

# File Copy



## CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY

Company No. 06853060

The Registrar of Companies for England and Wales hereby certifies that  
THE LONDON APPRENTICESHIP COMPANY

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

Given at Companies House on 19th March 2009



\*N06853060F\*



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES



*Companies House*

— for the record —

The above information was communicated in non-legible form and authenticated by the  
Registrar of Companies under section 710A of the Companies Act 1985



**Companies House**

— for the record —

Electronic statement of compliance  
with requirements on application  
for registration of a company  
pursuant to section 12(3A) of the  
Companies Act 1985

Company number

**6853060**

Company name

**THE LONDON APPRENTICESHIP COMPANY**

I,

**JOHN BERNARD BARRADELL**

of

**59 EASTCOMBE AVENUE  
LONDON  
UK  
SE7 7JD**

a

person named as a director of the company in the  
statement delivered to the registrar of companies  
under section 10(2) of the Companies Act 1985

make the following statement of compliance in pursuance of section  
12(3A) of the Companies Act 1985

Statement:

I hereby state that all the requirements of the  
Companies Act 1985 in respect of the registration of  
the above company and of matters precedent and  
incidental to it have been complied with.

Confirmation of electronic delivery of information

This statement of compliance was delivered to the registrar of companies  
electronically and authenticated in accordance with the registrar's  
direction under section 707B of the Companies Act 1985.

WARNING: The making of a false statement could result in liability to  
criminal prosecution



**Companies House**  
— for the record —

**10(ef)**

**First directors and secretary and  
intended situation  
of registered office**

*Received for filing in Electronic Format on the:* **19/03/2009**



XZP4E8AL

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*Company Name  
in full:* **THE LONDON APPRENTICESHIP COMPANY**

*Proposed Registered  
Office:* **2-6 CANNON STREET  
LONDON  
EC4M 6YH**

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*memorandum delivered by an agent for the subscriber(s):* **Yes**

*Agent's Name:* **THE LONDON LAW AGENCY LIMITED**

*Agent's Address:* **THE OLD EXCHANGE, 12 COMPTON ROAD  
WIMBLEDON, LONDON  
SW19 7QD**

## *Company Secretary*

*Name*            **JOHN BERNARD BARRADELL**

*Address:*      **59 EASTCOMBE AVENUE  
LONDON  
UK  
SE7 7JD**

*Consented to Act:* **Y**            *Date authorised* **19/03/2009**   *Authenticated:* **YES**

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### *Director ]:*

*Name*            **MR JOHN BERNARD BARRADELL**

*Address:*      **59 EASTCOMBE AVENUE  
LONDON  
UK  
SE7 7JD**

*Nationality:*    **BRITISH**

*Business occupation:*   **LOCAL GOVERNMENT OFFICER**

*Date of birth:*    **20/08/1960**

*Consented to Act:* **Y**            *Date Authorised:* **19/03/2009**   *Authenticated:* **YES**

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*Director 2:*

*Name*            **MR BEN BARDON**

*Address:*       **21 KOONONG PLACE  
FOREST GROVE  
AUSTRALIA  
2795**

*Nationality:*    **BRITISH**

*Business occupation:*   **CHIEF EXECUTIVE OFFICER**

*Date of birth:*    **10/10/1961**

*Consented to Act:* **Y**            *Date Authorised:* **19/03/2009**   *Authenticated:* **YES**

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*Director 3:*

*Name*            **MR NEIL WILLIAM JOHNSTONE**

*Address:*       **THE OLD WINDMILL  
SULGRAVE  
UK  
OX17 2SH**

*Nationality:*    **BRITISH**

*Business occupation:*   **CEO**

*Date of birth:*    **19/05/1947**

*Consented to Act:* **Y**            *Date Authorised:* **19/03/2009**   *Authenticated:* **YES**

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*Director 4:*

*Name* **MR ANDREW PAUL WILSON**

*Address:* **3 FONTAINE ROAD  
LONDON  
UK  
SW16 3PB**

*Nationality:* **BRITISH**

*Business occupation:* **COLLEGE PRINCIPAL**

*Date of birth:* **19/08/1958**

*Consented to Act:* **Y** *Date Authorised:* **19/03/2009** *Authenticated:* **YES**

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*Director 5:*

*Name* **MS ANGELA MCCONVILLE**

*Address:* **THE PADDOCKS 4A STAR ROAD, CAVERSHAM  
READING  
BERKSHIRE  
UK  
RG4 5BS**

*Nationality:* **IRISH**

*Business occupation:* **CHARITY CHIEF EXECUTIVE**

*Date of birth:* **28/07/1975**

*Consented to Act:* **Y** *Date Authorised:* **19/03/2009** *Authenticated:* **YES**

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*Director 6:*

*Name*            **MR ROBIN JAMES SHREEVE**

*Address:*      **176 HEMDEAN ROAD  
CAVERSHAM  
READING  
BERKSHIRE  
UK  
RG4 7RA**

*Nationality:*    **BRITISH / AUSTRALIAN**

*Business occupation:*   **COLLEGE PRINCIPAL**

*Date of birth:*    **23/04/1953**

*Consented to Act:* **Y**            *Date Authorised:* **19/03/2009**   *Authenticated:* **YES**

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*Authorisation*

*Authoriser Designation:* **subscriber**

*Date Authorised:* **19/03/2009**

*Authenticated:* **Yes**

The Companies Acts 1985 to 2006  
Company Limited by Guarantee and Not Having a Share Capital

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**Memorandum  
and  
Articles of Association  
of  
The London Apprenticeship Company**

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**Bates Wells & Braithwaite London LLP  
2-6 Cannon Street  
London EC4M 6YH  
(Telephone: 020 7551 7777)  
[www.bwbllp.com](http://www.bwbllp.com)  
JB/MG/206023/0001**



The Companies Acts 1985 to 2006

Company Limited by Guarantee and not Having a Share Capital

## **Memorandum of Association**

### **of**

## **The London Apprenticeship Company**

### **Name**

1. The name of the company is The London Apprenticeship Company. In this Memorandum and the company's Articles of Association it is called the "Charity".

