its property and profits only to promote its objects. The society will not pay members any dividend, bonus or other share in profits.
- 15.2 Rule 15.1 does not prevent the society from paying interest on shares. The board of directors will set the rate of interest (if any). It will be a variable interest rate. Subject to the agreement of members at an AGM, the board of directors may decide to pay interest to members on their shares by issuing further shares.
- 15.3 The society will not pay a rate of interest that is higher than needed to fund the society's activities. In setting the rate, the board of directors will take particular account of the society's intention to provide an opportunity for public-spirited people and organisations to contribute financially to the community, with the expectation of a social return, rather than personal financial reward.
- 15.4 The society will calculate the interest on the money paid for the shares (unless their capital value has been written down under rule 16.4.1). While shares are written down under rule 16.4.1 the society will calculate the interest on that written down value.
- 15.5 Rule 15.1 does not prevent the society from setting aside a reserve fund. The society's board of directors are to decide how much is to be transferred to the reserve fund. The reserve fund may be used to meet any contingency which affects the society's business. But, before the society can use the reserve fund:
- 15.5.1 the board of directors have to recommend its use to a general meeting of members; and
- 15.5.2 the general meeting must approve its use (by a simple majority).
- 15.6 Rule 15.1 does not prevent the society from paying money to support:
- 15.6.1 educational purposes; and
- 15.6.2 charitable purposes.
- 15.7 The board of directors may propose payments authorised by rule 15.6. But, before the society can make the payment:
- 15.7.1 the board of directors have to recommend it to a general meeting of members; and
- 15.7.2 the general meeting must approve it (by a simple majority).

15.8 Rule 15.1 does not prevent the society from paying (in good faith):

15.8.1 (at a reasonable and proper rate) for services rendered to the society by any of its employees, officers or members, and reimbursement of their expenses; and

15.8.2 (at a reasonable and proper rate) rent, for premises let to the society by any of its employees or officers.

16 Can members have their shares taken from them?

16.1 The society may reduce the value of shares if the society's liabilities (plus issued share capital) become more than the value of the society's assets. The circumstances in which this may happen are described below (in rules 16.2 to 16.4). Those rules 16.2 to 16.4 also describe the procedures the society must follow to do that.

16.2 If the board of directors believe that the society's liabilities (plus issued share capital) may be more than the value of the society's assets they then may instruct accountants to report to them. The accountants may be the society's auditors, or they may be independent qualified accountants.

16.3 If the accountants appointed under rule 16.2 report to the board of directors that the society's liabilities (plus issued share capital) are more than the value of the society's assets the board of directors may then decide to apportion the excess liabilities (or part of them) among the shareholders. When the excess liabilities are apportioned, the total of the excess will be apportioned among the shareholders in proportion to the total nominal value of shares held by each member. The total nominal value, for these purposes, will be taken to be that at the close of business on the date of the apportionment.

16.4 If the board of directors resolve to apportion the society's excess liabilities in accordance with rule 16.3 they must then resolve:

16.4.1 That the capital value of each share then in issue is reduced accordingly, but:

16.4.1.1 the society shall not reduce the capital value of any share below zero (that is to say a member will not owe any money to the society); and

16.4.1.2 the society may restore the capital value, by a similar procedure to that described in rules 16.2 to 16.4 (but only where the value of the society's assets is more than the liabilities [plus nominal issued share capital]); and

16.4.1.3 if the society restores the capital value, the society shall not increase it above one pound; and

16.4.1.4 all shares the society may issue later (after the society has reduced the capital value of any shares) are to be issued at par (and for a nominal value of one pound each).

17 Nominee shareholdings

17.1 The board of directors may approve a person as an Approved Nominee. The board of directors may impose conditions when it approves an Approved Nominee, and may later vary them and add new conditions. For example, the board of directors may wish to ensure that:

17.1.1 the Approved Nominee is a fit and proper person to represent members of the society; and

