

CCH Constitution as CIO June 2025

Chard Community Hub – Constitution

(as a Charitable Incorporated Organisation whose only voting members are its charity trustees)

Date Last Amended: 18th June 2025

Approved by Meeting of the Trustees dated: 19th February 2025

Signed By Trustees

1. **Name:** The name of the Charitable Incorporated Organisation ("the CIO") is

Chard Community Hub referred to through this document as **CCH**.

2. **National location** of principal office of the CIO is in England.

3. **Object[s]**

The objects of the **CCH** are:

For the public benefit, to relieve those in need by reason of youth, age, ill-health, disability, or financial hardship in Chard and the surrounding villages, in particular but not exclusively by providing signposting information, practical support, and guidance to improve their well-being and access to essential resources.

The aims of CCH are to provide a range of supportive measures and activities that deliver the objects of CCH. These include:

- To secure resources that deliver the objects of CCH.
- To promote the CCH
- To operate the CCH in a safe and legal manner

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008].

4. Powers

The CCH has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CCH has power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CCH must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land.
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use.
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CCH. In exercising this power, the CCH must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011.

- (4) employ and remunerate such staff as are necessary for carrying out the work of the CCH. The CCH may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause.
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CCH to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

- (1) The income and property of the CCH must be applied solely towards the promotion of the objects.
 - (a) A CCH trustee is entitled to be reimbursed from the property of the CCH or may pay out of such property reasonable expenses properly incurred by them when acting on behalf of the CCH.
 - (b) A CCH trustee may benefit from trustee indemnity insurance cover purchased at the CCH's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CCH may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CCH.
- (3) Nothing in this clause shall prevent a CCH trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

(1) General provisions

No CCH trustee or connected person may:

- (a) buy or receive any goods or services from the CCH on terms preferential to those applicable to members of the public.
- (b) sell goods, services, or any interest in land to the CCH.
- (c) be employed by, or receive any remuneration from, the CCH.
- (d) receive any other financial benefit from the CIO.

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has

been obtained. In this clause, a “financial benefit” means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting trustees’ or connected persons’ benefits

- (a) A CCH trustee or connected person may receive a benefit from the CCH as a beneficiary of the CCH provided that a majority of the trustees do not benefit in this way.
- (b) A CCH trustee or connected person may enter into a contract for the supply of services and/or goods to the CCH where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) A CCH trustee or connected person may receive interest on money lent to the CCH at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (d) A CCH trustee or connected person may receive rent for premises let by the trustee or connected person to the CCH. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (e) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CCH on the same terms as members of the public.

(3) In sub-clause (2) of this clause:

- (a) “the CCH” includes any company in which the CCH:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more directors to the board of the company.
- (b) “connected person” includes any person within the definition set out in clause [30] (Interpretation).

7. Conflicts of interest and conflicts of loyalty A CCH trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which they have in a proposed transaction or arrangement with the CCH or in any transaction or arrangement entered into by the CCH which has not previously been declared; and
- (2) absent themselves from any discussions of the CCH trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CCH and any personal interest (including but not limited to any financial interest). Any charity trustee absents themselves from any discussions in accordance with this

clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the CCH if it is wound up

If the CCH is wound up, the trustees or members of the CCH will have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. CCH trustees

(1) Functions and duties of CCH trustees

- (a) The CCH Trustees shall manage the affairs of the CCH and may for that purpose exercise all the powers of the CCH. It is the duty of each CCH Trustee:
- (b) to exercise their powers and to perform their functions as a trustee of the CCH in the way they decide in good faith would be most likely to further the purposes of the CCH; and
- (c) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

any special knowledge or experience that they hold themselves out as having; and, if they act as a CCH Trustee in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

- (d) The CCH trustees' have a legal duty to act in good faith and a statutory duty of care. The trustees cannot adopt a lower duty of care.
- (e) The CCH requires all trustees to be individuals. These individuals must be legally able to act as a trustee and not be prohibited by offences under the General Regulations concerning legally disqualified individuals acting as trustees.
- (f) The CCH will be governed by a trustee body made up of between 4 & 7 trustees.
- (g) CCH Trustees must be at least 18 years of age and subscribes to the objects, to the three key principles of the CCH; Kindness, Collaboration, and Positivity and any other policy approved by the Board of Trustees

(2) Eligibility for trusteeship

(a) every CCH trustee must be a natural person.

