

Long Rock Memorial Institute

Registered Charity 1093057

Notice of Meeting

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Long Rock Memorial Institute charity will be held at the Murley Hall, Church Hill, Ludgvan TR20 8EZ at 6.30pm on Wednesday 11 January 2023 to transact the following business:

AGENDA

1. Minutes of the previous AGM *[a standard agenda item, but this year there are no minutes available for the previous AGM]*
2. To receive and consider the accounts for the year ended 30 September 2022
3. To receive and consider the annual report for the year ended 30 September 2022
4. Alterations to the administration arrangements for the charity (requiring approval by a two-thirds majority of the inhabitants of the area of benefit present and voting at the meeting) *To consider and vote upon the proposed amendments to the relevant clauses in the November 2004 Scheme, the governing document of the charity as set out in the Memorandum of Proposed Amendments set out in Appendix A.*
5. Open forum – an opportunity to raise matters for the attention of Ludgvan Parish Council acting in its role of sole managing trustee for the charity.

By order of the Chairman of Trustees, Cllr Roy Mann

Louise Dowe

Clerk/RFO, Ludgvan Parish Council

20 December 2022

Appendix A

Written memorandum of proposed amendments to the November 2004 Scheme, the governing document for registered charity The Long Rock Memorial Institute, charity number 1093057

1. At clause 13(1), the Chairman and Vice-Chairman of the management committee shall be the Chairman and Vice-Chairman (respectively), of the Ludgvan Parish Council
2. At clause 13(2), the members present at a meeting must elect one of their number to chair the meeting if the Chairman and Vice-Chairman are not present.
3. At clause 15(1), the committee must hold at least 3 ordinary meetings in each year *[in line with the parish council standing orders, a reduction from the original requirement for 6 meetings per annum. This could be relevant, for example, if face-to-face meetings are reduced due to covid (or similar) restrictions. However in practice, charity meetings are held on a monthly basis, alongside parish council meetings.]*
4. At clause 15(2), ordinary meetings require the same period of notice as Ludgvan Parish Council meetings (currently 3 clear working days) to bring in line with council standing orders.
5. At clause 16(2), special meetings require at least 3 clear working days notice [a reduction from the scheme requirement for 21 days notice, bringing into line with Ludgvan Parish Council standing orders]
6. At clause 17(1), the quorum to be changed to 'one-third of the whole number of members of the council, and in no case shall the quorum be less than three', to bring into line with parish council standing orders.
7. At clause 21(4), to reduce the period of public notice of the AGM from 14 days to 3 clear working days, in line with the parish council standing orders
8. At clause 21(5), at the AGM there will be a vote for a parish councillor to chair the meeting if both the Chairman and Vice-Chairman are not present

Appendix B

Provisions in the Governing Document for Annual General Meetings of the charity and for amending the governing document:

Extract:

21. Annual general meeting

- 1) There must be an annual general meeting of the charity in October of each year, or as soon as possible thereafter.
- 2) All inhabitants of the area of benefit of 18 years and upward must be allowed to attend and vote at the meeting. The committee may allow inhabitants who are under 18 to attend (but not vote at) the meeting.

- 3) ... (*refers to first meeting*)
- 4) Public notice of the meeting must be given in the area of benefit at least 14 days before the meeting.
- 5) The chairman of the existing trustees will chair the first meeting. The chairman of the committee will chair subsequent meetings. The persons present must elect one of their number to chair the meeting if the chairman is not present.
- 6) At the meeting the committee must present the report and accounts for the last financial year. The existing trustees will present the report and accounts to the first meeting.
- 7) Every matter must be decided by majority decision of those present and voting. The chairman of the meeting may cast a second or casting vote only if there is a tied vote.

Amendment of Scheme

24. Power of amendment

- 1) The committee (subject to the provisions of this clause) may from time to time amend the trusts if they are satisfied that it is expedient in the interests of the charity to do so.
- 2) ... *not relevant to the amendments being proposed*
- 3) ... *not relevant to the amendments being proposed*
- 4) A decision to make an amendment must be approved at an annual general meeting of the charity at which:
 - a) at least 14 clear days public notice has been given in the area of benefit, the notice stating the business to be considered; and
 - b) such amendments are approved by a two-thirds majority of the inhabitants of the area of benefit present and voting at the meeting.
- 5) The committee must:
 - a) prepare a written memorandum of each amendment, which must be signed at the meeting at which the amendment is made by the person chairing the meeting;
 - b) send to the Commissioners a certified copy of the memorandum within three months of the date of the meeting; and
 - c) retain the memorandum as part of the governing document.

On the Charity Commission website **the area of benefit** is described as: "Not defined. In practice Long Rock village and Ludgvan Parish in Penwith Cornwall.