

Company No: 2805007

Charity No: 1022119

THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE AND

NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION OF

HAVENS HOSPICES

B. J. King
13/11/2020

MONDAY



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07/12/2020

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COMPANIES HOUSE

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Havens Hospices is registered in England and Wales as a company limited by guarantee.
Registered address: 226 Priory Crescent, Southend on Sea, Essex, SS2 6PR.

Company number 2805007 | VAT Registration Number 194 8870 48 | Registered Charity Number 1022119





**Havens
Hospices**

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Companies Act 2006 : Company limited by guarantee and not having a share capital

Articles of Association of

Havens Hospices

1. Name

The name of the Charity is 'Havens Hospices'.

2. Registered office

The registered office of the Charity will be in England and Wales.

3. Objects

3.1 The Objects of the Charity are:

- (a) to provide care and support to people of all ages who have a chronic, life threatening or terminal condition, or are suffering from any disability or disease, and to support their families, relatives and loved ones; and
- (b) such charitable purposes as the Trustees may in their absolute discretion determine to complement the object in Article 3.1 (a).

3.2 Article 3.1 may be amended by special resolution but only with the prior written consent of the Commission.

4. Powers

The Charity has the following powers, which may be exercised only in promoting the Objects:

- 4.1 to establish, provide, extend and maintain one or more residential hospices, nursing homes or day centres for any person affected by a life-limiting, life threatening, chronic or terminal illness;
- 4.2 to provide medical, nursing or other treatment or attention in a hospice, nursing home, day centre or in a person's own home, wherever may be appropriate;

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- 4.3 to meet a person's physical, emotional, spiritual, psychological and social needs, and to extend that provision to their families and/or carers;
- 4.4 to provide appropriate support for families and/or carers after a person's death;
- 4.5 to commission literature or other media;
- 4.6 to train and educate others;
- 4.7 to provide advice or information;
- 4.8 to carry out research;
- 4.9 to consult, advise, co-operate with or assist others;
- 4.10 to support, administer or establish other charities or other organisations;
- 4.11 to accept gifts and raise funds (but not by means of **Taxable Trading**);
- 4.12 to borrow money;
- 4.13 to give security for loans or other obligations (but only in accordance with the restrictions imposed by the **Charities Act**);
- 4.14 to acquire, hire or charge property and/or any interest in, or relating to, land of such kind and on such terms and to appoint such advisers, surveyors, managers and builders and other advisers and contractors on such terms as the **Trustees** shall determine;
- 4.15 to let, license or dispose of any interest in property of any kind (but only in accordance with the restrictions imposed by the **Charities Act**);
- 4.16 to set aside funds for special purposes or as reserves against future expenditure;
- 4.17 to deposit or invest its funds in any manner as may be thought fit (including, but not limited to, the establishment of trading or other subsidiaries of any kind), but only after obtaining such advice from a **Financial Expert** as the **Trustees** consider necessary and having regard to the suitability of investments and the need for diversification;

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- 4.18 to delegate the management of investments to a Financial Expert, but only on terms that:
- (a) the investment policy is set down in writing for the Financial Expert by the Trustees;
 - (b) the performance of the investments is reviewed regularly with the Trustees; (c) the Trustees are entitled to cancel the delegation arrangement at any time;
 - (d) the investment policy and the delegation arrangement are regularly reviewed by the Trustees;
 - (e) all payments due to the Financial Expert are on a scale or at a level that is agreed in advance and are notified promptly to the Trustees on receipt; and
 - (f) the Financial Expert must not do anything outside the powers of the Charity;
- 4.19 to arrange for investments or other property of the Charity to be held in the name of a nominee company acting under the direction of the Trustees or of a Financial Expert acting under their instructions, and to pay any reasonable fee required;
- 4.20 to deposit documents and physical assets with any company registered or having a place of business in England or Wales as Custodian, and to pay any reasonable fee required;
- 4.21 to insure the property of the Charity (including, for the avoidance of doubt, any property not owned by the Charity but under its control) against any foreseeable risk and to take out other insurance policies to protect the Charity when required;
- 4.22 subject to Article 10.3, to employ or otherwise contract for the services of agents, staff or advisers (upon such terms and conditions as may be thought fit) and, subject to Article 10, to remunerate any person, firm or company rendering services to the Charity and provide and contribute to pension and other death-in-service or other benefits for employees and former employees of the Charity and their dependants;
- 4.23 to acquire and take over to such an extent as may be thought fit (and permitted by law) the assets, liabilities and undertakings of any person or body whatsoever;

