

Crown Way Cardiff CF14 3UZ
www.companieshouse.gov.uk

NOTICE OF ILLEGIBLE DOCUMENTS

Companies House regrets that documents in this company's microfiche record have pages which are illegible.

This has been noted but unfortunately steps taken to rectify this were unsuccessful.

Companies House would like to apologise for any inconvenience this may cause.

COMPANY INFORMATION SUPPLIED BY COMPANIES HOUSE

Companies House is a registry of company information. We carry out basic checks to make sure that documents have been fully completed and signed, but we do not have the statutory power or capability to verify the accuracy of the information that companies send to us. We accept all information that companies deliver to us in good faith and place it on the public record. The fact that the information has been placed on the public record should not be taken to indicate that Companies House has verified or validated it in any way.

**Statutory Declaration of compliance
with requirements on application
for registration of a company****12**

Pursuant to section 12(3) of the Companies Act 1985

To the Registrar of Companies

For official use

For official use

Please complete
legibly preferably
in black type, or
bold block lettering

Name of company

NEWCASTLE UPON TYNE CITIZENS ADVICE BUREAU* insert full
name of CompanyI, **MAVIS JUNE LATTER**
of **47 BRUNSWICK PLACE**
LONDON
N1 6EE* delete as
appropriate

do solemnly and sincerely declare that I am a ~~(Sole Director/Secretary of the company in the statement delivered to the registrar under section 10(2))~~†
[person named as director or secretary of the company in the statement delivered to the registrar
under section 10(2)]† and that all the requirements of the above Act in respect of the registration of the
above company and of matters precedent and incidental to it have been complied with,
And I make this solemn declaration conscientiously believing the same to be true and by virtue of the
provisions of the Statutory Declarations Act 1835

Declared at **FLAT 1, CHATSWORTH HOUSE,**
65 LONDON ROAD,
TWICKENHAM, MIDDLESEX

Declarant to sign below

the **fifth** day of **March**
One thousand nine hundred and **eighty seven**
before me A Commissioner for Oaths or Notary Public or Justice of
the Peace or Solicitor having the powers conferred on a
Commissioner for Oaths.

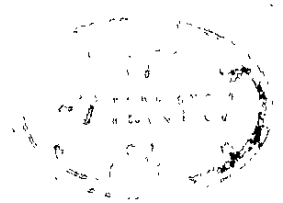
COMPANIES ACT 1985

JORDAN & SONS LIMITED
INCORPORATED IN ENGLAND
10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100Presenter's name address and
reference (if any):**JORDAN & SONS LIMITED**
GROUND FLOOR
EXCHANGE BUILDINGS
QUAYSIDE
NEWCASTLE UPON TYNE
NE1 3AQ

For official Use

New Companies Section

Post room



THE COMPANIES ACT 1985

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION OF

2114435

NEWCASTLE UPON TYNE CITIZENS ADVICE BUREAUX

1. The name of the Company (hereinafter called "the Bureau") is "NEWCASTLE UPON TYNE CITIZENS ADVICE BUREAUX".

2. The registered office of the Bureau will be situate in England.

3. The Bureau is established for the promotion of any charitable purposes for the benefit of the community in the area of Newcastle upon Tyne by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

In furtherance of its objects and for no other purposes the Bureau shall have power:-

(a) to establish and conduct Citizens Advice Bureaux as centres to provide a free confidential and impartial service of advice, information and counsel for the public and for the implementation thereof;

(b) to obtain, collect, issue appeals for and receive money and other assets by way of contributions, donations, subscriptions, legacies, grants and any other lawful method and accept and receive gifts of property of any description (whether subject to any special trusts or not) provided that the Bureau shall not undertake any permanent trading activities;

(c) to procure to be written, and print, publish, issue and circulate gratuitously or otherwise any reports or periodicals, books, pamphlets, leaflets, or other documents;

(d) to arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes;

(e) to promote, encourage or undertake research and experimental work and make available the results of such research;

(f) to affiliate or become affiliated to any institution having charitable purposes only and acquire and undertake all or any part of its assets, liabilities and engagements of any such institution which the Bureau may lawfully acquire;

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(g) to co-operate and enter into such arrangements with any authorities or persons national, local or otherwise as may be thought beneficial for the carrying out of the objects aforesaid;

(h) to purchase, take on lease or in exchange, hire, licence or otherwise acquire and hold and (with such consents as by law required) to sell, lease or otherwise dispose of any real or personal estate, stock, effects and assets (whether or not subject to any trusts);

(i) to draw cheques, operate bank accounts, borrow and raise money for the objects of the Bureau on such terms and mandates and (with such consents as by law required) on such security as may be thought fit;

(j) to invest monies not immediately required in or upon such investments or other assets as the Committee shall in its complete discretion think fit and subject nevertheless to such conditions and consents as may be imposed or required by law;

(k) to undertake any charitable trusts (whether through the means of a corporate or unincorporate body);

(l) to employ retain or engage persons and to remunerate the same and (subject to clause 4 hereof) to pay reasonable annual sums or premiums for or towards the provision of pensions for the same for the time being or their dependants;

(m) to insure and arrange insurance cover for and to indemnify its officers, staff and voluntary workers from and against risks incurred in the course of performance of their duties;

(n) to pay the costs, charges and expenses of and incidental to the formation and registration of the Bureau;

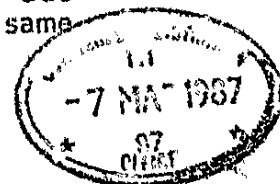
(o) to do all such other lawful things as are necessary for the attainment of the objects of the Bureau or any of them.

