

NOTICE OF MEETING: **HISTON & IMPINGTON PARISH COUNCIL**
TIME: **7.30pm**
DATE: **Monday 18th March 2024**
VENUE: **Community Room, Recreation Ground**

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting, as set out below. Members of the public and press are invited to address the Council under the Public Participation item. Advance notice of questions would be appreciated

Mrs Chelsea O'Brien – Clerk to Histon & Impington Parish Council
13th March 2024

Members: 19 Quorum: 7

AGENDA FRONT SHEET



	** Refreshments served from 7pm**	
23/105	<u>To Receive and Approve Apologies for Absence</u>	
23/106	<u>To Receive Declarations of Interests and Dispensations</u> To receive declarations of pecuniary interest from Councillors on items on the agenda To receive written requests for dispensations for disclosable pecuniary interests (if any) To grant any new requests for dispensation as appropriate	
23/107	<u>Date(s) of next Committee Meetings</u> Upcoming dates shared on events page of www.hisimp-pc.gov.uk , detailed under agenda item 112 and calendar invites emailed to all	
23/108	<u>Public Participation</u> To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter	15 Mins
23/109	<u>To Approve minutes of the meeting held 19th February 2024 attached</u>	For Decision
23/110	<u>Matters Arising from Previous Meetings – for information only</u> <u>Actions List - attached</u> Any other Matters Arising to report	5 Mins To note
23/111 111.1 111.2 111.3	<u>To Receive Reports – for information only</u> <u>Monthly reports</u> from County and District Councillors – <u>attached</u> <u>Clerk's Report – attached</u> <u>Chair's Report – attached</u>	15 Mins
23/112 112.1	<u>To Accept Committee Reports - note actions and accept</u> <u>Planning Committee</u> draft minutes 20 th February, 12 th March 2024 <u>attached</u> . Next meeting due 2 nd April, 23 rd April 2024	15 Mins

112.2	<p><u>Nature & Biodiversity</u> draft minutes 6th February 2024 <u>attached</u>. Next meeting due 30th April</p> <p>Motion: Council to approve commissioning QODA Consulting to undertake energy and efficiency review of parish facilities at the Recreation Ground. Council to agree to an increase in budget of £4,800, from £6,000 set In June 2013 to a total of £10,800. <u>Paper attached</u> detailing recommendation</p>	For Decision
112.3	<u>Wellbeing, Recreation & Leisure</u> draft minutes 4 th March 2024 <u>attached</u> . Date of next meeting to be confirmed	
112.4	<p><u>Dates of upcoming Committee meetings:</u></p> <p><u>Highways, Drainage and Formal Spaces</u> Next meeting due 26th March 2024</p> <p><u>Finance, Governance & Legal</u> Next meeting due 15th April 2024</p> <p><u>Employment & Transformation</u> next meeting due 16th April 2024</p>	
23/113	<u>To Receive Finance & Administration Report</u>	10 Mins
113.1 113.2 113.3 113.4	<p>To note payment of accounts under delegated approval – see RFO Report <u>attached</u></p> <p>To approve payment of outstanding accounts due– RFO Report <u>attached</u></p> <p>To report on amounts paid in</p> <p>To note Internal Audit visit booked for 30th April 2024</p>	For Decision
23/114	<u>Other Matters</u>	50 Mins
114.1	<u>HI Hub Communication & Engagement Service</u> to consider funding request of £7,584 for a communication and engagement service for the period 1 June 2024 to 31 May 2025 <u>supplementary documentation attached</u> and findings and recommendation from Working Group <u>attached</u>	For Decision
114.2	<p><u>To Review and Approve Stir Heads of Terms</u> and authorise Chair and Clerk to sign off Heads of Terms. <i>Draft Heads of Terms provided to Councillors only as subject to change and includes recommendations of Parish Council Solicitor</i></p> <p><u>To delegate point of contact</u> to the working group with oversight from the Clerk</p>	For Decision
114.3	<p><u>Histon & Impington Town Charity</u> – request for Charity to register as a Charitable Incorporated Organisation (CIO) <u>supplementary papers attached</u></p> <p>Motion: Histon & Impington Parish Council have reviewed the proposals put forward by the Histon & Impington Town Charity trustees to change the charity from an unincorporated charity to a Charitable Incorporated Organisation (CIO), governed by six trustees elected three by the Histon & Impington Parish Council and three by the two Parochial Church Councils. The charity's objectives and appointment of trustees will not change and the Commissions model rules for a CIO have been used in conjunction with the current scheme rules already Charity Commission approved. Histon & Impington Parish Council therefore supports this application to the Charity Commission seeking approval from Histon & Impington Town Charity to change to a CIO.</p>	For Decision
114.4	<u>Renewal of annual HR Retainer with Ashtons</u> to approve payment of £1800 to include review of Parish Council HR policies and access to suite of templates letters and documents and helpline.	For Decision
114.5	<u>To Review and Approve – Community Engagement Policy</u> report and draft policy <u>attached</u>	For Decision
114.6	<u>Histon & Impington Flower Festival</u> to approve spend of up to £50 to support Parish Council display	For Decision
114.7	<u>Annual Parish Meeting Arrangements</u> scheduled Monday 13 th May 2024, to agree: Venue and Guest Speakers	For Decision