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- 4.24 to provide goods, services or other assistance or support by way of grants, scholarships, donations, loans or otherwise (whether or not for valuable consideration) and to make rules as to their value, methods of ascertainment and selection;
- 4.25 to act as trustee of charitable trusts jointly with one or more other trustees or, where it may legally do so, as sole trustee;
- 4.26 to enter into any funding or other arrangement with any government or any other authority;
- 4.27 to guarantee the performance of the contracts or obligations of any person or organisation and to give any warranties, indemnities, guarantees or undertakings on account of any covenants, promises, pledges, assurances or trusts that might be undertaken by the Charity or in connection with any agreement or arrangement whatsoever, whether or not the Charity is a party to the same;
- 4.28 subject to the provisions of the Companies Act but without prejudice to any indemnity to which the person concerned may otherwise be entitled, to indemnify every Trustee or other officer of the Charity (other than any person engaged by the Charity as auditor) to the extent permitted by the Companies Act and to pay for indemnity insurance for the Trustees;
- 4.29 to establish or acquire subsidiary companies (whether or not wholly owned by the Charity);
- 4.30 to amalgamate with any other bodies that are charitable and have objects similar to the Objects and that restrict the payment of any dividend or profit to, and the distribution of assets amongst, their members at least to the same extent as such payments are restricted under these Articles; and
- 4.31 to do anything else within the law which promotes or helps to promote the Objects.

5. The Trustees

- 5.1 The Trustees as **charity trustees** have control of the Charity and its property and funds.
- 5.2 Trustees are elected by the **Members** for a term of four years.

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- 5.3 Unless recommended by the Trustees, a person shall not be elected as Trustee unless they have been nominated by a Member in writing to the Charity at least 14 days before the meeting at which the election takes place.
- 5.4 The Trustees consist of at least seven and not more than thirteen persons who being individuals who are over the age of 18, all of whom must be a Member, support the Objects and have signed a written declaration of willingness to act as a charity trustee of the Charity.
- 5.5 A retiring Trustee may be reappointed once only. However, subject to Article 5.4, any person who has not served as a Trustee of the Charity for a period of at least one year may be appointed as a Trustee.
- 5.6 A Trustee's term of office as such automatically terminates if he/she:
- (a) ceases to be a Member;
 - (b) is disqualified under the Charities Act from acting as a charity trustee;
 - (c) is incapable, whether mentally or physically, of managing his/her own affairs;
 - (d) is absent without permission, whether given in advance or subsequently, from three consecutive meetings of the Trustees;
 - (e) resigns by written notice to the Trustees (but only if at least two Trustees will remain in office in which case the Trustees may act for the purpose of increasing the number of Trustees to the minimum number specified in Article 5.4);
 - (f) is directly or indirectly interested in any contract with the Charity and fails to declare the nature of his interest; or
 - (g) is removed by the Members pursuant to the Companies Act.
- 5.7 The Trustees may at any time co-opt any individual who is eligible under Article 5.4 as a Trustee to fill a vacancy in their number or (subject to the maximum number permitted by Article 5.4) as an additional Trustee, but a co-opted Trustee holds office only until the next Annual General Meeting.