Provided that:

(i) In case the Bureau shall take or hold any property which may be subject to any trusts, the Bureau shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.

(ii) The Bureau's objects shall not extend to the regulation of relations between workers and employers or organisation of workers and organisations of employers.

(iii) In case the Bureau shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Bureau shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Committee or directors of the Bureau shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects, and defaults, and for the due administration of such property in the same manner and to the same



extent as they would as such Committee or directors have been if no incorporation had been effected and the incorporation of the Bureau shall not diminish or impair any control of authority exercisable by the Chancery Division or the Charity Commissioners over the Committee or directors but they shall as regards any such property be subject jointly and separately to such control or authority as if the Bureau were not incorporated.

4. The income and property of the Bureau shall be applied solely towards the promotion of its objects as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Bureau and no Committee person of the Bureau shall be appointed to any office of the Bureau paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Bureau.

Provided that nothing herein shall prevent any payment in good faith by the Bureau:-

(a) Of reasonable and proper remuneration to any member, officer or servant of the Bureau (not being a Committee person) for any services rendered to the Bureau and of travelling expenses necessarily incurred in carrying out the duties of any member, officer or servant of the Bureau.

(b) Of interest on money lent by any member of the Bureau or of its Committee persons at a rate per annum not exceeding 2% less than the minimum lending rate prescribed for the time being by the Bureau's bankers or 3% whichever is the greater.

(c) Of reasonable and proper rents for premises demised or let by any member of the Bureau or of its Committee.

(d) Of reasonable out of pocket expenses to any Committee person.

(e) Of reasonable and proper remuneration to one or more staff Committee persons for time, skill and attention devoted to the affairs and business of the Bureau as Organiser or as a worker as the Committee shall from time to time decide.

Provided further that:-

(i) the number of Staff Committee persons so remunerated shall always be less than a majority of the quorum of the Committee from time to time;

(ii) every Committee person to be remunerated shall be absent from every part of any meeting at which any matters relating to his own appointment or remuneration shall be discussed or decided and shall not vote thereon; and

(iii) the amount of all such remuneration shall be disclosed in writing to all the other Committee persons annually.

(f) To a company of which a member of the Bureau or a Committee person may be a member holding not more than one hundredth part of the capital of such company.

5. The liability of the members is limited.
6. Every member of the Bureau undertakes to contribute to the assets of the Bureau, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Bureau contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one pound.
7. If upon the winding-up or dissolution of the Bureau there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Bureau, but shall be given or transferred to some other charitable purpose or purposes as the members for the time being shall by ordinary resolution decide failing which the same shall be transferred to the National Association of Citizens Advice Bureau (or any body successor to it).
8. Unless the contrary shall expressly appear words and phrases in this Memorandum shall have the same meaning as in the Articles of Association of the Bureau.

WE, the subscribers to this Memorandum of Association, wish to be formed into a Company pursuant to this Memorandum.

Names and Addresses of Subscribers

Lynne Margaret Caffrey,
54 Whitefield Terrace,
Heaton,
Newcastle Upon Tyne.

L.M. Caffrey

James Muir,
8 Hollin Hill Terrace,
Riding Mill,
Northumberland.

James Muir

Dated this 23rd day of February 1987

Witness to the above Signatures:-

Graham N. Dixon
12 Crossway
Jesmond

GRAHAM N. DIXON
12 CROSSWAY
JESMOND

NEWCASTLE UPON TYNE NE 2

NEWCASTLE UPON TYNE

THE COMPANIES ACT 1985

2114435

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION OF

NEWCASTLE UPON TYNE CITIZENS ADVICE BUREAU

GENERAL

1. In these presents the words standing in the first column of the Table next hereinafter contained shall bear the meaning set opposite to them respectively in the second column thereof, if not inconsistent with the subject or context:-

WORDS	MEANINGS
The Act	The Companies Act 1985 (as may be amended)
The Bureau	The above-named Company.
These Presents	These Articles of Association and the regulations of the Bureau from time to time in force.
Member	A member of the Bureau.
The Committee	The Committee of Management of the Bureau for the time being.
Committee person	One of the Committee for the time being.
The Office	The registered office of the Bureau.
The Seal	The Common Seal of the Bureau.
The United Kingdom	Great Britain and Northern Ireland.
Month	Calendar Month.
In writing	Written, printed or lithographed, or partly one and partly another, and other modes of representing or reproducing words in a visible form.
The Memorandum	The Memorandum of Association of the Bureau for the time being.