### **Registered office**

2. The registered office of the Charity is situated in England and Wales.

### **Objects**

3. The objects of the Charity are:
  - 3.1 To promote industry and commerce by providing apprenticeship schemes in useful trades and occupations.
  - 3.2 To advance education, in particular (without prejudice to the generality) in vocational skills for the public benefit.
  - 3.3 To relieve unemployment for the benefit of the public in such ways as may be thought fit, including assistance to find employment through apprenticeships.
  - 3.4 To develop the capacity and skills of young people who are not in employment, education and training in such a way that they are better able to identify and help meet their needs and to participate more fully in society.
  - 3.5 To advance in life and help young people through providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.
  - 3.6 To promote for the benefit of the public urban and rural regeneration in areas of social and economic deprivation (and in particular in Greater London) by all or any of the following means:
    - 3.6.1 the relief of financial hardship;
    - 3.6.2 the relief of unemployment;

- 3.6.3 the advancement of education, training or retraining, particularly among unemployed people, and providing unemployed people with work experience and apprenticeships;
- 3.6.4 the provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help: (i) in setting up their own business, or (ii) to existing businesses.

### **Powers**

- 4. To further its objects the Charity may:
  - 4.1 provide and assist in the provision of opportunities for apprenticeships and related training and assistance;
  - 4.2 organise and assist in the provision of training, courses of instruction, seminars, conferences, exhibitions, lectures and other educational activities;
  - 4.3 publish and distribute books, pamphlets, reports, leaflets, journals, films, tapes and instructional matter on any media;
  - 4.4 promote, encourage, carry out or commission research, surveys, studies or other work, making the useful results available;
  - 4.5 provide or procure the provision of counselling and guidance;
  - 4.6 provide or procure the provision of advice;
  - 4.7 alone or with other organisations seek to influence public opinion and make representations to and seek to influence governmental and other bodies and institutions regarding the development and implementation of appropriate policies provided that all such activities shall be conducted on the basis of well-founded, reasoned argument and shall in all other respects be confined to those which an English and Welsh charity may properly undertake;
  - 4.8 enter into contracts to provide services to or on behalf of other bodies;
  - 4.9 acquire or rent any property of any kind and any rights or privileges in and over property and construct, maintain, alter and equip any buildings or facilities;
  - 4.10 subject to any consent required by law, dispose of or deal with all or any of its property with or without payment and subject to such conditions as the Trustees think fit;
  - 4.11 subject to any consent required by law, borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds;
  - 4.12 set aside funds for special purposes or as reserves against future expenditure;

- 4.13 invest the Charity's money not immediately required for its objects in or upon any investments, securities, or property;
- 4.14 delegate the management of investments to a financial expert or experts provided that:
  - 4.14.1 the investment policy is set down in writing for the financial expert or experts by the Trustees;
  - 4.14.2 every transaction is reported promptly to the Trustees;
  - 4.14.3 the performance of the investments is reviewed regularly by the Trustees;
  - 4.14.4 the Trustees are entitled to cancel the delegation arrangement at any time;
  - 4.14.5 the investment policy and the delegation arrangements are reviewed at least once a year;
  - 4.14.6 all payments due to the financial expert or experts are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
  - 4.14.7 the financial expert or experts may not do anything outside the powers of the Trustees;
- 4.15 arrange for investments or other property of the Charity to be held in the name of a nominee or nominees (being a corporate body registered or having an established place of business in England and Wales) under the control of the Trustees or of a financial expert or experts acting under their instructions and pay any reasonable fee required;
- 4.16 lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company;
- 4.17 open and operate bank accounts and other facilities for banking and draw, accept, endorse, issue or execute promissory notes, bills of exchange, cheques and other instruments;
- 4.18 subject to the restriction in clause 4.20 raise funds by way of subscription, donation or otherwise;
- 4.19 accept (or disclaim) gifts of money and any other property;
- 4.20 trade in the course of carrying out the objects of the Charity and carry on any other trade which is not expected to give rise to taxable profits;
- 4.21 incorporate subsidiary companies to carry on any trade;
- 4.22 subject to clause 5:

- 4.22.1 engage and pay employees, apprentices, consultants and professional or other advisers; and
- 4.22.2 make reasonable provision for the payment of pensions and other retirement benefits to or on behalf of employees and their spouses and dependants;
- 4.23 establish and support or aid in the establishment and support of any other organisations and subscribe, lend or guarantee money or property for charitable purposes;
- 4.24 become a member, associate or affiliate of or act as Trustee or appoint Trustees of any other organisation (including without limitation any charitable trust of permanent endowment property held for any of the charitable purposes included in the Charity's objects);
- 4.25 undertake and execute charitable trusts;
- 4.26 amalgamate with or acquire or undertake all or any of the property, liabilities and engagements of any body having objects wholly or in part similar to those of the Charity;
- 4.27 co-operate with charities, voluntary bodies, statutory authorities and other bodies and exchange information and advice with them;
- 4.28 pay out of the funds of the Charity the costs of forming and registering the Charity;
- 4.29 insure the property of the Charity against any foreseeable risk and take out other insurance policies as are considered necessary by the Trustees to protect the Charity;
- 4.30 provide indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity, including without limitation any liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986 (wrongful trading), provided that any such insurance shall not extend to the provision of any indemnity for a person in respect of:
  - 4.30.1 any act or omission which he or she knew to be a breach of trust or breach of duty or which was committed by him or her in reckless disregard to whether it was a breach of trust or breach of duty or not;
  - 4.30.2 any liability incurred by him or her in defending any criminal proceedings in which he or she is convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct by him or her; or
  - 4.30.3 in relation to any liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986, any liability to make such a contribution where the basis of the Trustee's liability is