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- 5.8 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

6. Trustees' proceedings

- 6.1 The minimum number of meetings of the Trustees to be held each year may be fixed by the Trustees from time to time and unless so fixed shall be four.
- 6.2 Any Trustee, and the Secretary on the request of a Trustee, may at any time summon a Trustees' meeting.
- 6.3 A quorum at a meeting of the Trustees may be fixed by the Trustees and unless so fixed at any other number shall be at least one half of the number of Trustees.
- 6.4 A meeting of the Trustees may be held either in person or by suitable Electronic Means agreed by the Trustees in which all participants may communicate with all the other participants but at least one meeting in each year must be held in person.
- 6.5 The Chairman or (if the Chairman is unable or unwilling to do so) some other Trustee chosen by the Trustees present presides at each meeting.
- 6.6 Any issue may be determined by a simple majority of the votes cast at a meeting, or by a simple majority of all the Trustees entitled to attend and vote at a general meeting at the date of circulation of the resolution (other than any Conflicted Trustee who has not been authorised to vote). For this purpose the resolution may be contained in more than one document.
- 6.7 Every Trustee has one vote on each issue but, in case of an equality of votes, the Chairman of the meeting has a casting vote.
- 6.8 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

7. Trustees' powers

- 7.1 Subject to the provisions of these Articles and the Companies Act, the Trustees may regulate their proceedings as they think fit.

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7.2 The Trustees have the following powers in the administration of the Charity in their capacity as

Trustees:

- (a) to appoint a Chairman and any other honorary officers from among their number;
- (b) to admit Members;
- (c) to remove Members for a good cause, as determined by the Trustees in their absolute discretion;
- (d) to delegate any of their functions to committees;
- (e) to appoint any person, whether a Member or otherwise, to advise or assist the Trustees
- (f) to make standing orders, rules and regulations consistent with the constitution and The Companies Act to govern proceedings at meetings, the administration of the Charity and the use of its seal;
- (g) to establish procedures to assist the resolution of disputes or differences within the Charity;
- (h) to make rules consistent with the Articles and the Companies Act relating to the Members; and
- (i) to exercise in their capacity as Trustees any powers of the Charity which are not reserved to them in their capacity as Members.

8. Secretary

The Charity may, but is not required to, have a Secretary. Any such Secretary will be appointed by the Trustees for such term, at such remuneration and upon such conditions as the Trustees may think fit and any Secretary so appointed may be removed by the Trustees. A Secretary may be, but does not have to be, a Trustee.

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9. Committees

- 9.1 The Trustees may establish a committee or committees each of which must include at least two Trustees and comprising such other persons as they shall think fit.
- 9.2 The proceedings and powers of committees established by the Trustees shall be governed by such rules as the Trustees may from time to time prescribe.
- 9.3 No meeting of any committee shall be quorate unless at least one Trustee is present and no resolution of any committee shall be passed unless the Trustee present or, if more than one are present, the majority of the Trustees present vote in favour of the resolution.
- 9.4 All proceedings of committees must be reported promptly to the Trustees.

10. Benefits and Conflicts

- 10.1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the Members but:

- (a) Members who are not Trustees or Connected Persons may be employed by or enter into contracts with the Charity and receive reasonable payment for goods or services supplied; and,

Subject to compliance with Article 10.4:

- (b) Members, Trustees and Connected Persons may be paid interest at a reasonable rate on money lent to the Charity;
- (c) Members, Trustees and Connected Persons may be paid a reasonable rent or hiring fee for property let or hired to the Charity; and
- (d) Members, Trustees and Connected Persons may receive charitable benefits on the same terms as any other members of the beneficial class.

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10.2 A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Charity except:

- (a) as mentioned in Articles 10.1 or 10.3;
- (b) reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in running the Charity;
- (c) the benefit of indemnity insurance as permitted by the Charities Act;
- (d) any benefit received as a result of a payment to a company of which a trustee is member holding not more than one-hundredth part of the capital of that company;
- (e) an indemnity in respect of any liabilities properly incurred in running the Charity (including the costs of a successful defence to criminal proceedings);
- (f) in exceptional cases, other payments or benefits (but only with the written consent of the Commission in advance and where required by the Companies Act the approval of the Members).