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AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION OF

NEWCASTLE UPON TYNE CITIZENS ADVICE BUREAUX

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Month	Calendar Month.
In writing	Written, printed or lithographed, or partly one and partly another, and other modes of representing or reproducing words in a visible form.
The Memorandum	The Memorandum of Association of the Bureau for the time being.

And words importing the singular number only shall include the plural number, and vice versa.

Words importing the masculine gender only shall include the feminine gender and words importing persons shall include corporations.

Subject as aforesaid, any words or expressions defined in the Act or any statutory modifications thereof in force at the date on which these presents become binding on the Bureau shall, if not inconsistent with the subject or context, bear the same meanings in these presents.

MEMBERSHIP

2. The number of permitted members with which the Bureau proposes to be registered is fifty, but the Committee may from time to time resolve upon an increase of members.

3. (A) The subscribers to the Memorandum of Association and such other persons as the Committee shall admit to membership shall be members of the Bureau. The Committee may in their absolute discretion and without giving their reasons, decline to admit any applicant to membership.

(B) The Committee may in their absolute discretion impose any formal requirement in relation to members including imposition of any membership fee, subscription, levy or other payment not only at the time of membership but in after times and may vary the same and provide for different categories in relation thereof.

(C) The provisions of Sections 352 and 353 of the Act shall be observed by the Bureau and every member of the Bureau shall either sign a written consent on becoming a member or sign the register of members on becoming a member.

4. The Bureau is established for the purposes expressed in the Memorandum.

CESSATION OF MEMBERSHIP

(A) Membership shall not be transferable and a member shall cease to be a member:-

(i) on death

(ii) If by seven days signed notice in writing to the Office he she or it resigns membership (subject nonetheless to Clause 6 of the Memorandum)

(iii) If, at a Meeting of the Committee at which not less than half of its members are present, a Resolution shall be passed by at least two thirds of the Committee persons present resolving that the member be expelled for whatever cause. A resolution as aforesaid shall not be passed unless the member has been given not less than 21 days notice in writing of the Committee Meeting at which the matter is to be considered broadly specifying the conduct or

circumstances alleged as a ground for the expulsion and unless the member concerned shall have been afforded a reasonable opportunity of being then heard by or of making written representation to the Committee.

(B) An expelled member may appeal to a General Meeting of the Bureau by signed notice of appeal served at the Office within 21 days of having received notice of expulsion. The appeal shall then be considered by the next following General Meeting of the Bureau, and if at that Meeting a resolution shall be carried by a majority consisting of not less than two thirds of the members voting on the resolution that the decision of the committee be reversed then the resolution of the committee shall thereby be of no effect and the person to whom such resolution relates shall thereupon be reinstated to membership.

GENERAL MEETINGS

6. The Bureau shall hold a General Meeting of members in every calendar year as its Annual General Meeting at such time and place as may be determined by the Committee and shall specify the meeting as such in the notices calling it, provided that every Annual General Meeting except the first shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting and that so long as the Bureau holds its first Annual General Meeting within eighteen months after its incorporation it need not hold it in the year of its incorporation or in the following year.

7. All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.

8. The Committee may whenever they think fit convene an Extraordinary General Meeting and Extraordinary General Meetings shall also be convened on such requisition, or in default may be convened by such requisitionists, as provided by Section 368 of the Act.

9. At least twenty-one days notice in writing at the least of every Annual General Meeting and of every meeting convened to pass a Special Resolution and at least fourteen days notice in writing of every other General Meeting (exclusive in every case both of the day on which the notice is served or deemed to be served and of the day for which it is given) specifying the place, the day and the hour of the meeting, and in the case of special business the general nature of that business, shall be given in manner hereinafter mentioned to such persons (including the Auditors) as are under these presents or under the Act entitled to receive such notices from the Bureau and also to the National Association of Citizens Advice Bureaux and to the Officer designated for the time being by that Association, but with the consent of all the members having the right to attend and vote thereat, or of such proportion of them as is prescribed by the Act in the case of meetings other than Annual General Meetings, a meeting may be convened on such notice as those members think fit.

10. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceeding at any meeting.

PROCEEDINGS AT GENERAL MEETINGS

11. All business that is transacted at an Extraordinary General Meeting, shall be deemed special business as shall all business that is transacted at an Annual General Meeting with the exception of the consideration of the Income and expenditure account and balance sheet, the reports of the Committee and of the Auditors, and the appointment of, and the fixing of the remuneration of the Auditors.

12. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise proved two members personally present shall be a quorum.

13. If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or at such other place as the committee may determine. If at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be a quorum.