- 17.1.2 the Approved Nominee is operating effective identification and money-laundering procedures at least equivalent to those operated by the society; and
 - 17.1.3 the Approved Nominee will, on request, give full identification information about any member it represents; and
 - 17.1.4 the Approved Nominee gives prospective members a reasonable and fair description of the risks associated with holding withdrawable shares in this society.
- 17.2 The board of directors may not approve more than five Approved Nominees at any time.
- 17.3 An Approved Nominee may apply for membership of the society on its own behalf, or on behalf of others. When applying for membership on behalf of another, the Approved Nominee must name that other, and identify the number of shares for which that other is applying.
- 17.4 When the board of directors approve an application for shares by an Approved Nominee (acting as such), the society will enter the member in its register of members, and issue the share certificate as: '*[name of Approved Nominee] re [name of member]*'. The society will enter the address of the Approved Nominee as the address of that member for those shares.
- 17.5 For the purposes of rules 5.1 and 7.8, each member represented by the Approved Nominee is a separate member and their shareholding through the Approved Nominee is treated as part of their total shareholding. The Approved Nominee itself (if it owns shares other than on behalf of others) is a separate member.
- 17.6 For the purposes of rule 7.3, an Approved Nominee may give notice on behalf of a member it represents (but only for those shares registered in its name on behalf of that member).
- 17.7 The society will return capital and pay interest payable under rule 15.2 to the Approved Nominee on behalf of the members it represents (but only for those shares registered in its name on behalf of those members).
- 17.8 For the purposes of rules 28 and 29, the society need give only one notice to an Approved Nominee, with one set of papers, and that is regarded as good notice of the general meeting, to the Approved Nominee and each member it represents (for all shares owned by that member).
- 17.9 At general meetings the Approved Nominee is automatically the proxy of each member it represents, without the need for any further proxy form. In counting for the quorum at a general meeting, each member represented by the Approved Nominee is regarded as present.
- 17.10 At general meetings, the Approved Nominee does not have to cast all votes under its control in the same manner. So, for example, some of its block of votes may be cast for a particular resolution, some against, and some might abstain. Nothing in these rules gives any member or officer of the society any right to compel the Approved Nominee to disclose why it has cast the votes under its control in any particular way.
- 17.11 An Approved Nominee must give this information to the society on each occasion that it casts any of its block of votes:

- 17.11.1 the total number of votes in its block.
 - 17.11.2 the number of votes it is casting for the motion.
 - 17.11.3 the number of votes it is casting against the motion.
 - 17.11.4 the number of abstentions from its block (all members whom it represents, but who are not voting for or against the motion).
 - 17.11.5 its net vote (the difference between the number of votes it is casting for the motion and the number it is casting against the motion).
- 17.12 The size of the block of votes cast by any Approved Nominee is limited. The net vote cast by an Approved Nominee for or against any motion is counted as no more than the lower of:
- 17.12.1 That Approved Nominee's net vote on that motion.
 - 17.12.2 Such number of votes as constitutes 5% of the total votes cast for and against the motion. In counting the total votes cast for and against the motion the society must count the net vote of each Approved Nominee voting (each limited to 5% of the total). In counting the total votes cast for and against the motion, the society must not count any abstentions.
- 17.13 The society may terminate the approval of the Approved Nominee on reasonable notice following failure to comply with any condition applied by the society. The Approved Nominee is then treated as having given notice to withdraw all shares it holds (for itself and on behalf of others).

C Management of the society

18 The directors

- 18.1 The people nominated (as directors) by the subscribers to these rules became the first directors of the society, when it was formed. (This rule does not apply to the society where the society is adopting these rules in substitution for an earlier set of rules).
- 18.2 The directors:
- ◇ manage the business of the society;
 - ◇ may (at any board meeting at which there is a quorum) exercise any of the society's powers;
 - ◇ may delegate any of their powers to a committee (of 2 or more directors);
 - ◇ may delegate any of their powers to a sole director;
 - ◇ may appoint any person to act as the agent of the society (and they may authorise that person to delegate their powers).
- 18.3 The society has a minimum of three directors (see also rule 18.7). If the number falls below this minimum the remaining director/s may appoint directors.
- 18.4 The directors on the society's board are appointed by members at the annual general meeting. All candidates for a director's position must find members to act as a proposer and seconder and then declare their intention to stand for the board 14 days before

the annual general meeting. Between annual general meetings, the board of directors may appoint a director either:

18.4.1 to fill a vacancy; or

18.4.2 as an additional director.

18.5 Directors appointed by the board of directors must stand down at the end of the next annual general meeting. The members may reappoint them, at that annual general meeting.

18.6 The society will hold a special general meeting within six months after the society is formed. The directors appointed by the subscribers to these rules (see rule 18.1) must stand down at the end of that special general meeting. The members may reappoint them, at that special general meeting. (This rule does not apply to the society where the society is adopting these rules in substitution for an earlier set of rules).

18.7 The members may increase the minimum number of directors (by changing rule 18.3, but any such increase would only take effect once an appropriate rule amendment had been registered by the Financial Conduct Authority).

18.8 Directors do not have to be members of the society. Directors may be members of the society. Directors must be individuals

18.9 A director, chief executive or secretary cannot be appointed if they are (and must stand down if they become):

- ◇ bankrupt; or
- ◇ convicted of an offence of dishonesty; or
- ◇ convicted of another offence (which, in the board of directors' opinion, makes them unsuitable to hold office); or
- ◇ disqualified from acting as a director (under the Company Directors Disqualification Act 1986); or
- ◇ unable to conduct regulated activities on behalf of another organisation because the Prudential Regulation Authority (PRA) withdraws their approval (under the Financial Services and Markets Act 2000 (FSMA)); or
- ◇ unable to conduct regulated activities because the PRA makes a prohibition order against them (under FSMA); or
- ◇ (in the board of directors' opinion) physically or mentally unable to carry out their duties properly.