10.3 No Trustee or Connected Person may be employed by the Charity except in accordance with Article 10.2(f), but any Trustee or Connected Person may enter into a written contract with the Charity, to supply goods or services in return for a payment or other material benefit but only if:

- (a) the goods or services are actually required by the Charity, and the Trustees decide that it is in the best interests of the Charity to enter into such a contract;
- (b) the nature and level of the remuneration is no more than is reasonable in relation to the value of the goods or services and is set in accordance with the procedure in Article 10.4; and
- (c) no more than half of the Trustees are subject to such a contract in any financial year.

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10.4 Subject to Article 10.5, any Trustee who becomes a Conflicted Trustee in relation to any matter must:

- (a) declare the nature and extent of his or her interest before discussion begins on the matter;
- (b) withdraw from the meeting for that item after providing any information requested by the Trustees;
- (c) not be counted in the quorum for that part of the meeting; and
- (d) be absent during the vote and have no vote on the matter.

10.5 When any Trustee is a Conflicted Trustee, the Trustees who are not Conflicted Trustees, if they form a quorum without counting the Conflicted Trustee and are satisfied that it is in the best interests of the Charity to do so, may by resolution passed in the absence of the Conflicted Trustee authorise the Conflicted Trustee, notwithstanding any conflict of interest or duty which has arisen or may arise for the Conflicted Trustee, to:

- (a) continue to participate in discussions leading to the making of a decision and/or to vote;
- (b) disclose to a third party information confidential to the Charity;
- (c) take any other action not otherwise authorised which does not involve the receipt by the Conflicted Trustee or a Connected Person of any payment or material benefit from the Charity; or
- (d) refrain from taking any step required to remove the conflict.

10.6 This provision may be amended by special resolution but, where the result would be to permit any material benefit to a Trustee or Connected Person, only with the prior written consent of the Commission.

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11. Records and Accounts

11.1 The Trustees must comply with the requirements of the Companies Act and of the Charities Act as to keeping records, the audit or independent examination of accounts and the preparation and transmission to the Registrar of Companies and the Commission of information required by law including:

- (a)** annual returns;
- (b)** annual reports; and
- (c)** annual statements of account.

11.2 The Trustees must also keep records of:

- (a)** all proceedings at meetings of the Trustees and Members;
- (b)** all resolutions in writing;
- (c)** all reports of committees; and
- (d)** all professional advice obtained.

11.3 Accounting records relating to the Charity must be made available for inspection by any Trustee at any time during normal office hours.

11.4 A copy of the Charity's constitution and latest available statement of account must be supplied on request to any Trustee. Copies of the latest accounts must also be supplied in accordance with the Charities Act to any other person who makes a written request and pays the Charity's reasonable costs.

11.5 Every instrument to which the Charity's seal shall be affixed shall be signed by a Trustee and countersigned by the Secretary or by a second Trustee or another person appointed by the Trustees for the purpose.

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12. Membership

- 12.1 The Charity must maintain a register of **Members**.
- 12.2 The Members shall be the subscribers to the Memorandum and other such persons as the Trustees so decide.
- 12.3 **Membership** is open to any person interested in furthering the Objects of the Charity.
- 12.4 An application for membership may be approved or rejected by the Trustees.
- 12.5 The form and the procedure for applying for Membership is to be prescribed by the Trustees.
- 12.6 Membership is not transferable.

13. General Meetings

- 13.1 The Charity shall each year hold an **AGM** in addition to any other **general meetings**, and shall specify the meeting as such in the notices calling it; and not more than 15 months shall elapse between the date of the one Annual General Meeting of the Charity and that of the next Annual General Meeting.
- 13.2 In the event of extenuating circumstances preventing the majority of members attending the AGM in person, arrangements will be made for the AGM to take place with the timescale set out in this document. The meeting will be held electronically or by telephone and will include arrangements for all necessary business to be completed by the Members.
- 13.3 Members are entitled to attend general meetings in person or by proxy (but only if the appointment of a proxy is in writing and notified to the Charity before the commencement of the meeting).
- 13.4 Subject to Article 13.10, general meetings are called on at least 14 and not more than 28 **clear days'** written notice indicating the time and place of the meeting, the business to be discussed and (if a special resolution is to be proposed) the terms of the proposed special resolution. A general meeting may be called by shorter notice if it is so agreed by a majority in number of Members having a right to attend and vote, being a majority together holding not less than 90 per cent of the total voting rights at the meetings of all the Members.