14. The Chair, (if any) of the Committee shall preside as Chair at every General Meeting, but if there be no such Chair, or if at any meeting s/he shall not be present within fifteen minutes after the time appointed for holding the same, or shall be unwilling to preside, the members present shall choose a member of the Committee, or if no Committee member be present, or if all the members of the Committee present decline to take the chair, then the member shall choose a member of the Bureau who shall be present to preside.

15. The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

16. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before or upon the declaration of the result of the show of hands demanded by the Chair, or by at least three members present in person or by proxy, or by a member or members present in person or by proxy and representing one tenth of the total voting rights of all the members having the right to vote at the meeting, and unless a poll be so demanded a declaration by the Chair, of the meeting that a resolution has been carried, or carried unanimously or by a particular majority, or lost, or not carried by a particular majority, as a result of the show of hands, and an entry to that effect in the minute book of the Bureau shall be conclusive evidence of the fact

without proof of the number or proportion of the votes recorded in favour of or against that resolution. The demand for a poll may be withdrawn.

17. Subject to the provision of Article 19, if a poll be demanded in manner aforesaid, it shall be taken at such time and place, and in such manner, as the Chair of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

18. No poll shall be demanded on the election of a Chair of a meeting, or on any question of adjournment.

19. In the case of an equality of votes, whether on a show of hands or on a poll, the Chair of the meeting shall be entitled to a second or casting vote.

20. The demand for a poll shall not present the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

VOTES OF MEMBERS

21. (a) Subject as hereinafter provided, every member shall have one vote.

(b) A corporation may vote by its duly authorised representative appointed as provided by section 375 of the Act.

THE COMMITTEE

22. (1) The Committee shall consist of:-

(A) Elected Committee persons, of whom there shall be not more than eight;

(B) Representative Committee persons, of whom there shall be not less than 5 nor more than 10;

(C) Staff Committee persons of whom there shall be not more than eight;

(D) Co-opted Committee persons of whom there shall be not more than eight;

(2) The Staff Committee persons shall comprise the Manager, the Organiser of the Newcastle City Centre Bureau, the Organiser of the Cowgate Bureau, the Organiser of the Cruddas Park Bureau and one other representative elected by the staff of each of the said Bureaux and one elected by the staff of the Tribunal Assistance Scheme.

23. (A) The following persons shall be deemed to be the First Elected Committee persons:-

Mr. Gavin Black F.R.I.C.S.
Ms Lynne Donald
Ms Esmee Slattery
Ms Lynne Caffrey

(B) The persons whose names are set out in the first column below shall be deemed to be the first Representative Committee persons and each of such persons shall be deemed to have been appointed by the organisation named in the second column below opposite such person's name:-

1	2
Representative Committee person	Organisation by whom deemed to have been appointed
Ms Shona Alexander	Newcastle Council for Voluntary Service
Mr Ian Dudgeon	Department of Health and Social Security
Ms Angela Hayes	National Association of Citizens Advice Bureaux
Councillor Mrs Belle Nixon	Newcastle City Council
Mr William Robson	Probation Service
Councillor Mrs Theresa Russell	Newcastle City Council

(C) The following persons shall be deemed to be the first Staff Committee persons:-

Mr Graham Dixon	Manager, Newcastle Bureaux
Mrs Beryl Orchard	Organiser, Newcastle Bureau
Ms Lyn Boyd	Organiser, Cowgate Bureau
Mr Brian Ritchie	Organiser, Cruddas Park Bureau
Mr Phillip Rostant	Tribunal Assistance Scheme
Mrs Marjory Rear	Newcastle Bureau
Ms Joan Tait	Cowgate Bureau
Mr Simon Epstein	Cruddas Park Bureau

24. At the conclusion of the first Annual General Meeting and the first Annual Public Meeting after the incorporation of the Bureau all Committee persons shall retire from office and shall be eligible for appointment or election as hereinafter provided. At the conclusion of Annual General Meetings and Annual Public Meetings in subsequent years one third of the Elected Committee persons and all Staff and Co-opted Committee persons shall retire from office and shall be so eligible for re-appointment or re-election.

25. Subject to Articles 22, 23 and 24.

(A) The Elected Committee persons to retire in such subsequent years shall be those who have been longest in office since their last election and as between those of equal seniority shall be determined by lot.

(B) Elected Committee persons shall be elected at the Annual Public Meeting as provided in Article 28.

(C) Representative Committee persons may be appointed at any time and from time to time one by each of the organisations named in Article 23(B) by notice in writing to the Bureau signed by or on behalf of the organisation in question which appointment shall unless otherwise specified in the notice be for a period of three years (with power for the relevant organisation to renew) and such appointment may nonetheless be revoked at any time by a similar notice. Whereupon the Representative Committee person concerned shall cease to be a Committee person. Provided that the Committee may at any time by a two thirds majority vary the list of organisations named in Article 23(B) whereupon any Representative Committee person appointed by any organisation removed from the said list shall stand down. Representative Committee person whose appointing organisation is being considered for removal from the said list shall withdraw from any Committee Meeting whilst it is being considered and shall have no vote with regard thereto.