(b) no individual may be appointed as a CCH trustee of the CIO:

* if they are under the age of 18 years; or

* if they would automatically cease to hold office under the provisions of clause

(c) no one is entitled to act as a CCH trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of CCH trustee.

(3) First CCH trustees

The first charity trustees are as follows, and are appointed for the following terms:

Tessa Goodridge-Reynolds & Tina Coles for 4 years

Jodie Green & Sam Davison for 3 years

Serena Wootton & Jason Hawkes for 2 years

10. Appointment of CCH trustees

- (1) Apart from the first CCH trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the CCH trustees and may only serve for 2 terms of 3 years without a break.
- (2) In selecting individuals for appointment as CCH trustees, the CCH trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. Information for new CCH trustees

The CCH trustees will make available to each new CCH trustee, on or before their first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

12. Retirement and removal of CCH trustees

- (1) A charity trustee ceases to hold office if they:
 - (a) retire by notifying the CIO in writing (but only if enough CCH trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the CCH trustees from all their meetings held within a period of six months and the trustees resolve that their office be vacated;

(c) dies;

(d) in the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;

(e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(f) If in the opinion of the majority of CCH Trustees, that a person is considered unfit to be a CCH Trustee as determined by a vote at a general meeting.

(2) Any person retiring as a CCH trustee is eligible for reappointment unless the reason for retirement falls under sub-clause (c),(b),(e) or (f) in clause 12 (1)

(3) A CCH trustee who has served for Two consecutive terms may not be reappointed for a Third consecutive term but may be reappointed after an interval of at least one year.

(4) In exceptional circumstances, such as the charity is not quorate due to the retirement schedule outlined in sections 10 & 11 the trustees can decide to extend a term temporarily until a new appointment is made.

13. Taking of decisions by CCH trustees

Any decision may be taken either, at a meeting of the CHH trustees; or by resolution in writing [or electronic form] agreed by a majority of all the CCH trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all the CCH trustees has signified their agreement.

Such a resolution shall be effective provided that:

- a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all the CCH trustees; and
- the majority of the CCH trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, or in such other manner as the CCH trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 10 days of the circulation date.

14. Delegation by CCH trustees

(1) The CCH trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The CCH trustees may at any time alter those terms and conditions or revoke the delegation.

(2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the CCH trustees, but is subject to the following requirements:

- (a) a committee may consist of two or more persons, but at least one member of each committee must be a CCH trustee;
- (b) the acts and proceedings of any committee must be brought to the attention of the CCH trustees as soon as is reasonably practicable; and
- (c) the CCH trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of CCH trustees

(1) Calling meetings

- (a) Any CCH trustee may call a meeting of the CCH trustees with a minimum of 5 working days' notice.
- (b) Subject to that, the CCH trustees shall decide how their meetings are to be called, and what notice is required but will ensure that at least 4 meetings are held in each financial year.
- (c) An emergency CCH Trustee meeting can be called with only 24 hours' notice providing at least **3 CCH trustees agree** to that meeting being called and the meeting fulfils quorum requirements as laid out in Clause 3(a)

(2) Chairing of meetings

The CCH trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the CCH trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three CCH trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the CCH trustees may decide from time to time. A CCH trustee shall not be counted in the quorum present when any decision is made about a matter upon which they are not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the CCH trustees in which each participant may communicate with all the other participants.
- (b) Any CCH trustee participating at a meeting by suitable electronic means agreed by the CCH trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

- (1) The members of the CIO shall be its CCH trustees for the time being. The only persons eligible to be members of the CIO are its CCH trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and CCH trustee who ceases to be a CCH trustee automatically ceases to be a member of the CIO.