114.8	<u>To approve</u> purchase of safety signs for the Recreation Ground. <u>Report attached</u> with recommendation	For Decision
114.9	<u>To approve delegation</u> of spend up to £8,000 (budgeted amount for 24-25) to Clerk, RFO, Chair and Chair of WRL for further investigations noting high levels of damp reported in survey undertaken for 12 New Road	For Decision
114.10	<u>Review of Connection Bus</u> report <u>attached</u> detailing Connections Bus services in other Parishes. To agree delegation to the Youth Provision Working Group to review and form recommendation for consideration at the June meeting.	For Decision
23/115	<u>Communicating the March Full Council Meeting and Request Matters For Next Agenda/s:</u>	<i>5 mins</i>
23/116	<u>Next Full Council:</u> Monday 20 th May – Annual General Meeting	



**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 19th February 2024**

8 Appendices attached

Full Council Minutes

Agenda No:	Present: Cllrs: Yvonne Murray (Chair), Joseph Adam, Sarah Allen, Steve Carrington, Jennifer Crockford, Walter Davey, Neil Davies, Christopher Hobbs, Simon Jocelyn, Tom McKeown, Geoff Moore, Denis Payne, Sarah Smith, Edd Stonham, Louise Wilbraham Clerk(s): Chelsea O'Brien; Theresa King Members of Public: 5 Dist Cllr: Hansraj, Cahn, Heylings (in part)	Action/ Power
23/093	APOLOGIES FOR ABSENCE Apologies: Aga Cahn (personal), David Legge (personal), Joe Uttridge (personal). Cllr Leonard was absent Cty Cllr Hathorn	
23/094	DECLARATIONS OF INTEREST AND DISPENSATIONS Cllr Payne – pecuniary interest – item 102.2 Cllr Davies – pecuniary interest – item 102.2 Cllr Stonham – pecuniary interest – item 102.2 Cllr Wilbraham – pecuniary interest – item 102.3	
23/095	DATE(s) OF NEXT COMMITTEE MEETINGS Upcoming dates shared on events page of www.hisimp-pc.gov.uk detailed under agenda item 23/100.1 and calendar invites emailed to all.	
23/096 096.1	PUBLIC PARTICIPATION Bowls Club Chair addressed Council to express thanks for the support the Parish Council and staff team have provided and shared the plans for the coming season, including re-painting the bowls club pavilion, plans to purchase new equipment, applying for a SCDC Community Chest Grant, the success of the Open Day last year and plans to work closer with the community. Mr Grimmer noted his role on the Recreation Committee 43 years ago employing former Head Parish Groundsman Mr Campin and noted his high level of expertise and looked forward to now working with Mr Smith, Parish Ranger at the Recreation Ground.	
23/097 097.1	<u>TO APPROVE minutes of the meeting held 22nd January 2024</u> Proposed Cllr McKeown, seconded Cllr Wilbraham all in favour Chair to sign as a true and accurate record of the meeting, approved . 3 Councillors abstained	
23/098 098.1	<u>MATTERS ARISING</u> Action list provided to all (Appendix 1) and accepted; no additional items raised	
23/099 099.1 099.2	<u>REPORTS TO NOTE</u> County Council written monthly report January copied to all and accepted (Appendix 2) covering: Civil Parking Enforcement; Highways & Transport Budget; Annual Climate Change Report; Highways Weed Strategy, Voi Scooters, Quality of Life Survey . Cty Cllr Hathorn was not present at the meeting but welcomed any questions by email District Councillor Report written monthly report February copied to all and accepted (Appendix 3) covering: Approval of Hotel and Aparthotel Orchard Park; Consultation of Changes to Permitted Development Rights; Biodiversity Net Gain Requirements;	