his or her knowledge prior to the insolvent liquidation of the Charity (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation;

and

4.31 do all such other lawful things as shall further the Charity's objects.

**Limitation on private benefits**

5.1 The income and property of the Charity shall be applied solely towards the promotion of its objects.

5.2 Except as provided below no part of the income and property of the Charity may be paid or transferred directly or indirectly by way of benefit to the members of the Charity and no Trustee may receive any remuneration or other benefit in money or money's worth from the Charity. This shall not prevent any payment in good faith by the Charity of:

5.2.1 any payments made to any member, Trustee or Connected Person in their capacity as a beneficiary of the Charity;

5.2.2 reasonable and proper out of pocket expenses of the Trustees;

5.2.3 reasonable and proper remuneration to any Trustee for any goods or services supplied to the Charity on the instructions of the Trustees (excluding the service of acting as Trustee and services performed under a contract of employment with the Charity) provided that:

(a) the procedure described in Article 61 of the Articles (Conflicts of Interest) must be followed in considering the appointment of the Trustee and in relation to any other decisions regarding the remuneration authorised by this provision; and

(b) this provision together with clause 5.2.4 of this Memorandum may not apply to more than half of the Trustees in any financial year (and for these purposes such provisions shall be treated as applying to a Trustee if they apply to a person who is a Connected Person in relation to that Trustee);

5.2.4 reasonable and proper remuneration to any person (not being a Trustee) for any goods or services supplied to the Charity (including services performed under a contract of employment with the Charity) provided that:

(a) if such person is a Connected Person the procedure described in Article 61 of the Articles (Conflicts of Interest) must be followed by relevant Trustee in relation to any decisions regarding such Connected Person; and

- (b) this provision together with clause 5.2.3 of this Memorandum may not apply to more than half of the Trustees in any financial year (and for these purposes such provisions shall be treated as applying to a Trustee if they apply to a person who is a Connected Person in relation to that Trustee).
- 5.2.5 interest on money lent by any member, Trustee or Connected Person at a reasonable and proper rate;
- 5.2.6 any reasonable and proper rent for premises let by any member, Trustee or Connected Person;
- 5.2.7 reasonable and proper premiums in respect of indemnity insurance effected in accordance with clause 4.30 of this Memorandum;
- 5.2.8 any payments made to any Trustee or officer under the indemnity provisions set out at Article 79;
- 5.3 The restrictions on benefits and remuneration conferred on members of the Charity and on the Trustees by clause 5.2 of this Memorandum and the exceptions to such restrictions in clauses 5.2.1 to 5.2.8 inclusive of this Memorandum shall apply equally to benefits and remuneration conferred on members of the Charity and on the Trustees by any Subsidiary Company, and for this purpose references to the charity in clauses 5.2.3 and 5.2.4 shall be treated as references to the Subsidiary Company and references to a Trustee in 5.2.3 shall be treated as references to a director of the Subsidiary Company.
- 5.4 From 1<sup>st</sup> October 2008, for any transaction authorised by clause 5.2, the Trustee's duty (arising under the Companies Act 2006) to avoid a conflict of interest with the Charity shall be disapplied provided the relevant provisions of clause 5.2 have been complied with.

#### **Limited liability**

- 6. The liability of the members is limited.
- 7. Every member of the Charity undertakes to contribute a sum not exceeding £1 to the assets of the Charity if it is wound up during his or her membership or within one year afterwards:
  - 7.1.1 for payment of the debts and liabilities of the Charity contracted before he or she ceased to be a member;
  - 7.1.2 for the costs, charges and expenses of winding up;
  - 7.1.3 for the adjustment of the rights of the contributories among themselves.

#### **Winding up**

- 8. If any property remains after the Charity has been wound up or dissolved and the debts and liabilities have been satisfied it may not be paid to or distributed among the members of the Charity, but must be given to some other institution

or institutions with similar objects which is or are regarded as charitable under the law of every part of the United Kingdom. The institution or institutions to benefit shall be chosen by the Trustees at or before the time of winding up or dissolution.

### **Definitions**

9. Words and phrases used in this Memorandum of Association have the same meanings as are ascribed to them in the Articles of Association of the Charity unless the context otherwise requires.