18.10 Directors must stand down if:

18.10.1 without good reason and without the board of directors' permission they fail to attend three board meetings in a row;

18.10.2 the board of directors resolves that they should be removed.

18.11 The society can pay its directors, but only if the members approve the basis for the payments.

- 18.12 The society will take reasonable steps to verify the identification of directors. The society will retain a copy of all documents seen to verify the identity of a director.

19 Retirement by rotation

- 19.1 At least one third of the directors appointed by the members must stand down (as well as any directors who must stand down under rule 18.5), at each annual general meeting. The members may reappoint them, at that annual general meeting. If any director is not reappointed, they will stand down at the end of the annual general meeting.
- 19.2 The directors who stand down, at an annual general meeting, will be those directors who have held office for the longest time (since their appointment, or last reappointment). The chair may decide, by drawing lots, who is to be treated as in office for the longest time, if more than one director was appointed or reappointed on the same day.

20 The secretary

- 20.1 The board of directors appoints the secretary. The secretary may be a director.
- 20.2 The board of directors may remove the secretary.
- 20.3 The secretary is responsible for preparing and sending all returns to be made to the Financial Conduct Authority.

21 Co-opted board members

- 21.1 The board of directors may co-opt board members.
- 21.2 Co-opted board members:
- ◊ need not be members of the society (but the board of directors may require that they be members of the society);
 - ◊ may attend board meetings (unless the board of directors decide that they may not);
 - ◊ may speak at board meetings (unless the board of directors decide that they may not);
 - ◊ may not vote at board meetings;
 - ◊ must stand down at the next annual general meeting (but the board of directors may reappoint them).

22 Board meetings

- 22.1 Two directors are a quorum for board meetings (unless the board of directors decide on a higher number).
- 22.2 Any director may request the secretary to call a board meeting.
- 22.3 The secretary must call a board meeting on request from a director.

23 Decisions of the board of directors

- 23.1 The board of directors may make decisions by a majority vote. The chair has a casting vote if votes are equal.

- 23.2 The board of directors may appoint any director to chair board meetings generally, or to chair a particular board meeting.
- 23.3 The board of directors may make any decision by signing a written resolution, rather than at a board meeting. All directors must sign the resolution for it to be effective.
- 23.4 This rule 23.4 applies to rules 23.3. The directors need sign only a copy of the text of the resolution. They do not each have to sign the same piece of paper.

24 Directors' interests

- 24.1 Directors must disclose – to the full board – any material interest they may have in any matter being considered by the board of directors. The director may not then:

24.1.1 be treated as part of the quorum of the meeting discussing that matter; or

24.1.2 vote on that matter.

- 24.2 Directors may disclose their interest by a general notice giving details of their interest in transactions of a particular nature, or with a particular person.

- 24.3 For the purposes of rule 24.1, a director need not disclose an interest:

24.3.1 that does not conflict with the interests of the society; or

24.3.2 that arises out of the director's membership (or proposed membership) of the society; or

24.3.3 which – for good reasons – the director does not know about.

- 24.4 For the purposes of rule 24.1, a director must disclose an interest:

24.4.1 even if it is an indirect interest; or

24.4.2 of a person 'connected' with him (see rule 39.2).

- 24.5 Before any meeting of the board of directors, the chair may decide whether a director (other than himself) has a material interest in the matter to be discussed. The chair's ruling is final.

- 24.6 A director who complies with rule 24.1 will not be treated as in breach of any duty of good faith to the society, to the extent that they have made a fair disclosure of their interest.

25 Indemnity for directors

- 25.1 The society may maintain insurance for the benefit of its directors, secretary, auditors and other officers, against liabilities they may incur:

25.1.1 in the performance of their duties; or

25.1.2 in defending themselves (successfully) against any proceedings (criminal or civil) for breach of duty.

- 25.2 The society will indemnify its directors, secretary, auditors and other officers against:

25.2.1 any liability they may incur in the performance of their duties; and

25.2.2 in defending themselves (successfully) against any proceedings (criminal or civil) for breach of duty.

26 Audit and accounts

26.1 Every year and within the period prescribed by statute, the secretary shall send to the Financial Conduct Authority the annual return, in the form prescribed by the Authority, relating to its affairs for the period required under the Co-operative and Community Benefit Societies Act 2014 to be included in the return together with:

26.1.1 a copy of the report by the auditor on the society's accounts for the period included in the return or with a copy of such other report (if any) as is required by statute for such period; and

26.1.2 a copy of each balance sheet made during that period and of the report (if any) of the auditor or other appropriate person on that balance sheet as required by statute.