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- 13.5 There is a quorum at a general meeting if the number of Members present in person is at least ten.
- 13.6 Except where otherwise provided by the **Articles** or the Companies Act, every issue before a general meeting is decided by **ordinary resolution**.
- 13.7 Every Member present in person or by proxy has one vote on each issue. In the case of an equality of votes, the chairman of the meeting is entitled to a casting vote.
- 13.8 Except where otherwise provided by the Articles or the Companies Act, a **written resolution** (whether an ordinary or a special resolution) is as valid as an equivalent resolution passed at a general meeting. For this purpose the written resolution may be set out in more than one document.
- 13.9 Members must annually:
- (a) receive a summary of the accounts of the Charity for the previous financial year;
 - (b) receive a written report on the Charity's activities;
 - (c) be informed of the retirement of those Trustees who wish to retire;
 - (d) elect Trustees to fill any vacancies arising;
 - (e) appoint reporting accountants or auditors for the Charity;
- 13.10 Members may also from time to time:
- (a) confer on any individual (with his/her consent) any honorary title in respect of the Charity; and
 - (b) discuss and determine any issues of policy or deal with any other business put before them by the Trustees.

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13.11 A general meeting may be called by the Trustees at any time and must be called within 21 clear days of a written request from one or more Trustees (being Members), at least 10% of the Membership or (where no general meeting has been held within the last year) at least 5% of the Membership; to be held on a date not more than 28 clear days after the date of the notice convening the meeting.

13.12 A technical defect in the appointment of a Member of which the Members are unaware at the time does not invalidate a decision taken at a general meeting or a written resolution.

14. Limited Liability

The liability of Members is limited.

15. Guarantee

Every Member promises, if the Charity is dissolved while he/she remains a Member or within one year after he/she ceases to be a member, to pay up to £1 towards

15.1 payment of those debts and liabilities of the Charity incurred before he/she ceased to be a Member;

15.2 payment of the costs, charges and expenses of winding up; and

15.3 the adjustment of rights of contributors among themselves.

16. Communications

16.1 Notices and other documents to be served on Members or Trustees under the Articles or the Companies Act may be served:

- (a) by hand;
- (b) by post;
- (c) by suitable Electronic Means; or
- (d) through publication in the Charity's newsletter or on the Charity's website (if any).

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16.2 The only address at which a Member is entitled to receive notices sent by post is an address in the United Kingdom shown in the register of Members.

16.3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received:

- (a) 24 hours after being sent by Electronic Means, posted on the Charity's website (if any) or delivered by hand to the relevant address;
- (b) two clear days after being sent by first class post to that address;
- (c) three clear days after being sent by second class post to that address;
- (d) immediately on being handed to the recipient personally; or, if earlier,
- (e) as soon as the recipient acknowledges actual receipt.

16.4 A technical defect in service of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

17. Dissolution

17.1 If the Charity is dissolved, the assets (if any) remaining after providing for all its liabilities must be applied in one or more of the following ways:

- (a) by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;
- (b) directly for the Objects or for charitable purposes which are within or similar to the Objects;
- (c) in such other manner as the Commission approves in writing in advance.

17.2 A final report and statement of account must be sent to the Commission.

17.3 This provision may be amended by special resolution but only with the prior written consent of the Commission.

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18. Interpretation

18.1 The Articles are to be interpreted without reference to the model articles under the Companies Act, which **do not** apply to the Charity.