We, the subscribers to this Memorandum, wish to be formed into a company in accordance with this Memorandum

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**Names and Addresses of Subscribers**

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		Guarantee
1.	Name: Ben Bardon	£1
	Address: 21 Koonong Place, Forest Grove, Australia 2795	
	Date: 19 March 2009	
2.	Name: John Bernard Barradell	£1
	Address: 59 Eastcombe Avenue, London SE7 7JD	
	Date: 19 March 2009	
3.	Name: Neil William Johnston	£1
	Address: The Old Windmill, Sulgrave OX17 2SH	
	Date: 19 March 2009	
4.	Name: Andrew Paul Wilson	£1
	Address: 3 Fontaine Road, London SW16 3PB	
	Date: 19 March 2009	
5.	Name: Angela McConville	£1
	Address: The Paddocks, 4A Star Road, Caversham, Reading	
	Berkshire RG4 5BS	
	Date: 19 March 2009	



6. Name: Robin James Shreeve £1

Address: 176 Hemdean Road, Caversham, Reading, Berkshire  
RG4 7RA

Date: 19 March 2009

The Companies Acts 1985 to 2006

Company Limited by Guarantee and not Having a Share Capital

**Articles of Association**  
**of**  
**The London Apprenticeship Company**

**Interpretation**

1. In these Articles and the Memorandum the following terms shall have the following meanings:

<b>Term</b>	<b>Meaning</b>
1.1 “address”	includes a number or address used for the purposes of sending or receiving documents by electronic means;
1.2 “Articles”	these Articles of Association of the Charity;
1.3 “Charity”	The London Apprenticeship Company;
1.4 “circulation date”	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.5 “clear days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.6 “Companies Acts”	has the meaning given to it in section 2 of the Companies Act 2006;
1.7 “Connected Person”	any person falling within one of the following categories and where payment to that person might result in the Trustee obtaining benefit: (a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Trustee; or (b) any other person in a relationship with a Trustee which may reasonably be regarded as equivalent to such a relationship; or (c) any company or firm of which a Trustee is a paid director, partner or employee, or shareholder holding more than 1% of the capital;
1.8 “electronic form”	and have the meanings respectively given to them in the

- “electronic means” Companies Act 2006;
- 1.9 “financial expert” an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000;
- 1.10 “hard copy” and “hard copy form” have the meanings respectively given to them in the Companies Act 2006;
- 1.11 “Hour” any full period of an hour but not including any part of a day that is a Saturday, Sunday or Bank Holiday in England;
- 1.12 “Memorandum” the Memorandum of Association of the Charity;
- 1.13 “Secretary” the secretary of the Charity (if any);
- 1.14 “Subsidiary Company” any company in which the Charity holds more than 50% of the shares, controls more than 50% of the voting rights attached to the shares or has the right to appoint a majority of the board of the company; and
- 1.15 “Trustee” and the Trustee and Trustees as defined in the Companies  
“Trustees” Acts.
2. In these Articles and the Memorandum:
- 2.1 Subject to Article 2.2, any reference in these Articles or the Memorandum to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
- 2.2 Unless the context otherwise requires, words or expressions contained in the Articles bear the same meaning as in the Companies Act 2006 as in force on the date when these Articles became binding on the Charity;
- 2.3 The provisions of the Memorandum to the extent that they could have been contained in the Articles shall take effect as though repeated in the Articles.

### **Members**

3. The Trustees from time to time shall be the only members of the Charity. A Trustee shall become a member on becoming a Trustee. A member shall cease to be a member if he or she ceases to be a Trustee. Membership shall not be transferable and shall cease on death.

### ***Number of Trustees***

4. There shall be at least three Trustees.

***Appointment, retirement, removal and disqualification of Trustees***

5. The subscribers to the Memorandum shall be the first Trustees who shall be deemed to be Nominated Trustees appointed in accordance with Article 7. Subsequent Trustees may be Nominated, Independent or Co-opted Trustees and shall be appointed in accordance with the Articles.
6. Subject to Article 5, Nominated Trustees shall be appointed in accordance with Article 7, and Independent and Co-opted Trustees shall be appointed by resolution of the Trustees.
7. **Nominated Trustees**
- 7.1 The organisations listed in Article 7.2 may each nominate Trustees by notice to the Office in accordance with this Article.
- 7.2 The following organisations may nominate the number of trustees shown below:

<u>Name of Organisation</u>	<u>No. _____ of Trustees</u>
City of Westminster College, London whose administration office is at Paddington Basin Centre, North Wharf Road, London W2 1LF	1
Westminster Kingsway College, London whose headquarters are at The Victoria Centre, Vincent Square, London SW1P 2PD	1
Central West Group Apprentices Limited, Australia whose registered office is at Level 1, 203-209 Russell Street, Bathurst NSW 2795	1
Vital Regeneration, London (company number 5403518) whose registered office is at The Greenside Community Centre, 24 Lilestone Street, London NW8 8SR	1
Paddington Development Trust, London (company number 3652559) whose registered office is at 242 Acklam Road, London W10 5JJ	1
The Lord Mayor and Citizen of the City of Westminster whose registered office is at City Hall, 64 Victoria Street, London SW1E 6QP	1

- 7.3 If any of the organisations specified in Article 7.2 shall be superseded, reconstructed or renamed then the same right shall accrue to any successor organisation provided that it substantially succeeds to its function.