17. Informal or associate (non-voting) membership

- (1) The CCH trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

- (2) Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decisions which must be made by the members of the CIO

(1) Any decision to:

- (a) amend the constitution of the CIO;
- (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
- (c) wind up or dissolve the CIO (including transferring its business to any other charity) must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

(2) Decisions of the members may be made either:

- (a) by resolution at a general meeting; or
- (b) by resolution in writing, in accordance with sub-clause (4) of this clause.

- (3)** Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting or agreed by all members in writing.

- (4)** Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

- (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
- (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General meetings of members

(1) Calling of general meetings of members

The CCH trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause [18] (Decisions which must be made by the members of the CIO).

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is seven days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 24 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

20. Saving provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the CCH trustees, or of a committee of CCH trustees, shall be valid notwithstanding the participation in any vote of a CCH trustee.

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict-of-interest or otherwise;
- for whom there is a technical defect in their appointment as a trustee of which the trustees were unaware at the time;

if, without the vote of that CCH trustee and that CCH trustee being counted in the quorum, the decision has been made by a majority of the CCH trustees at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a CCH trustee to keep any benefit that may be conferred upon them by a resolution of the CCH trustees or of a committee of CCH trustees if, but for sub-clause
- (3) the resolution would have been void, or if the CCH trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

- (1) The CIO shall execute documents by signature
- (2) A document is validly executed by signature if it is signed by at least **two** of the CCH trustees.

22. Use of electronic communications

(1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and CCH trustees.

24. Minutes

The CCH trustees must keep minutes of all:

- (1) appointments of officers made by the CCH trustees
- (2) proceedings at general meetings of the CIO;

(3) meetings of the CCH trustees and committees of CCH trustees including:

- the names of the trustees present at the meeting;
- the decisions made at the meetings; and
- where appropriate the reasons for the decisions;

(4) decisions made by the CCH trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The CCH trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The CCH trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The CCH trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

(1) This constitution can only be amended:

- (a) by resolution agreed in writing by all members of the CIO; or

- (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of the CIO's objects, of any provision of the CIO's constitution directing the application of property on its dissolution or any provision of the CIO's constitution where the alteration would provide authorisation for any benefit to be obtained by CCH trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend to vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting;
or
 - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
 - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the CCH trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
- (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (iii) a statement by the CCH trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
 - (b) the CCH trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any CCH trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

“connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together

(e) a body corporate in which –

- (i) the CCH trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
- (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.

“CCH trustee” means a CCH trustee of the CIO.

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.

Appendices: source: <https://www.gov.uk/government/publications/charitable-purposes/charitable-purposes#the-advancement-of-citizenship-or-community-development>

Appendix A: The advancement of citizenship or community development covers a broad group of charitable purposes directed towards support for social and community infrastructure which is focused on the community rather than the individual.

Examples of the sorts of charities and charitable purposes falling within this description include:

- the promotion of civic responsibility and good citizenship, such as good citizenship award * schemes, Scout and Guide groups etc
- the promotion of urban and rural regeneration
- the promotion of volunteering
- the promotion of the voluntary sector
- promoting the efficiency and effectiveness of charities and the effective use of charitable resources
- the promotion of community capacity building
- charities concerned with social investment

Appendix B: The prevention or relief of poverty

In the past, the courts have tended to define 'poverty' by reference to financial hardship or lack of material things but, in current social and economic circumstances, poverty includes many disadvantages and difficulties arising from, or which cause, the lack of financial or material resources.

There can be no absolute definition of what 'poverty' might mean since the problems giving rise to poverty are multi-dimensional and cumulative. It can affect individuals and whole communities. It might be experienced on a long or short-term basis.