	<p>COVID 19 Day of Reflection; Reforms to Social Housing Allocations; State of District Report. Additional discussion on: Orchard Park Aparthotel, Cllr Payne queried why Histon & Impington Parish Council were not consulted noting the impact from the reflective noise barriers Orchard Park development has on Impington. Dist Cllr Cahn noted this and would seek clarification. Changes to Permitted Development Cllr Hobbs questioned the changes and impact which were confirmed to be an estimated increase of 50% to size of development permitted and changes to classification and change of use of development within permitted development rights which would result in no opportunity for Planners or the Parish Council to apply conditions. Consultation to be included on the next Planning Committee agenda for consideration</p>	<p>Dist Cllr Cahn</p> <p>Plg Comm</p>
099.3	<p>Clerk's Report written report provided to all and accepted (Appendix 4). Clerk reminded all of next Hi Lights submission deadline, articles to be provided to the Office by 26th February.</p>	
099.4	<p>Chairman's Report written report provided to all and accepted (Appendix 5). Chair verbally noted thanks to:</p> <ul style="list-style-type: none"> - Head Parish Ranger, Mr T Smith for his work in our villages and at The Recreation Ground, displaying increased skills and strengths in taking on the wider support role. - All those that attended Mr S Campin's retirement party and the Office team that made it all happen - Staff for initiating the possibility of contractor support; without connections and good relationships with such stakeholders the Parish Council would not be able to consider the possibility of collaborations <p>With agreement of Council, Chair suspended Standing Orders and brought forward items 102.2, 102.3, 102.4. Chair returned to agenda order following completion of these items. All members of the public left the meeting</p>	
23/100	<p>To Accept Committee Reports - note actions and accept</p>	
100.1	<p>Planning Committee draft minutes 5th February provided to all and accepted. Next meeting due 20th February 2024</p>	
100.2	<p>Neighbourhood Plan Working Party to agree to nominate 1 Councillor from each Committee to form membership. Approved as follows: Cllr Smith, Cllr McKeown, Cllr Allen, Cllr Murray, Cllr Stonham</p>	
100.3	<p>Highways, Drainage and Formal Spaces draft minutes 24th January provided to all and accepted. Next meeting due 5th March</p>	
100.4	<p>Nature & Biodiversity draft minutes 6th February to follow. Next meeting due 30th April</p>	
100.5	<p>Dates of upcoming Committee meetings: Wellbeing, Recreation & Leisure next meeting 4th March 2024 Finance, Governance & Legal Next meeting due 15th April 2024</p>	
23/101	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 6)</p>	
101.1	<p>To note payment of accounts under delegated approval as detailed in report (Appendix 6).</p>	
101.2	<p>To approve payment of outstanding accounts as detailed in report including approval to purchase replacement fire panel in the pavilion at a cost of £956.26 + VAT (Appendix 6). Proposed Cllr Stonham seconded Cllr Moore all in favour and approved</p>	
101.3	<p>To report on amounts paid in. Noted</p>	
23/102	<p>Other Matters</p>	
102.1	<p>Council noted the decision taken at the meeting held 22 January 2024 which read: For Decision: Council to consider entering into a 12-month contract for 12 pages of content in Hi Lights Magazine under the same terms as previous contract. Chair asked Council to consider whether they had the information and were ready to consider the item. Proposed Cllr Hobbs seconded Cllr Crockford 8 in favour, 1 against, 3 abstentions motion carried Noting no decision was taken to approve or sign a contract, just that Council would</p>	