- 7.4 Subject to Articles 5 and 11, any of the organisations listed in Article 7.2 may at any time make a nomination or withdraw a nomination and make a replacing nomination and all such nominations and withdrawals of nominations shall be in writing to the Office signed by someone authorised for the purpose.
- 7.5 The notice appointing a Nominated Trustee shall state the date and term of appointment and the particulars of that person which are required to be included in the Charity's register of trustees.
- 7.6 Nomination of trustees shall be for fixed or indeterminate periods provided that subject to the remainder of the Article 7.6, no fixed period shall exceed three years and any indeterminate appointment shall automatically lapse after three years. Any Nominated Trustee shall be eligible for re-nomination. In the event that a three year fixed period expires or an indeterminate period lapses and the relevant nominating body fails to notify the Charity of a re-nomination or replacement nomination then the retiring Nominate Trustee shall continue in office until the earlier of the date that the Trustees (other than the relevant Nominated Trustee) resolve that the office of that Nominated Trustee should not continue and the date that the relevant nominating body makes a re-nomination or replacing nomination.
- 7.7 Any of the organisations named in Article 7.2 (and their successors, of any), may at any time relinquish their right to nominate a Trustee by notice in writing to the Office. If a nominating organisation relinquishes its right to nominate a Trustee:
- 7.7.1 the Charity shall amend Article 7.2 to remove the name of the withdrawing organisation;
  - 7.7.2 the Trustees shall consider whether to replace the withdrawing organisation. If the organisation is replaced, the Charity shall amend Article 7.2 accordingly; and
  - 7.7.3 the Nominated Trustee appointed by the withdrawing organisation shall, subject to Article 12, continue in office on the terms appointed unless the nomination has been withdrawn in accordance with Article 7.4, a resolution to terminate the office of the Nominated Trustee is put to the Trustees and passed or a new nomination is made by a replacement organisation.

### **Independent Trustees**

8. Independent Trustees shall be appointed by resolution of the Trustees for an initial term of two years renewable once for a second term of three years by resolution of the Trustees. In order to achieve a balance of relevant skills and experience on the Board, when appointing Independent Trustees, the Trustees shall endeavour to seek individuals who, collectively, have knowledge, interest and experience in activities relating to the purposes of the Charity.

### **Coopted Trustees**

9. The Trustees may at any time co-opt any individual, who is willing, to be a Trustee. A Coopted Trustee may serve for any period up to one year but may be re-coopted by the Trustees.
10. If the expiry of the term of office of a Trustee causes the number of Trustees to fall below the minimum required for the quorum then the retiring Trustee shall remain in office until sufficient appointments have been made to enable meetings to be quorate.
11. No person may be appointed as a Trustee:
  - 11.1 unless he or she has attained the age of 18 years; or
  - 11.2 in circumstances such that, had he or she already been a Trustee, he or she would have been disqualified from acting under the provisions of the Articles.
12. The office of a Trustee shall be vacated if:
  - 12.1 he or she ceases to be a Trustee by virtue of any provision of the Companies Acts or he or she becomes prohibited by law from being a Trustee;
  - 12.2 he or she is disqualified under the Charities Act 1993 from acting as a Trustee;
  - 12.3 he or she becomes bankrupt or makes any arrangement or composition with his or her creditors generally;
  - 12.4 the Trustees reasonably believe he or she is suffering from mental disorder and incapable of acting and they resolve that he or she be removed from office;
  - 12.5 he or she resigns by notice to the Charity (but only if at least three Trustees will remain in office when the notice of resignation is to take effect);
  - 12.6 he or she fails to attend three consecutive meetings of the Trustees and the Trustees resolve that he or she be removed for this reason;
  - 12.7 at a meeting of the Trustees at which at least half of the Trustees are present, a resolution is passed that he or she be removed from office. Such a resolution shall not be passed unless the Trustee has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Trustees; or
  - 12.8 he or she ceases to be a member of the Charity.

### ***Powers of Trustees***

13. Subject to the Companies Acts, the Memorandum and the Articles, the business of the Charity shall be managed by the Trustees who may exercise all the powers of the Charity. No alteration of the Memorandum or Articles shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made. The powers given by this Article shall not be limited by any special power given to the Trustees by the Articles and a meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.
14. The continuing Trustees or a sole continuing Trustee may act despite any vacancies in their number but while there are fewer Trustees than required for a quorum the Trustees may only act for the purpose of increasing the number of Trustees.
15. All acts done by a person acting as a Trustee shall, even if afterwards discovered that there was a defect in his or her appointment or that he or she was disqualified from holding office or had vacated office, be as valid as if such person had been duly appointed and was qualified and had continued to be a Trustee.
16. Subject to the Articles the Trustees may regulate their proceedings as they think fit.

### ***Chair***

17. The Trustees may appoint one of their number to be the chair of the Trustees and may at any time remove him or her from that office.

### ***Delegation of Trustees' powers***

18. The Trustees may by power of attorney or otherwise appoint any person to be the agent of the Charity for such purposes and on such conditions as they determine.
19. The Trustees may delegate any of their powers or functions to any committee or the implementation of any of their resolutions and day to day management of the affairs of the Charity to any person or committee in accordance with the conditions set out in these Articles.

### ***Delegation to committees***

20. In the case of delegation to committees:
  - 20.1 the resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (although the resolution may allow the committee to make co-options up to a specified number);

- 20.2 the composition of any such committee shall be entirely in the discretion of the Trustees and may comprise such of their number (if any) as the resolution may specify;
- 20.3 the deliberations of any such committee shall be reported regularly to the Trustees and any resolution passed or decision taken by any such committee shall be reported promptly to the Trustees and for that purpose every committee shall appoint a secretary;
- 20.4 all delegations under this Article shall be variable or revocable at any time;
- 20.5 the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee as they may from time to time think fit; and
- 20.6 no committee shall knowingly incur expenditure or liability on behalf of the Charity except where authorised by the Trustees or in accordance with a budget which has been approved by the Trustees.
- 21. For the avoidance of doubt, the Trustees may delegate all financial matters to any committee and may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit whether or not requiring a signature of any Trustee.
- 22. The meetings and proceedings of any committee shall be governed by the Articles regulating the meetings and proceedings of the Trustees so far as applicable and not superseded by any regulations made by the Trustees.