26.2 The members shall vote annually, as allowed by the Co-operative and Community Benefit Societies Act 2014, at a general meeting, to have, when necessary in law, or where the membership require, an audit carried out by a registered auditor, or unaudited accounts, where the conditions for such prevail.

26.3 If a full audit or a report is required, a person who is a qualified auditor under Part 7 of the Co-operative and Community Benefit Societies Act 2014 shall be appointed.

26.4 The qualified or lay auditors, if so appointed, shall not be officers or servants of the society and nor shall they be partners of, or in the employment of, or employ, an officer or servant of the society.

26.5 Lay auditors shall be chosen by the board of directors from the general membership and/or others.

26.6 If the membership vote for unaudited accounts, the society's Income/Expenditure Ledger shall be scrutinised by the secretary and directors of the society only and signed, as a true record, by the secretary and two directors of the society or such other number as may be required by legislation. An Income/Expenditure report will be prepared to present to the society's members at each Annual General Meeting.

26.7 The board of directors may appoint an auditor if, for any reason, there is no auditor.

26.8 The auditor may not be a person whom Part 7 of the Co-operative and Community Benefit Societies Act 2014 prevents from being appointed as an auditor.

26.9 The auditor may be removed by the procedure in Part 7 of the Co-operative and Community Benefit Societies Act 2014.

27 The seal of the society

27.1 If the society has a seal with the society's name on it then...

27.1.1 The secretary of the society keeps the seal.

27.1.2 The society needs the authority of a board of directors' resolution to use the seal.

27.1.3 When the society seals a document, the seal must be countersigned by either:

27.1.3.1 a director and the secretary of the society; or

27.1.3.2 two directors of the society.

D Meetings of members

28 The annual general meeting

28.1 The society will hold an annual general meeting of its members in each calendar year. The society will hold each annual general meeting 12 months after the previous one, but this need not be on the anniversary of the previous meeting but must be held within three months before or after that anniversary. The board of directors will call the annual general meeting.

28.2 The society will hold its first annual general meeting within 15 months after the society is formed (but it need not be in the calendar year in which the society is formed). (This rule does not apply to the society where the society is adopting these rules in substitution for an earlier set of rules).

28.3 The society will give members (and its auditors) at least 21 clear days' notice of the annual general meeting. The notice shall include-

- fiscal accounts;
- request for members' resolutions to be received by the society at least 14 days before the AGM;
- application form for prospective board members to be received by the society at least 14 days before the AGM.

28.4 The business for the annual general meeting is:

- ◇ approval of the minutes of the last annual general meeting (and any more recent special general meeting);
- ◇ the directors' report;
- ◇ approval of the accounts and any auditor's report;
- ◇ vote on audit exemption or auditor appointment;
- ◇ approval of any alterations or additions to any standing orders;
- ◇ resolutions tabled by members for the AGM;
- ◇ election of directors;
- ◇ any other business.

29 Special general meetings

29.1 A special general meeting is any general meeting of members, which is not an annual general meeting.

29.2 The board of directors may decide to call a special general meeting.

29.3 The society will give members (and its auditors) at least 21 clear days' notice of a special general meeting. The only business the society can do at that meeting is that which is identified in the notice.

29.4 The board of directors must call a special general meeting:

- ◊ if the greater of five of the society's members or 10% of the society's membership sign written requests for a special general meeting;
- ◊ to be held within six weeks after they receive the requests.

30 Procedure at general meetings

30.1 The quorum for a general meeting is:

30.1.1 two members; or

30.1.2 (if the society has more than 20 members) 10% of the society's members.

30.2 If there is no quorum when the meeting is due to start, the chair will wait for 30 minutes.

30.3 If there is no quorum after the chair has waited for 30 minutes, the chair must adjourn the meeting. The chair must also adjourn the meeting if the number of members present becomes fewer than the quorum. The board of directors will decide where and when the society will hold the adjourned meeting.

30.4 The chair may adjourn a meeting when a quorum is present. But the meeting must agree to the adjournment. The chair must adjourn the meeting if the members call for an adjournment.

30.5 If a meeting is adjourned for more than 14 days, the society will give members at least 7 clear days' notice of the adjourned meeting.

30.6 The chair of the board of directors, if present, will chair the general meeting. Otherwise, the directors at the meeting will choose a director present to chair that meeting. If only one director is at the meeting, they will chair it. If there is no director at the meeting, the members must choose a member present at the meeting to chair it.

30.7 Any director may attend and speak at general meetings.

30.8 Members may appoint a proxy to represent them at any general meeting. The society will send the member a suitable form with the formal notice of the meeting. The proxy may vote in the member's place on the member's instructions. Proxies count towards quoracy.