(D) Staff Committee persons shall be appointed by the staff of the Bureau in a manner to be prescribed by the Committee, but so that the Manager and the organisers appointed under Article 37 shall be deemed to be appointed a Staff Committee person and the provisions of Clause 4 proviso (e) of the Memorandum of Association shall be complied with.

(E) Subject to Article 22(D) Co-opted Committee persons may be appointed and removed at any time by the Committee either to fill a casual vacancy or by way of addition to the Committee.

26. The Committee and the Bureau shall endeavour to ensure that the Committee is broadly representative of appropriate local organisations, interested groups and interested local people and shall use the power to appoint co-opted Members contained in the previous Article to that end.

27. The person nominated for the time being by The National Association of Citizens Advice Bureaux shall be invited to attend all meetings of the Committee and be sent all related papers. The nominee shall be entitled to speak, but not vote at such Meetings. The Committee may invite any other person to attend any of its meetings but without power to vote.

PUBLIC MEETINGS

28. (A) The Bureau shall hold an Annual Public Meeting in each year immediately following the Annual General Meeting in that year and at the same place at which all Members and all others aged 18 and over, who work or reside in the Bureau's area may attend, speak and vote. The Bureau's area shall be the area within which the Bureau carries on its work as defined by Clause 3 of the Memorandum of Association.

(B) The business to be transacted at the Annual Public Meeting in each year will be to elect Elected Committee persons for the ensuing year in place of those retiring and to discuss such matters relating to the business of the Bureau as shall have been

previously notified in writing to the Secretary at least three days prior to the meeting or as may be allowed by the Chair. Other than for the purposes of such elections and in relation to votes respecting Articles 14, 15 and 16 no other resolutions passed at a Public Meeting shall have other than an advisory effect.

(C) Notice of the Annual Public Meeting shall be given to Members in the same way as notice of the Annual General Meeting is to be given. In addition the Bureau shall not less than 14 clear days before the Annual Public Meeting display a notice or notices thereof in one or more conspicuous places in the Bureau's area and also by advertisement in at least one weekly or daily newspaper circulating in that area. The Committee may also give notice of such meeting in any extra way they may think fit. All such notices and advertisements shall refer to the right of attendance and voting at the said meeting to the election of Committee persons and to the general nature of such other business to be considered thereat as the Committee shall in its discretion think fit.

(D) Any person referred to in Sub-Clause (A) of this Article wishing to attend any such Public Meeting shall only be allowed so to do if at or prior thereto he or she shall have in writing provided details of his or her name, address of home and/or work, age and such other particulars (if any) as and how the Committee may from time to time prescribe.

(E) The voting system to be used at the Annual Public Meeting shall be as the Committee may from time to time prescribe, but in default thereof shall be as for annual General Meetings (insofar as not inconsistent with the other provisions of this Article).

(F) No person may act as an Elected Committee person unless he or she has consented in writing duly signed to act as such.

(G) The provisions of Articles 6 - 21 (Inclusive) shall (insofar as not inconsistent with the other provisions of this Article) apply to Public Meetings as they apply to General Meetings and all references therein to "General Meeting" shall for this purpose be deemed references to "Public Meeting" and all references to "member" or "members" shall be deemed references to any person or persons entitled to attend the Public Meeting concerned.

(H) An Extraordinary Public Meeting may be convened on not less than 14 days notice by not less than a third of the Committee for the time being or 10 Committee persons or 50 other persons who would be entitled to attend a Public Meeting if held at the time of requisitioning (and who shall provide the Bureau with the details required to paragraph (D) of this Article when making their requisition).

(I) All the provisions of this Article shall apply as well to an Extraordinary Public Meeting as to an Annual Public Meeting.

MANAGEMENT

29. The business of the Bureau shall be managed by the Committee who may pay all such expenses of, and preliminary and incidental to, the promotion, formation, establishment and registration of the

Bureau as they think fit, and may exercise all such powers of the Bureau, and do on behalf of the Bureau all such acts as may be exercised and done by the Bureau, and as are not by statute or by these presents required to be exercised or done by the Bureau in General Meeting, subject nevertheless to any regulations of these presents, to the provisions of the statutes for the time being in force and affecting the Bureau, and to such regulations, being not inconsistent with the aforesaid regulations or provisions, as may be prescribed by the Bureau in General Meeting, but no regulation made by the Bureau in General Meeting shall invalidate any prior act of the Committee which would have been valid if such regulation had not been made.

30. The Committee persons for the time being may act notwithstanding any vacancy in their body; provided always that in case the Committee persons shall at any time be or be reduced in number to less than the minimum number prescribed by or in accordance with these presents, it shall be lawful for them to act as the Committee for the purpose of admitting persons to membership of the Bureau, filling up vacancies in their body or of summoning a General Meeting, but not for any other purpose.