#### ***Delegation of day to day management powers***

- 23. In the case of delegation of the day to day management of the Charity to a chief executive or other manager or managers:
  - 23.1 the delegated power shall be to manage the Charity by implementing the policy and strategy adopted by and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget;
  - 23.2 the Trustees shall provide the manager with a description of his or her role and the extent of his or her authority; and
  - 23.3 the manager shall report regularly to the Trustees on the activities undertaken in managing the Charity and provide them regularly with management accounts sufficient to explain the financial position of the Charity.Meetings

#### ***Trustees' meetings***

- 24. Two Trustees may (and the Secretary, if any, shall at the request of two Trustees) call a Trustees' meeting at any time.

#### ***Members' general meetings***



25. Any two Trustees may (and the Secretary, if any, shall at the request of two Trustees) call a members' general meeting at any time.

#### ***Length of notice***

26. Subject to Article 27, a members' general meeting shall be called by at least 14 clear days' notice unless the Companies Acts require a longer notice period.
27. A members' general meeting may be called by shorter notice if it is so agreed by a majority of the members having a right to attend and vote at that meeting. Any such majority shall together represent at least 90% of the total voting rights at that meeting of all the members.
28. A Trustees' meeting shall be called by at least seven clear days' notice unless either:-
- 28.1 all the Trustees agree; or
- 28.2 urgent circumstances require shorter notice.

#### ***Contents of notice***

29. Every notice calling a meeting shall specify the place, day and time of the meeting, whether it is a Trustees' or members' annual general or general meeting, and the general nature of the business to be transacted. If a special resolution is to be proposed at a members' general meeting, the notice shall include the proposed resolution and specify that it is proposed as a special resolution.
30. In every notice calling a members' general meeting of the Charity there must appear with reasonable prominence a statement informing the member of his or her rights to appoint another person as his or her proxy at a members' general meeting.

#### ***Service of notice***

31. Notice of meetings shall be given to each Trustee and in the case of members' general meetings notice shall also be given to the auditors of the Charity.

#### ***Manner of serving notice***

32. Notice of meetings shall be given in accordance with Articles 74 to 78.

#### ***Quorum***

33. No business shall be transacted at any meeting unless a quorum is present. At Trustees' meetings three people present in person and entitled to vote shall be a quorum. At members' meetings three people present in person or by proxy and entitled to vote shall be a quorum. If a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to

such time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting those present and entitled to vote shall be a quorum.

#### ***Chair***

34. The chair, if any, of the Trustees or in his or her absence another Trustee nominated by the Trustees present shall preside as chair of each meeting. (For the avoidance of doubt a proxy holder who is not a Trustee shall not be entitled to be appointed chair.)

#### ***Adjournment***

35. The chair may, with the consent of a 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 an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place.
36. When a members' general meeting is adjourned for 14 days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

#### ***Voting at Trustees' meetings***

37. At a Trustees' meeting every person present in person and entitled to vote shall have one vote.
38. A resolution put to the vote of a Trustees' meeting shall be decided on a show of hands.
39. Questions arising at a Trustees' meeting shall be decided by a majority of votes. In the case of an equality of votes, the chair shall be entitled to a casting vote in addition to any other vote he or she may have.

#### ***Voting at members' general meetings***

40. A resolution put to the vote of a members' general meeting shall be decided on a show of hands unless before or on the declaration of the result of the show of hands a poll is duly demanded. Subject to the Companies Acts, a poll may be demanded:
- 40.1 by the chair; or
- 40.2 by any person who, by virtue of being appointed proxy for one or more members entitled to attend and vote at the meeting, holds two or more votes; or
- 40.3 by at least two members present in person or by proxy and having the right to vote at the meeting; or

- 40.4 by a member or members present in person or by proxy representing at least one-tenth of the total voting rights of all the members having the right to vote at the meeting.
41. Unless a poll is duly demanded a declaration by the chair that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
42. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chair and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
43. A poll shall be taken as the chair directs and he or she may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
44. A poll demanded on the election of the chair or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chair directs not being more than 30 days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
45. No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
46. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chair whose decision shall be final and binding.
47. On a show of hands every person and entitled to vote shall have a maximum of one vote. On a poll, every member present in person or by proxy shall have one vote. In the case of an equality of votes, whether on a show of hands or on a poll, the chair shall not be entitled to a casting vote in addition to any other vote he or she may have.
48. The appointment of a proxy shall be in such form as is usual or which the Trustees may approve.
49. Unless the appointment of a proxy indicates otherwise, it must be treated as:

- 49.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
  - 49.2 appointing that person as a proxy in relation to any adjournment of the members' general meeting to which it relates as well as the meeting itself.
  - 50. The appointment of a proxy and any authority under which it is executed or a copy of such authority in some way approved by the Trustees may:
    - 50.1 in the case of an instrument in writing be deposited at the registered office of the Charity or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Charity in relation to the meeting at least 48 Hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
    - 50.2 in the case of an appointment sent by electronic means, where an address has been specified for the purpose of receiving documents or information by electronic means:
      - 50.2.1 in the notice convening the meeting, or
      - 50.2.2 in any instrument of proxy sent out by the Charity in relation to the meeting, or
      - 50.2.3 in any invitation to appoint a proxy issued by the Charity in relation to the meeting which is sent by electronic means,be received at such address not less than 48 Hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote;
  - 50.3 in the case of a poll taken more than 48 Hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and at least 24 Hours before the time appointed for the taking of the poll; or
  - 50.4 where the poll is not taken forthwith but is taken not more than 48 Hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chair or to the Secretary (if any) or to any Trustee;
- and an appointment of proxy which is not deposited, delivered or received in a manner so permitted shall be invalid.
51. An appointment of a proxy may be revoked by delivering to the Charity a notice given by or on behalf of the person by whom or on whose behalf the proxy notice was given. A notice revoking the appointment of a proxy only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates. Attendance by a member in person at a meeting automatically revokes any appointment of a proxy by that member.