31 Voting at general meetings

31.1 All members have one vote regardless of how many shares they hold.

31.2 All votes will be on a show of hands unless:

◊ two members; or

◊ the chair

call for a ballot. They may call for a ballot before a vote on a show of hands, or after the vote. If members call for a ballot, they can – if the chair agrees – withdraw the call before the ballot is held. If no ballot is held, the decision on the show of hands is valid.

31.3 The chair will decide the procedure for the ballot.

- 31.4 The chair may vote as a member (if they are a member). The chair also has a casting vote if votes are equal.
- 31.5 The board of directors may decide to call a postal ballot. They cannot use a postal ballot to let members vote:
 - 31.5.1 on anything that – by statute – must be passed at a meeting of the Society; or
 - 31.5.2 to appoint or reappoint auditors; or
 - 31.5.3 to remove auditors.
- 31.6 The chair will decide the procedure for the postal ballot, but the ballot must be held within 30 days of the date on which the board of directors decide to call it.
- 31.7 If the postal ballot is on a particular resolution passed by members at a meeting, the board of directors have 30 days from the date of the meeting to decide whether to call a postal ballot. If the board of directors fail to decide to call a postal ballot within those 30 days, they lose the right to call a postal ballot.
- 31.8 If the postal ballot is on a particular resolution passed by members at a meeting, the operation of the resolution is suspended until the decision of the postal ballot.

E The constitution of the society

32 Changes to the rules

- 32.1 The society may change its rules:
 - 32.1.1 with the approval of a resolution passed by a 75% majority (or a simple majority, to change the society's name) of members voting at a general meeting; and
 - 32.1.2 subject to registration of the amendments by the Financial Conduct Authority.
- 32.2 The chair has no casting vote on resolutions that need a 75% majority.
- 32.3 A resolution to alter or amend rule 2 (the society's objects), rule 15 (interest on shares), rule 14 (conversion of the society), rule 33 (winding up) and this rule shall not be passed if 10% or more of members present or represented at a general meeting and who vote on the resolution vote against it.

33 Winding up the society

- 33.1 The society may be wound up in accordance with the provisions of Part 9 of the Co-operative and Community Benefits Act 2014. It may enter into administration or a voluntary arrangement with creditors if the Directors deem it to be more appropriate.
- 33.2 If the society is wound up, members may not withdraw any of their shares until all the society's liabilities are paid (or provided for) in full.
- 33.3 If the society is wound up, the society will use the funds available (after all liabilities are paid - or provided for - in full) to pay to members any money due to them on the withdrawal of their shares.
- 33.4 If the society is wound up with insufficient funds to pay, in full, all money due to all shareholders (for the withdrawal of their shares) the society will then pay members less than 100 pence for every pound due to them (for the withdrawal of all of their shares). The society will apply the same discount to all shares in a class. (Where there

are "special purpose" shares in addition to "general purpose" shares, under rules 16.5 and 16.6, the reduction in value for "special purpose" shares will be calculated separately and will be the same for all shares in that class).

- 33.5 There may be a surplus if the society is wound up with enough funds to pay, in full, all money due to members, for the withdrawal of all their shares. Then:

33.5.1 members will not, under any circumstances, have any right to any payment out of the surplus.

33.5.2 the board of directors will choose an organisation with similar purposes to the society's to receive the surplus (and whose members have no right to any surplus on its winding up or conversion) having taken advice from the appropriate regulator such as the Charity Commission or HMRC, if required.

34 Restriction on use

- 34.1 Pursuant to regulations made under section 1 of the Co-operatives and Community Benefit Societies Act 2003:

34.1.1 All of the society's assets are subject to a restriction on their use.

34.1.2 The society must not use or deal with its assets except—

34.1.2.1 where the use or dealing is, directly or indirectly, for a purpose that is for the benefit of the community;

34.1.2.2 to pay a member of the society the value of his withdrawable share capital or interest on such capital;

34.1.2.3 to make a payment pursuant to Section 39 (Section 37: procedure on death), or Section 36 (Payments in respect of persons lacking capacity) of the Cooperative and Community Benefit Societies Act 2014;

34.1.2.4 to make a payment in accordance with the rules of the society to trustees of the property of bankrupt members or, in Scotland, members whose estate has been sequestrated;

34.1.2.5 where the society is to be dissolved or wound up, to pay its creditors; or

34.1.2.6 to transfer its assets to one or more of the following—

34.1.2.6.1 a prescribed community benefit society whose assets have been made subject to a restriction on use and which will apply that restriction to any assets so transferred;

34.1.2.6.2 a community interest company

34.1.2.6.3 a registered social landlord which has a restriction on the use of its assets which is equivalent to a restriction on use and which will apply that restriction to any assets so transferred;

34.1.2.6.4 a charity (including a community benefit society that is a charity); or

- 34.1.2.6.5 a body, established in Northern Ireland or a State other than the United Kingdom, that is equivalent to any of those persons.