18.2 In the Articles, unless the context indicates another meaning:

'AGM' means an annual general meeting of the Charity;

'Articles' means the Charity's Articles of Association and **'Article'** refers to a particular Article;

'Chairman' means the chairman of the Trustees;

'charitable purposes' means purposes that are exclusively charitable under the laws of England and Wales and **'charitable'** shall be construed accordingly;

'Charity' means the company governed by these Articles;

'the Charities Act' means the Charities Acts 1992 to 2006;

'charity trustee' has the meaning prescribed to it in the Charities Act;

'clear day' does not include the day on which notice is given or the day of the meeting or other event;

'the Commission' means the Charity Commission for England and Wales or any body which replaces it;

'the Companies Act' means the Companies Acts 2006;

'Conflicted Trustee' means a Trustee in respect of whom a conflict of interest arises or may reasonably arise because the Conflicted Trustee or a Connected Person is receiving or stands to receive a benefit (other than payment of a premium for indemnity insurance) from the Charity, or has some separate interest or duty in a matter to be decided, or in relation to information which is confidential to the Charity;

'connected' as defined in sections 252 and 254 of the Companies Act;

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'Connected Person'	means, in relation to a Trustee, a person with whom the Trustee shares a common interest such that he/she may reasonably be regarded as benefiting directly or indirectly from any material benefit received by that person, being either a member of the Trustee's family or household or a person or body who is a business associate of the Trustee or other person with whom the Trustee is connected, and (for the avoidance of doubt) does not include a company with which the Trustee's only connection is an interest consisting of no more than 1 % of the voting rights.
'constitution'	means the Memorandum and the Articles and any special resolutions relating to them;
'Custodian'	means a person or body who undertakes safe custody of assets or of documents or records relating to them;
'Electronic Means'	refers to communications addressed to specified individuals by telephone, fax or email or, in relation to meetings, by telephone conference call or video conference;
'Financial Expert'	means an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000;
'financial year'	means the Charity's financial year;
'firm'	Includes a limited liability partnership;
'general meeting'	means a meeting of the Members;
'indemnity insurance'	means insurance against personal liability incurred by any Trustee or other officer (other than any person engaged by the Charity as auditor) for an act or omission which is or is alleged to be a breach of trust or breach of duty, unless the act or omission amounts to a criminal offence or the Trustee concerned knew that, or was reckless whether, the act or omission amounted to a breach of trust or breach of duty;

**Every one of us
Making every day count.**

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'material benefit'	means a benefit, direct or indirect, which may not be financial but has a monetary value
'Member' and 'Membership'	refer to company membership of the Charity;
'Memorandum'	means the Charity's Memorandum of Association;
'nominee company'	means a corporate body registered or having an established place of business in England and Wales which holds title to property for another;
'ordinary resolution'	means a resolution agreed by a simple majority of the Members present and voting at a general meeting or in the case of a written resolution by Members who together hold a simple majority of the voting power;
'Objects'	means the objects of the Charity as set out in Article 3.1;
'Secretary'	means a company secretary;
'special resolution'	means a resolution of which at least 14 days' notice has been given agreed by a 75% majority of the Members present and voting at a general meeting or in the case of a written resolution by Members who together hold 75% of the voting power;

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**Havens
Hospices**

Havens Hospices
226 Priory Crescent
Southend on Sea
Essex, SS2 6PR

T 01702 220 350
F 01702 410 039
havenshospices.org.uk

'Taxable Trading'	means carrying on a trade or business on a continuing basis which is for the principal purpose of raising funds rather than for the purpose of actually carrying out the Objects, unless the income of the Charity from that trade or business is exempt from tax by reason of any legislation or concession from time to time in force;
'Trustee'	means a Trustee (under charity law) and a director (under company law) of the Charity;
'written'	refers to a legible document on paper or a document sent by Electronic Means which is capable of being printed out on paper;
'in writing'	refers to an ordinary or a special resolution which is in writing;
'written resolution'	and
'year'	means calendar year.

18.3 In these Articles, unless the context indicates another meaning:

- (a) expressions not otherwise defined which are defined in the Companies Act have the same meaning;
- (b) references to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it;
- (c) use of the singular includes the plural and vice versa; and
- (d) use of any gender includes the other gender

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