### ***Virtual meetings of Trustees***

52. A Trustees' meeting may be held by telephone or by televisual or other electronic or virtual means in which all participants may communicate simultaneously with all other participants.

### **Decisions without a meeting**

#### ***Written members' resolutions***

53. Subject to Article 54, a written resolution of the members of the Charity passed in accordance with these Articles 53 to 58 shall have effect as if passed by the Charity in a members' general meeting.
- 53.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.
- 53.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as special resolution.
- 53.3 In relation to a resolution proposed as a written resolution of the Charity the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.
54. A members' resolution under the Companies Acts removing a Trustee or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
55. A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written resolutions shall be sent to the Charity's auditors in accordance with the Companies Acts.
56. A member signifies their agreement to a proposed written resolution when the Charity receives from him or her an authenticated document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- 56.1 If the document is sent to the Charity in hard copy form, it is authenticated if it bears the member's signature.
- 56.2 If the document is sent to the Charity by electronic means, it is authenticated if it is from an email address specified by the member to the Charity for the purposes of receiving documents or information by electronic means.
57. A written resolution is passed when the required majority of eligible members have signified their agreement to it.
58. A proposed written resolution lapses if it is not passed within 56 days beginning with the circulation date.

### ***Trustees' decision-making***

- 59. The Trustees may take a unanimous decision without a Trustees' meeting by indicating to each other by any means, including without limitation by electronic means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in writing, copies of which have been signed by each Trustee or to which each Trustee has otherwise indicated agreement in writing.
- 60. A decision which is made in accordance with Article 59 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:
  - 60.1 Approval from each Trustee must be received by one person being either such person as all the trustees shall have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient") , which person may, for the avoidance of doubt, be one of the trustees;
  - 60.2 Following receipt of response from all of the Trustees, the recipient shall communicate to all of the Trustees by any means whether the resolution has been formally approved by the Trustees in accordance with Article 59;
  - 60.3 The date of the decision shall be the date of the communication from the Recipient confirming formal approval;
  - 60.4 The Recipient shall prepare a minute of the decision in accordance with Article 72.

### ***Conflicts of interest***

- 61. Whenever a Trustee has an interest in a matter (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) and that interest is reasonably likely to give rise to a conflict of interest, he or she must:
  - 61.1 declare an interest before discussion begins on the matter;
  - 61.2 remain only for such part of the meeting as is in the view of the Trustees necessary to inform the debate;
  - 61.3 not be counted in the quorum for that part of the meeting; and
  - 61.4 withdraw during the vote and have no vote on the matter.
- 62. Article 61 shall apply to any matter to be discussed at a general meeting or a Trustees' meeting or in relation to which a decision is proposed to be made in accordance with Article 59.
- 63. If any question arises whether a Trustees' interest can reasonably be regarded as likely to give rise to a conflict of interest, the question shall be decided by a majority decision of the unconflicted Trustees.

64. Where a Trustee is in a position of conflict, he or she will not be in breach of his or her duties to the Charity if he or she withholds confidential information from the Charity.

#### **Trustees' power to authorise a conflict of interest**

65. The Trustees may (subject to such terms and conditions, if any, as they may think fit to impose from time to time, and subject always to their right to vary or terminate such authorisation) authorise, to the fullest extent permitted by law:

- 65.1 any matter which would otherwise result in a Trustee infringing his or her duty to avoid a situation in which s/he has, or can have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the Charity and which may reasonably be regarded as likely to give rise to a conflict of interest (including a conflict of interest and duty or conflict of duties);

- 65.2 the manner in which a conflict of interest arising out of any Trustee's office, employment or position may be dealt with, either before or at the time that such a conflict of interest arises,

provided that for this purpose the Trustee in question and any other interested Trustee are not counted in the quorum at any board meeting at which such matter, or such office, employment or position, is approved and it is agreed to without their voting or would have been agreed to if their votes had not been counted.

66. If a matter, or office, employment or position, has been authorised by the Trustees in accordance with Article 65 then:

- 66.1 the Trustee shall not be required to disclose any confidential information relating to such matter, or such office, employment or position, to Charity if to make such a disclosure would result in a breach of a duty or obligation of confidence owed by him or her in relation to or in connection with that matter, or that office, employment or position; and

- 66.2 the Trustee may absent him or herself from meetings of the Trustees at which anything relating to that matter, or that office, employment or position, will or may be discussed.

67. A Trustee shall not, by reason of his or her office, be accountable to the Charity for any benefit which s/he derives from any matter, or from any office, employment or position, which has been approved by the Trustees pursuant to Article 65 (subject in any such case to any limits or conditions to which such approval was subject).

68. Articles 65 to 67 operate without prejudice to the operation of Article 61.

#### ***Register of Trustees' interests***

69. The Trustees shall cause a register of Trustees' interests to be kept. A Trustee must declare the nature and extent of any interest, direct or indirect, which s/he

has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared.