Poverty can both create, and be created by, adverse social conditions, such as poor health and nutrition, and low achievement in education and other areas of human development.

The prevention or relief of poverty is not just about giving financial assistance to people who lack money; poverty is a more complex issue that is dependent upon the social and economic circumstances in which it arises. The commission recognises that many charities that are concerned with preventing or relieving poverty will do so by addressing both the causes (prevention) and the consequences (relief) of poverty.

Not everyone who is in financial hardship is necessarily poor, but it may still be charitable to relieve their financial hardship under the description of purposes relating to 'the relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

In most cases, the commission will treat the relief of poverty and the relief of financial hardship the same. Generally speaking, it is likely to be charitable to relieve either the poverty or the financial hardship of anyone who does not have the resources to provide

themselves, either on a short or long-term basis, with the normal things of life which most people take for granted.

Examples of ways in which charities might relieve poverty include:

- grants of money
- the provision of items (either outright or on loan) such as furniture, bedding, clothing, food, fuel, heating appliances, washing machines and fridges
- payment for services such as essential house decorating, insulation and repairs, laundering, meals on wheels, outings and entertainment, child-minding, telephone line, rates and utilities
- the provision of facilities such as the supply of tools or books, payments of fees for instruction, examination or other expenses connected with vocational training, language, literacy, numerical or technical skills, travelling expenses to help the recipients to earn their living, equipment and funds for recreational pursuits or training intended to bring the quality of life of the beneficiaries to a reasonable standard.

The provision of money management and debt counselling advice are examples of the ways in which charities might help prevent poverty.

Minor Issues / Suggested Edits

1. **Clause Numbering Consistency:**

- Check internal references such as "Clause 3(a)", "Clause 12(1)(e)", etc. Ensure these match current numbering or insert headers to make them more traceable.

2. **Trustee Disqualification (Clause 12(1)(f)):**

- Consider clarifying what constitutes being “unfit” to avoid ambiguity or potential challenges. A brief note like *"due to conduct inconsistent with the objects or principles of CCH, or breach of duties"* might help.

3. **Quorum Clarity (Clause 15(3)(a)):**

- Rephrase for clarity: “...three CCH trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater...” may be confusing when the number of trustees is small (e.g., 4). Consider a fixed quorum (e.g., 3 or half the trustees, whichever is greater).

4. **Clause 16 – Membership Restriction:**

- Consider explicitly stating that "CCH is a Foundation model CIO" for clarity.

5. **Clause 17 – Informal Members:**

- Good to include, but you might specify that non-voting members have no access to governance rights or internal disputes procedures to prevent misunderstanding.



General Strengths

- **Adheres to Charity Commission model CIO constitution.**
- **Well-considered safeguards** for trustee conflicts, benefits, and payments.
- **Allows for flexibility in how meetings are conducted**, including electronic participation.
- **Thorough provisions** for appointments, removal, and rotation of trustees.
- **Empowers practical support delivery**, aligning operations with charitable purposes.



Suggestions for Additional Clauses or Consideration (Optional)

- **Safeguarding Policy Reference:** As CCH works with potentially vulnerable groups, consider referencing a safeguarding policy.
- **Code of Conduct or Trustee Agreement:** Mention a standard code trustees must sign on joining.
- **Diversity & Inclusion:** You could include a non-discrimination clause in trustee recruitment.
- **Indemnity Clause:** While indemnity insurance is mentioned, consider adding a fuller indemnity clause (within legal limits) to protect trustees.



Key Issue:

Under the **Charity Commission’s model Foundation CIO constitution**, the **charity trustees are the only legal members** and are collectively responsible for governance. Introducing “**Directors**” as a separate class—especially if they have defined powers like removing trustees—requires careful legal structuring because:

- In a CIO, there is no legal distinction between trustees and directors: the trustees are both.
- Introducing a new governance layer (Directors) is **not standard** in a Foundation CIO and can create legal confusion unless very clearly defined.