34.1.3 Any expression used in this rule which is defined for the purposes of regulations made under section 1 of the 2003 Act shall have the meaning given by those regulations.

35 Powers

35.1 To carry out the society's objects, the society may:

- 35.1.1 acquire and dispose of assets and property which, in the board of directors' opinion, may benefit the society's objects;
- 35.1.2 set up subsidiary companies, societies and other organisations;
- 35.1.3 take and hold shares, memberships, stock, debentures and other interests in other companies, societies and other organisations for the society and others;
- 35.1.4 buy, lease, hire, rent and own any real or personal property (tangible and intangible) of any description which, in the board of directors' opinion, is appropriate for the needs of the society's objects;
- 35.1.5 make arrangements with any government or authority (local, municipal, national or international) that, in the board of directors' opinion, is appropriate for the society's objects;
- 35.1.6 invest the society's funds in such property and investments as the board of directors may consider appropriate, and subject to any applicable legal restrictions;
- 35.1.7 carry on any other activity which, in the board of directors' opinion, may benefit the society's objects;
- 35.1.8 lend, deposit and advance money and give credit or procure others to do the same to or with partnerships, companies other businesses, undertakings and concerns of all kinds;
- 35.1.9 act as agent;
- 35.1.10 act as trustee;
- 35.1.11 give or procure guarantees and indemnities for the payment of money or for the performance of obligations by any person (even where the society receives no direct or indirect financial benefit);
- 35.1.12 make or procure grants, gifts, donations and investments of a social nature;
- 35.1.13 take mortgages, charges, liens and other security to secure obligations of others to the society;
- 35.1.14 borrow money and accept credit and grant mortgages, charges, liens and other security to secure the society's obligations, but
 - 35.1.14.1 the society may not carry on a deposit taking business (within the meaning of the Banking Act 1987; and

35.1.14.2 where:

35.1.14.2.1 the loan is unsecured, and

35.1.14.2.2 the lender is not itself authorised under the Banking Act 1987,

35.1.14.3 the society will not pay a rate of interest that is higher than the society needs to fund its activities; in setting the rate, the board of directors will take particular account of the society's intention to provide an opportunity for other public-spirited people and organisations to contribute financially to the community, with the expectation of a social return, rather than personal financial reward;

35.1.15 provide and procure services such as giving advice in relation to financial and non-financial facilities for people, undertakings and businesses of all kinds;

35.1.16 create, make, draw, accept, endorse, execute, issue, discount, buy, sell, negotiate and deal in bills, notes, bills of lading, warrants, coupons, debentures and other negotiable or transferable instruments;

35.1.17 do such other things that the board of directors regard as incidental or conducive to the pursuit of the society's objects and the exercise of the society's express and implied powers.

35.2 Registration of a society does not give any permission for a society to carry on financial services as regulated by the Financial Services and Markets Act 2000 ("FSMA"). Any society which wishes to carry on such activities must seek advice and make a successful authorisation application. Carrying on such activities without authorisation may lead to prosecution.

35.3 The society's borrowing limit is £10,000,000.

35.4 Rules 2 and 35 should be interpreted in the broadest way possible and not to limit or restrict the society's objects. Each object should be read as an independent main object.

36 Registered Office

36.1 The society's registered office is the address given – for that purpose – to the Financial Conduct Authority.

36.2 The board of directors may change the address of the registered office. Any change to the address of the registered office must be registered by the Financial Conduct Authority.

37 The Euro

37.1 This rule 37 applies if a currency, other than sterling, becomes legal currency in England and Wales. In this rule 37, that currency is called the Euro.

37.2 The board of directors may make regulations to allow the society to issue shares denominated in the Euro (and convert shares then in issue into shares denominated in the Euro). Those regulations may:

37.2.1 allow the issue of shares, with rights similar to shares then in issue, with such value as the board of directors thinks appropriate;

37.2.2 deal with the conversion of shares then in issue into their Euro denominated equivalents;

37.2.3 deal with the conversion of Euro denominated shares into shares equivalent to those then in issue.

38 Notices

38.1 Notices by post

38.1.1 The society may post formal notices to members at the address recorded in the society's register of members.

38.1.2 The society may assume – for all purposes – that members receive formal notices two working days after the society posts them.

38.2 Notices by email

38.2.1 The society may send formal notices to members by email, but only if:

38.2.1.1 the society has a current consent, from that member, to receive notices by email; and

38.2.1.2 that member has provided an email address for the purpose.

38.2.2 The society may assume- for all purposes- that members receive formal notices one working day after the society posts them, but only if:

38.2.2.1 the society keeps a copy of the email which shows:

38.2.2.1.1 all documents attached to the email; and

38.2.2.1.2 the time and date the society sent the email; and

38.2.2.1.3 the email address to which the email was sent; and

38.2.2.2 the society does not receive a response to suggest that the member's email address was no longer current.