MANAGER, ORGANISERS AND SECRETARY

(A) The Committee shall appoint (and may remove) a manager and one or more Organisers and Deputy Organisers to conduct the affairs of each Bureau for which it is responsible for such time, at such remuneration and upon such conditions as it may think fit.

(B) The Secretary shall be appointed by the Committee for such time, at such remuneration and upon such conditions as it may think fit, and any Secretary so appointed may be removed by them. The Organiser may be appointed to be the Secretary.

The Committee may from time to time in resolution appoint an assistant or deputy Secretary, and any person so appointed may act in place of the Secretary if there be no Secretary or no Secretary capable of acting.

THE SEAL

32. The Seal of the Bureau shall not be affixed to any instrument except by the authority of a resolution of the Committee, and in the presence of at least two Committee persons and of the Secretary, and the said Committee persons and Secretary shall sign every instrument to which the Seal shall be so affixed in their presence, and in favour of any purchaser or person bona fide dealing with the Bureau such signatures shall be conclusive evidence of the fact that the Seal has been properly affixed.

DISQUALIFICATION OF COMMITTEE PERSONS

33. The office of a Committee person shall be vacated:

(A) If a receiving order is made against him/her or s/he makes any arrangement or composition with his/her creditors.

(B) If s/he becomes of unsound mind.

(C) If by notice in writing to the Bureau s/he resigns his/her office.

(D) If s/he ceases to hold office by reason of any order made under Sections 295-299 and Schedule 12 of the Act.

(E) If s/he is removed from office by a resolution duly passed pursuant to the Act.

(F) If s/he ceases to be a Committee person by virtue of Section 293 of the Act.

(G) As provided in Articles 22 - 25.

295 Disqualification orders; Introductory.

296 Disqualification or conviction of indictable offence.

297 Disqualification for persistent default under the Companies Acts.

298 Disqualification for fraud etc. in winding up.

299 Disqualification on summary conviction.

Schedule 12 gives supplementary provisions in connection with disqualification orders.

35. The Committee may, by a two thirds majority remove any Committee person from office before the expiration of his/her period of office and in the case of an elected or co-opted Committee person may appoint another person in his/her stead to hold office until the next Annual Public Meeting. In the event that any elected staff Committee person is so removed, another person may be elected under the provisions of Article 22(C) and 24 (D).

PROCEEDINGS OF THE COMMITTEE

36. There shall be at least four Committee meetings in each year and the Committee may meet together for the despatch of business, adjourn and otherwise regulate their meetings in other respects as they think fit, and determine the quorum necessary for the transaction of business which shall not be less than one third of the Committee persons (excluding staff Committee persons) for the time being. And unless so fixed one third of the Committee persons (excluding Staff Committee persons) for the time being shall be a quorum. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the Chair shall have a second or casting vote.

37. Two members of the Committee may, and on the request of two Committee persons the Secretary shall, at any time, summon a meeting of the Committee by notice served upon the Committee persons at their registered addresses in the United Kingdom.

38. The Committee shall at the Committee meeting follow the Annual General Meeting elect a Chair who shall hold office until the conclusion of the next Annual General Meeting and shall be entitled

to preside at all meetings of the Committee at which s/he shall be present, and the Committee may determine the period for which s/he is to hold office. The Committee may also elect a Vice-Chair or Vice Chairs but so that no person shall be appointed to be Chair or a Vice Chair for more than five consecutive years, nor shall any person remunerated by the Company be appointed to be Chair or a Vice Chair. If no such Chair be elected, or if at any meeting the Chair be not present and willing to preside within five minutes after the time appointed for holding the meeting the Committee persons present shall choose one of their number to be Chair of that meeting.

39. A meeting of the Committee at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under the regulations of the Bureau for the time being vested in the Committee generally.

40. The Committee may delegate any of their powers to sub-committees consisting of such Committee person or Committee persons and other persons as they think fit, provided that all such actions and proceedings shall be fully and promptly reported back to the Committee, and any sub-committee so formed shall, in the exercise of the powers so delegated conform to any regulations imposed on it by the Committee and incur expenditure only with the approval of the Committee (which shall include expenditure within any approved budget).

41. All acts bona fide done by any meeting of the Committee or of such sub-committee, or by any person acting as a Committee person or such sub-committee, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such Committee person or person acting as aforesaid or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Committee person or member of the sub-committee.

42. The Committee shall cause proper minutes to be made of all appointments of officers made by the Committee and of the proceedings of all meetings of the Bureau and of the Committee and of sub-committees, and all business transacted at such meetings as recorded in the minutes of such meetings, if purporting to be signed by the Chair of such meeting, or by the Chair of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.

43. A resolution in writing signed by all the members for the time being of the Committee or of any such sub-committee who are entitled to receive notice of a meeting of the committee or of such sub-committee shall be as valid and effectual as if it had been passed at a meeting of the Committee or of such sub-committee duly convened and constituted.

