

RAYMOND TRUST BYE-LAWS

1. Name

The name of this trust (the Trust) is:

RAYMOND TRUST FUND
Registered with the Charity Commission No. 305523

2. Administration

The Trust shall be administered by the elected Councillors of Heytesbury, Imber and Knook Parish Council, the sole Trustee.

3. The Trust's Objects/Purposes

These were originally laid out in clause 1 of the 1935 Deed but were amended by clauses 3 and 4 of the 1986 Charity Commission Scheme when the Trust no longer had a hall to manage, but funds. The current objects/purposes of the Trust are as follows:

3.1. Application of Income

The Trustee shall apply the clear income of the Trust as it thinks fit for any charitable purposes for the general benefit of the inhabitants of Heytesbury, Knook and Tytherington and the immediate vicinity.

3.2. Application of Property

The Trustee at any time may apply the whole or part of the property of the Trust in or towards defraying the cost of providing land and buildings to be settled upon trust for use as a village hall.

4. Powers of the Trustee

To further these objects/purposes, the Trustee shall have the power to:

4.1. Obtain, collect and receive money or funds by way of contributions, donations, grants or any other lawful method towards the objects/purposes of the Trust.

4.2. Associate with Local Authorities, voluntary organisations and the residents of the Parish in a common effort to carry out the objects/purposes of the Trust.

4.3. Do all such lawful things as will further the aims of the Trust.

4.4. Employ and remunerate such staff as necessary for carrying out the work of the Trust.

5. Membership

The members of the Trust are the elected members of Heytesbury, Imber and Knook Parish Council. Should any councillor cease to serve as an elected member of the Parish Council, his/her membership of the Trust would be immediately relinquished.

6. Trustee Committee

- 6.1. The Trustee Committee is comprised of all elected members of the Heytesbury, Imber and Knook Parish Council.
- 6.2. The Trustee Committee shall hold trust meetings in public when considering grants, public agendas and meeting minutes to be displayed on the parish website.
- 6.3. The Chair of the Parish Council shall be Chair of the Trustee Committee.
- 6.4. The Trustee Committee shall appoint an administrator to undertake secretarial, treasury and record-keeping duties.

7. Meetings and Proceedings of Trustee Committee

- 7.1. A public Annual General Meeting (AGM) shall be held each September or as soon as practicable thereafter.
- 7.2. Notice of the AGM shall be published three weeks beforehand and a report on the Trust's financial activity for the previous year shall be made available at the same time.
- 7.3. The Trustee Committee shall meet at least four times each year in addition to the AGM.
- 7.4. If the Chair is absent from any meeting, the members of the Trustee Committee present shall elect one of their number to act as Chair for the duration of the meeting and before any business is transacted.
- 7.5. A quorum will be four (4) of the Trustee Committee.
- 7.6. Before the start of each meeting, members of the public will be given the opportunity to address the Trustee Committee on any matter on the agenda.
- 7.7. A member of the Trustee Committee must:
 - 7.7.1. Declare the nature and extent of any interest, direct or indirect, which he/she has in a proposed transaction or arrangement with the Trust or in any transaction or arrangement entered into by the Trust which has not been previously declared; and
 - 7.7.2. Absent him/herself from any discussions of the Trust in which it is possible that a conflict will arise between his/her duty to act solely in the interests of the Trust and any personal interest (including but not limited to any personal financial interest). Any member of the Trustee Committee absenting himself/herself from any discussion in accordance with this clause must not vote or be counted as part of the quorum in any decision of the Trust on the matter.
- 7.8. Every matter shall be determined by a simple majority of votes. In the case of equality of votes, the Chair shall have a casting vote.

7.9. A proper record of all transactions and meetings shall be maintained by the administrator.

8. Income & Expenditure

8.1. The funds of the Trust, including any donations, contributions and bequests, shall be paid into the bank account operated in the name of the Trust.

8.2. All payments drawn on the account, whether by cheque or electronic banking, will be signed by two authorised bank signatory members of the Trustee Committee. The payment item will have been previously authorised by a majority vote of the Trustee Committee and minuted accordingly.

8.3. The income and property must be applied solely towards the promotion of the objects/purposes of the Trust.

8.4. A member of the Trustee Committee is entitled to be reimbursed out of the property of the Trust for any reasonable expenses properly incurred by him/her when acting on behalf of the Trust.

8.5. A member of the Trustee Committee may benefit from Trustee indemnity insurance cover purchased at the Trust's expense, in accordance with and subject to the conditions in section 189 of the Charities Act 2011.

9. Accounts

The Trust Committee shall comply with its obligations under the Charities Act 2011 and any subsequent legislation with regard to:

9.1. Keeping of accounting records for the Trust.

9.2. Preparation of annual statements of accounts for the Trust.

9.3. Auditing or independent examination of the statements of the accounts of the Trust.

9.4. Transmission of the statements of account of the Trust to the Charity Commission.

10. Annual Report and Return

The Trustee Committee shall comply with its obligations under the Charities Act 2011 and any subsequent legislation with regard to the preparation of an annual report and return, and to send these to the Charity Commission.

11. Annual General Meeting (AGM)

11.1. The AGM shall be called by the Chair of the Trustee Committee, and the administrator shall give at least 21 days' notice to the Parishes of Heytesbury, Knook and Tytherington.

11.2. The Chair of the AGM shall be the Chair of the Trustee Committee for the time being but if he/she is unable to attend the members of the Trustee Committee shall elect a Chair before any business is transacted.

11.3. The Trustee Committee shall present to each AGM the report and accounts of the Trust for the preceding year.

12. Notices

Members will receive notices in electronic form but may elect to receive such notices by post.

13. Dissolution

13.1. The Trustee Committee may dissolve the Trust if it decides that it is necessary or desirable to do so. To be effective, a proposal to dissolve the Trust must be passed at a special meeting by a two-thirds majority of the Trustee Committee, must have the majority approval of the inhabitants of Heytesbury, Knook and Tytherington following consultation, and must have approval of the Charity Commission. Any assets of the Trust that are left after the Trust's debts have been paid (the net assets) must be given to:

13.1.1. Another Trust (or other charities) with objects that are the same or similar to the Trust's own, for the general purposes of the recipient Trust (or charities); or

13.1.2. Any Trust for use for particular purposes which fall within the Trust's objects/purposes.

13.2. The Charity Commission must be notified promptly that the Trust has been dissolved and, if the Trustee was obliged to send the Trust's accounts to the Commission for the accounting period which ended before its dissolution, it must send the Commission the Trust's final accounts.

15. Amendments to the bye-laws of the Trust

Amendments to this document can be made, except for section 3 which relates to the Trust Deeds. Any procedural amendment to the Rules should be put forward in writing to be discussed at an ordinary meeting and passed by a majority vote.

16. Disputes

If a dispute arises among the Trustee Committee about the validity or propriety of anything done by the members of the Trustee Committee under its deeds or the Rules of the Trust, and the dispute cannot be resolved by agreement, the members party to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

17. Meetings of the Trustee Committee

Members shall follow the Heytesbury, Imber and Knook Parish Council standing orders where these Rules are silent on items such as members calling a meeting and behaviour at meetings.

Adopted on: 18th April 2023

Membership Councillors:

VANESSA STURMEY
ANTHONY WILSON
JOSH ROGERS

KAREN RIGGS
MARK BUTTON

PATRICIA FELLOWES
CAROLINE BARKER BENNETT