38.3 Notices on websites

38.3.1 The society may send formal notices to members by posting them on a website, but only if:

38.3.1.1 the society sends that member a notice to tell them:

38.3.1.1.1 that the document is available on the website; and

38.3.1.1.2 the address of the website; and

38.3.1.1.3 any password they may need to view the document or download it; and

38.3.1.1.4 they may request a paper copy of the document - at no extra charge - with details how to do that; and

38.3.1.2 the society keeps the document available on the website for three months or longer (from any date the society sends the notice).

38.3.2 The society may assume - for all purposes - that members receive formal documents:

38.3.2.1 one working day after they receive the notice about how to view or download them on the website; or, if later

38.3.2.2 one working day after the society first posts the document on the website.

38.4 Definitions

38.4.1 'Formal notices' and 'notices' are phrases used interchangeably in this rule 38 to refer to all documents and notices a society may send to its members where there is a legal or regulatory requirement to do so.

38.4.2 This rule 38 does not allow the society to deliver a document by post, email or website where the law requires the delivery to be by other means.

38.4.3 In this rule 38, Saturday, Sunday and public holidays are not working days.

38.4.4 The references to emails and websites are intended to include other electronic communication methods adopted after the society adopts these rules.

39 What words mean – definitions

39.1 In rule 14.2 the word 'contract' includes a declaration of trust and a deed.

39.2 In rule 24.4, the word 'connected' is used in the same sense in which it is used in s346 Companies Act 1985.

39.3 In rules 25.1.2 and 25.2.2, the phrase 'breach of duty' includes (for example), negligence, default, breach of trust or misfeasance.

39.4 In rule 33.2, the expression 'if the society is wound up' is used to mean 'from the commencement of the winding up'. The phrase 'commencement of the winding up' is used in the same sense as it is used in the Insolvency Act 1986.

39.5 In rules 15.8.2, the word 'officers' includes the society's directors and secretary.

39.6 The age restrictions in rule 12 apply to members only if they are individuals.

39.7 References to (any provision of) an Act of Parliament are treated as referring to:

39.7.1 it as amended (whether before today or later) and

39.7.2 any provision which replaces it (unchanged or amended) after today.

39.8 Any reference these rules make to the Financial Conduct Authority, FCA, includes reference to the statutory successor carrying on the relevant function.

F Rules to support on-lending activities

40 Money Laundering

40.1 The society will appoint a Money Laundering Reporting Officer (MLRO). The functions of the MLRO will be:

40.1.1 to establish and maintain procedures to prevent money laundering;

40.1.2 to establish and maintain awareness among the society's staff of the procedures to prevent money laundering, including the provision of training;

40.1.3 receiving internal money laundering reports on suspicious activity;

40.1.4 making external reports to Serious Organised Crime Agency (SOCA) if it is considered that the suspicion is justified.

41 Systems and Controls

41.1 The society will maintain systems and controls which would satisfy the financial services regulator for the nature, scale and complexity of its business.

42 Business Principles

42.1 The society will apply the following principles in the pursuit of its objects:

42.1.1 It will conduct its business with integrity.

42.1.2 It will conduct its business with due skill, care and diligence.

42.1.3 It will take reasonable care to organise and control its affairs responsibly and effectively, with adequate risk management systems.

42.1.4 It will maintain adequate financial resources.

42.1.5 It will pay due regard to the interests of its customers and treat them fairly.

43 Fidelity Insurance

43.1 The society may insure against any description of loss suffered or liability incurred from fraud or other dishonesty of any of its officers or employees.

44 Accounts

44.1 The society will provide a copy of its accounts to members. The accounts will be accompanied by the board of directors' assessment of the society's performance and prospects.

45 Disputes

45.1 In the event of an unresolved dispute between the society and a member or a former member of the society, the dispute shall be referred to an independent arbitrator.

45.2 The appointment of the independent arbitrator is to be acceptable to both parties to the dispute. The arbitrator's decision shall be binding.

45.3 The arbitrator will decide how the costs of the arbitration will be paid.

45.4 If the dispute cannot be concluded by reference to an arbitrator, the matter can be referred to the County Court (or in Scotland, to the Sheriff).

We apply for registration of Petersfield Community Land Trust Limited

Name		Signature:
Address		Date:

Name		Signature:
Address		Date:

Name		Signature:
Address		Date:

For Petersfield Community Land Trust Limited	Signature:
Secretary	
Name	Date:

Finance Report

Sale Ledger Aged Account Balances report

This attached report details any current outstanding monies still owed to the Council. Or accounts which may be in credit, for example if a customer has overpaid. The report does not include invoices which have been recently issued but not yet posted to the accounts. The report is only accurate at the time of printing as payments may have now been processed and/or invoices added.