ACCOUNTS

44. The Committee shall cause accounting records to be kept in accordance with Sections 221-223 of the Act.

45. The accounting records shall be kept at the registered office of the Bureau or, subject to Section 222 of the Act, at such other place or places as the Committee may think fit, and shall always be open to the inspection of the officers of the Bureau and of the National Association of Citizens Advice Bureaux.

46. The Committee shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Bureau or any of them shall be open to the inspection of members not being Committee persons, and no member (not being a Committee person) shall have any right of inspecting any account or book or document of the Bureau except as conferred by statute or authorised by the Committee or by the Bureau in General Meeting.

47. The Committee shall from time to time in accordance with the Act cause to be prepared and to be laid before the Bureau in General Meeting such profit and loss accounts, balance sheets, group accounts (if any) and reports as are referred to in those sections.

48. A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Bureau in General Meeting together with a copy of the auditor's report and Committee's report shall not less than twenty-one days before the date of the meeting be sent to every member of and every holder of debentures of the Bureau. Provided that this Article shall not require a copy of those documents to be sent to any person of whose address the Bureau is not aware or to more than one of the joint holders of any debentures.

49. Auditors shall be appointed and their duties regulated in accordance with the Act.

OFFICERS

50. The Committee may appoint such persons as it thinks fit to be the President, Vice President(s), Honorary Treasurer and Honorary Solicitor and directors of the Bureau for periods to be specified at the time of appointment as they shall think fit. Such persons shall not by virtue only of such appointment be members of the Bureau or the Committee. Any such officer may be removed by the Committee.

NOTICES

51. A notice may be served by the Bureau upon any member, either personally or by sending it through the post in a prepaid letter, addressed to such members at his/her registered address as appearing in the register of members.

52. Any member described in the register of members by an address not within the United Kingdom, who shall from time to time give the Bureau an address within the United Kingdom at which notices may be served upon him/her, shall be entitled as aforesaid and as provided by the Act, only those members who are described in the register of members by an address within the United Kingdom shall be entitled to receive notices from the Bureau.

53. Any notice, if served by post, shall be deemed to have been served on the second day following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post as a prepaid letter.

DISSOLUTION

54. Clause 7 of the Memorandum of Association of the Bureau relating to the winding up and dissolution of the Bureau shall have effect as if the provisions thereof were repeated in these Articles.

Names and ,

s of Subscribers

Lynne Margaret Caffrey,
54 Whitefield Terrace,
Heaton,
Newcastle Upon Tyne.

L M Caffrey

James Muir,
8 Hollin Hill Terrace,
Riding Mill,
Northumberland.

James Muir

Dated this 23rd day of February 1987.

Witness to the above Signatures:-

Graham N. Dixon

12 Crossway,

Jesmond

Newcastle upon Tyne NE 2.

GRAHAM N. DIXON

12 CROSSWAY

JESMOND

NEWCASTLE UPON TYNE

G

COMPANIES FORM No. 30(5)(a)

Declaration on application for the registration of a company exempt from the requirement to use the word "limited" or its Welsh equivalent

30(5)(a)

Please do not
write in
this margin

Pursuant to section 30(5)(a) of the Companies Act 1985

Please complete
legibly, preferably
in block type, or
bold block lettering

Note
This declaration
should accompany
the application for
the registration of
the company

* Insert full name
of company

† delete as
appropriate

For official use

--	--	--	--

Company number

2114433

Name of company

NEWCASTLE UPON TYNE CITIZENS ADVICE
BUREAU

I, JAMES HOWE
of EXCHANGE BUILDINGS, QUAYSIDE, NEWCASTLE
UPON TYNE

a [Solicitor engaged in the formation of the above-named company] (person named as director or secretary of the above company in the statement delivered under section 10 of the above Act) do solemnly and sincerely declare that the company complies with the requirements of section 30(3) of the above Act.

And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

Declared at Newcastle Polytechnic
Newcastle upon Tyne

Declarant to sign below

the 5th day of March
One thousand nine hundred and eighty seven
before me H T Brown

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths

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Jordans

JORDAN & SONS LIMITED
JORDAN HOUSE
BRUNSWICK PLACE
LONDON EC1A 3EE
TELEPHONE 013 2030
TELEX 201010



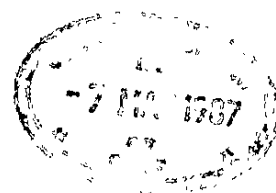
Presenter's name address and
reference (if any):

JORDAN & SONS LIMITED
GROUND FLOOR
EXCHANGE BUILDINGS
QUAYSIDE
NEWCASTLE UPON TYNE
NE1 2AQ

For official Use

New Companies Section

Post room



**Statement of first directors
and secretary and intended
situation of registered office****10**Should directors
write in
this margin