### ***Irregularities***

70. The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

### **General**

#### ***Secretary***

71. A Secretary may be appointed by the Trustees for such term at such remuneration and upon such conditions as they may think fit, and may be removed by them. If there is no Secretary:
- 71.1 anything authorised or required to be given or sent to, or served on, the Charity by being sent to its Secretary may be given or sent to, or served on, the Charity itself, and if addressed to the Secretary shall be treated as addressed to the Charity; and
- 71.2 anything else required or authorised to be done by or to the Secretary of the Charity may be done by or to a Trustee, or a person authorised generally or specifically in that behalf by the Trustees.

#### ***Minutes***

72. The Trustees shall cause minutes to be made in books kept for the purpose:
- 72.1 of all appointments of officers made by the Trustees;
- 72.2 of all resolutions of the Charity and of the Trustees; and
- 72.3 of all proceedings at meetings of the Charity and of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting;
- and any such minute, if purported to be signed (or in the case of minutes of Trustees' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Trustee of the Charity, be sufficient evidence of the proceedings. The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

#### ***Records and accounts***



73. The Trustees shall comply with the requirements of the Companies Acts and of the Charities Act 1993 as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Charity Commission of:
- 73.1 annual reports;
  - 73.2 annual returns;
  - 73.3 annual statements of account.

***Communications by and to the Charity***

74. Subject to the provisions of the Companies Acts and these Articles:
- 74.1 a document or information (including any notice) to be given, sent or supplied to any person pursuant to the Articles may be given, sent or supplied in hard copy form or in electronic form;
  - 74.2 a document or information (including any notice) may only be given, sent or supplied in electronic form where the recipient has agreed (generally or specifically) that the document or information may be sent in that form and has not revoked that agreement.
  - 74.3 Any document or information (including any notice) sent to a member under the Articles may be sent to the member's postal address as shown in the Charity's register of members or (in the case of documents or information sent by electronic means) to an address specified for the purpose by the member.
75. Any document to be served on the Charity or on any officer of the Charity under the Articles may only be served:
- 75.1 in the case of documents in hard copy form, by sending or delivering them to the Charity's registered office or delivering them personally to the officer in question; or
  - 75.2 in the case of documents in electronic form, by sending them by electronic means:
    - 75.2.1 to an address notified to the members for that purpose; and
    - 75.2.2 from an address previously notified to the Charity by the member for the purpose of sending and receiving documents and information.
76. A member present in person or by proxy at any meeting of the Charity shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.
77. Where a document or information is sent or supplied under the Articles:
- 77.1 Where the document or information is sent or supplied by post, service or delivery shall be deemed to be effected at the expiration of 48 hours after the

envelope containing it was posted. In proving such service or delivery it shall be sufficient to prove that such envelope was properly addressed and posted.

- 77.2 Where the document or information is sent or supplied by electronic means to an address specified for the purpose by the intended recipient, service or delivery shall be deemed to be effected on the same day on which it is sent or supplied. In proving such service it shall be sufficient to prove that it was properly addressed.
78. Where any document or information has been sent or supplied by the Charity by electronic means and the Charity receives notice that the message is undeliverable:
- 78.1 if the document or information has been sent to a member and is notice of a members' general meeting of the Charity or a copy of the annual report and accounts of the Charity, the Charity is under no obligation to send a hard copy of the document or information to the member's postal address as shown in the Charity's register of members, but may in its discretion choose to do so; and
- 78.2 in all other cases, the Charity will send a hard copy of the document or information to the member's postal address as shown in the Charity's register of members, or in the case of a recipient who is not a member, to the last known postal address for that person.
- 78.3 The date of service or delivery of the documents or information shall be the date on which the original electronic communication was sent, notwithstanding the subsequent sending of hard copies.

### ***Indemnity***

79. Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee of the Charity shall be indemnified out of the assets of the Charity in relation to any liability incurred by him or her in that capacity but only to the extent permitted by the Companies Acts; and every other officer of the Charity may be indemnified out of the assets of the Charity in relation to any liability incurred by him or her in that capacity, but only to the extent permitted by the Companies Acts.

### ***Trustees' indemnity insurance***

80. The Trustees shall have power to resolve pursuant to clause 4.30 of the Memorandum to effect Trustees' indemnity insurance, despite their interest in such policy.

### ***Winding-up***

81. The provisions of clauses 7 and 8 of the Memorandum relating to the winding-up or dissolution of the Charity shall have effect and be observed as if the same were repeated in the Articles.

### ***Exclusion of model articles***

82. The relevant model articles for a company limited by guarantee are hereby expressly excluded.

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**Names and Addresses of Subscribers**

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1.    Name:           Ben Bardon  
      Address:       21 Koonong Place, Forest Grove, Australia 2795  
      Date:           19 March 2009
  
2.    Name:           John Bernard Barradell  
      Address:       59 Eastcombe Avenue, London SE7 7JD  
      Date:           19 March 2009
  
3.    Name:           Neil William Johnston  
      Address:       The Old Windmill, Sulgrave OX17 2SH  
      Date:           19 March 2009
  
4.    Name:           Andrew Paul Wilson  
      Address:       3 Fontaine Road, London SW16 3PB  
      Date:           19 March 2009
  
5.    Name:           Angela McConville  
      Address:       The Paddocks, 4A Star Road, Caversham, Reading  
                      Berkshire RG4 5BS  
      Date:           19 March 2009
  
6.    Name:           Robin James Shreeve  
      Address:       176 Hemdean Road, Caversham, Reading, Berkshire  
                      RG4 7RA  
      Date:           19 March 2009