The following account holders have no issues with their accounts even though they appear to have a balance (positive or negative). This is because adjustments still need to be made to the accounts, for example processing a cheque payment received.

On Account Credit Balance: P/F Town Juniors due to duplicate payment.

LSOTL Little School: A payment plan is in place for this account there are no issues with receiving payment from this tenant.

Watch List

These are customers who make part and/or late payments.

JG002 – JG Tennis Tennis coach required constant chasing for payment. This account is now on payment in advance. One annual invoice is issued. After sometime this invoice has now been paid.

PTFC – Petersfield Town Football club – A payment plan is in place again this year. No receipts for decoration have yet been received as per the lease.

LR001 – LR Fitness Ltd Tenants continue to breach the lease by parking in the spaces to the rear of the building. Payment of invoices is currently up to date. Notice has been received.

Formal debt recovery stage

No accounts require formal debt recovery at this time.

Writing off debt.

SW002 – Sophie Watkins, Debt of £56.45 has now been written off but still to process.

Blacklist

The individuals or companies below are no longer permitted to hire from Petersfield Town Council due to debts having to be written off due to non-payment.

- Simply Tutoring – Ms Sam Austwick
- SW002 – Sophie Watkins

Accounts on the watch list are reviewed regularly. Any questions regarding individual accounts please contact me directly. Thank you.

Outstanding Balances by Month as at 31/12/2020

A/C Code	Customer Name	Balance	Dec 2020	Nov 2020	Oct 2020	Prior Months	On A/c Pymnts
Ledger No 1, Debtors							
AJ001	ANNIE JONES	24.00	0.00	0.00	24.00	0.00	0.00
BS002	BETH SVAROVSKA	16.49	16.49	0.00	0.00	0.00	0.00
BSC001	BISCOES	24.00	0.00	0.00	24.00	0.00	0.00
FRRME	FRRME	6,261.98	577.50	0.00	0.00	5,684.48	0.00
GPC001	GREATHAM PC	60.00	0.00	60.00	0.00	0.00	0.00
LPN	LITTLE PIECES	570.83	570.83	0.00	0.00	0.00	0.00
LSOTL	LITTLE SCHOOL	13,200.00	0.00	9,900.00	0.00	3,300.00	0.00
LTC001	LISS TENNIS CLUB	0.40	0.00	0.00	0.00	0.40	0.00
PA001	PHOENIX ANTIQUES	1,217.68	0.00	1,217.68	0.00	0.00	0.00
PLAYBALL	PLAYBALL	76.94	0.00	76.94	0.00	0.00	0.00
PTFC	TOWN	820.22	0.00	820.22	0.00	0.00	0.00
PTJ	P/F TOWN JUNIORS	-104.12	0.00	0.00	0.00	0.00	-104.12
SHPC	SHEET PC	189.00	189.00	0.00	0.00	0.00	0.00
ST01	SIMPLY TUTORING	49.08	0.00	0.00	0.00	49.08	0.00
SW002	SOPHIE WATKINS	56.45	0.00	0.00	0.00	56.45	0.00
Total Sales Ledger No 1		22,462.95	1,353.82	12,074.84	48.00	9,090.41	-104.12
TOTAL SALES LEDGER BALANCES		22,462.95	1,353.82	12,074.84	48.00	9,090.41	-104.12

Petersfield Town Council NEW

Bank - Cash and Investment Reconciliation as at 31 December 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2020	Lloyds Current Account	25,000.00	
31/12/2020	Lloyds Savings Account	112,433.58	
31/12/2020	Cambridge & Counties	1,745,367.93	
31/12/2020	Public Sector Deposit Fund	64,475.74	
31/12/2020	Lloyds Ticketsource	2,534.00	
31/12/2020	Moviola Cinema Float	110.00	
31/12/2020	Petty Cash Tin Float	124.34	
31/12/2020	Reception Till Float	35.00	
31/12/2020	Town Mayor's Charity -Current	1.00	
31/12/2020	Town Mayor's Charity-Savings	865.79	
15/12/2020	Lloyds Credit Card	389.91	
			1,951,337.29

Other Cash & Bank Balances

0.00

1,951,337.29

Unpresented Payments

454.92

1,950,882.37

Receipts not on Bank Statement

-16.58

Closing Balance

1,950,865.79

All Cash & Bank Accounts

1	Current Bank A/c	137,351.99
2	Cambridge & Counties Bank A/c	1,745,367.93
3	Public Sector Fund A/c	64,475.74
4	Ticketsource A/c	2,534.00
5	Petty Cash	269.34
6	Town Mayor's Charity A/c	866.79
7	CCLA Local Authorities' Proper	-389.91
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	1,950,475.88