Pursuant to section 10 of the Companies Act 1965

Please complete
legibly, preferably
in black type, or
bold block lettering

To the Registrar of Companies

For official use
2114455Insert full name
of company

Name of company

NEWCASTLE UPON TYNE CITIZENS ADVICE BUREAU

The intended situation of the registered office of the company on incorporation is as stated below

12 PRINCESS SQUARE, NEWCASTLE UPON TYNE, NE1 8ER

Postcode NE1 8ER

If the memorandum is delivered by an agent for the subscribers of the
memorandum please mark 'X' in the box opposite and insert
the agent's name and address below

X

JORDAN & SONS LIMITED

JORDAN HOUSE, HUNTER STREET

LONDON

JORDAN & SONS LIMITED

GROUND FLOOR

EXCHANGE BUILDINGS

QUAYSIDE

NEWCASTLE UPON TYNE

NE1 3AQ

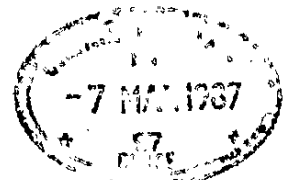
Postcode NE1 3AQ

Number of continuation sheets attached (see note 1)

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Jordan & SonsJORDAN & SONS LIMITED
2, PRINCE STREET
GLASGOW G4 7NL
TELEGRAMS: JORDAN
TELEPHONE: 0122 3001
TELEX: 240000Presenter's name address and
reference (if any):JORDAN & SONS LIMITED
GROUND FLOOR
EXCHANGE BUILDINGS
QUAYSIDE
NEWCASTLE UPON TYNE
NE1 3AQFor official Use
General Section

Post room



The names and particulars of the person who is or the person who are, to be the first director or directors of the company (note 2) are as follows:

Please do not write in this margin

Name (note 3) LYNN MARGARET HAINES	Business occupation PRINCIPAL DEVELOPER
Previous name(s) (note 3)	Nationality BRITISH
Address (note 4) 44 WHITEFIELD TERRACE, HEATON, NEWCASTLE UPON TYNE	Date of birth (where applicable) (note 6)
Postcode NE6 5DU	
Other directorships † TYNESIDE HOUSING AID CENTRE 33 GREAT MARKET NEWCASTLE 1.	
I consent to act as director of the company named on page 1	
Signature L M Haines	Date 24/2/87

Enter particulars of other directorships held or previously held (see note 1) if this space is insufficient use continuation sheet

Name (note 3) JAMES MUIR	Business occupation SOLICITOR
Previous name(s) (note 3)	Nationality BRITISH
Address (note 4) 8 HOLLIN HILL TERRACE, RIDING MILL, NORTHUMBERLAND.	Date of birth (where applicable) (note 6)
Postcode NE44 6HR	
Other directorships †	
I consent to act as director of the company named on page 1	
Signature James Muir	Date 23 Feb 1987

Name (note 3) JAMES LOWE	Business occupation REGISTRATION AGENT
Previous name(s) (note 3) NONE	Nationality BRITISH
Address (note 4) EXCHANGE BUILDINGS QUAYSIDE, NEWCASTLE UPON TYNE	Date of birth (where applicable) (note 6)
Postcode NE1 3AR	
Other directorships † JORDAN WILLIAMSON LTD -	
I consent to act as director of the company named on page 1	
Signature J Lowe	Date 5.3.87.

Please do not
write in
margin

Please complete
legibly, preferably
in black type, or
bold black lettering

The name(s) and particulars of the person who is, or the persons who are, to be the first secretary, or joint secretaries, of the company are as follows:

Name (notes 3 & 7)	GRAHAM NOEL DICKSON		
Previous name(s) (note 3)			
Address (notes 4 & 7)	17 CROSSWAY, JEWELL NEWCASTLE UPON TYNE.		
	Postcode	NE2 3QH	
I consent to act as secretary of the company named on page 1			
Signature	<i>Graham N. Dickson</i>		Date 23rd February 1987

Name (notes 3 & 7)	MAVIS JUNE LATTER		
Previous name(s) (note 3)			
Address (notes 4 & 7)	47 BRUNSWICK PLACE, LONDON		
	Postcode	N1 6EE	
I consent to act as secretary of the company named on page 1			
Signature	<i>M J Latter</i>		Date 5.3.87

delete if the form is
signed by the
subscriber

<i>E. Sandford</i>	Date 5.3.87
Signature of agent on behalf of subscribers	

delete if the form is
signed by an agent on
behalf of the
subscribers.

All the subscribers
must sign either
personally or by a
person or persons
authorised to sign
for them

Signed	Date
Signed	Date
Signed	Date
Signed	Date
Signed	Date
Signed	Date

FILE COPY



CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY

No. 2114435

I hereby certify that

NEWCASTLE UPON TYNE CITIZENS ADVICE BUREAUX

is this day incorporated under the Companies Act 1985 as a
private company and that the Company is limited.

Given under my hand at the Companies Registration Office,
Cardiff the

23RD MARCH 1987

Mrs. M. Moss
MRS. M. MOSS

an authorised officer