	<p>consider entering a contract. The wording used ‘under the same terms as previous contract’ was for drafting purposes only (of the new contract) and not an approval of payment of fees approved under the previous contract that terminates 31st May 2024.</p>	
102.2	<p>HI Friends Wellbeing Team Financial Request to consider funding request of £25,000 for 2024-25 and a commitment from Council for £25,000 + CPI for 2025-26, 2026-27. Copy of letter and requested supplementary documents provided to all and accepted. Financial request was included within precept calculations. Cllrs Payne, Stonham and Davies left the meeting for this item. Cllr Smith, member of the Donations & Grants working group, verbally briefed all on the meeting held Friday 16th February to review the requests for financial support from HI Friends, Connections Bus, Camtrust and HI Lights. The Working Group would review the HI Lights request in more detail once supporting financial information had been received. The working group noted confusion of definitions between services, grants and donations and funding guidance and needs to define these much more clearly as well as set out the process for each. But in the absence of this it stressed there should be consistency in the way we deal with the funding requests currently in front of us. The working group noted a strong justification for the requested funds and recommended Council approves the full funding requested, it was noted an oversight of the working group that they only reviewed this on a 1-year basis.</p> <p>Additional discussion covered:</p> <ul style="list-style-type: none"> - Comprehensive list of documentation received - Broad range of support offered to all age groups - Large number of residents supported - Core costs look good - Useful to have feedback from Firs House, Adult Social Care, Fire Service, Ambulance etc to check for any gaps in remit <p>Cllr Moore proposed a 1-year agreement to allow for consultation with statutory stakeholders to take place, no seconder, motion not carried</p> <p>Cllr Crockford proposed approval of funding request of £25,000 for 2024-25 and a commitment from Council for £25,000 + CPI for 2025-26, 2026-27, seconded Cllr Hobbs, all in favour, 1 abstention.</p> <p>Cllrs Payne, Stonham and Davies returned to the meeting</p>	
102.3	<p>Connections Bus Youth Work Financial Request 2024 to consider funding request of £26,087 for youth work provision in Histon and Impington. Copy of letter and requested supplementary documents provided to all. Financial request was included within precept calculations. Cllr Wilbraham left the meeting.</p> <p>The working group noted:</p> <ul style="list-style-type: none"> - Clear benefit to younger residents of a vulnerable age - Value to the qualification and skills received from the Baby-Sitting course - Value for money is unclear, more work is required with the full participation of Connections Bus <p>Working group recommended 12 months funding linked to an SLA with the provision to remove funding after 6 months.</p> <p>Additional discussion covered:</p> <ul style="list-style-type: none"> - No alternative offer currently available - Parish Council level of funding currently a quarter overall, does not equate to level of youth work received - 4 workers required for the Recreation Ground setting for Youth Club - Additional follow up of youth work for Histon & Impington noted although no detail provided within reports of number of hours - 20% increase in salary costs noted from last year - Core costs were high - Review with Police and Local Schools of benefits and gaps in the provision - Councils previous experience of employing a Youth Worker 	

	<p>Cllr Payne proposed to invite Connections Bus to a meeting to clarify points raised and Parish Council approve funding until September (1 term) to ensure continued service whilst Council undertakes a review across the parishes and review of proportion of core costs. Cllr Carrington noted this was a large sum of funding for just 151 young people, does this leave the Council open to funding requests from other village groups supporting young people such as uniformed services, Histon Hornets, etc. Cllr Davies noted the pressure of undertaking a thorough review in just one term and suggested Council approves the full request for the year to allow sufficient time with no impact to the young people benefitting from the service.</p> <p>Cllr Jocelyn, proposed an amendment to Cllr Payne's motion to funding for 2 terms (April – July and September – December) to the value of £17,391 to enable a detailed review of costs across other Parishes and a review of core costs as this seems a high percentage of funding, seconded Cllr Crockford, 7 in favour, 4 against, 2 abstentions, motion approved. Cllr Wilbraham returned to the meeting</p>	
102.4	<p>Camtrust Financial Request to consider funding request for Supported Work Experience Programme, total amount required for programme £19,350. Clerk confirmed request was for £9350. Programme details and supplementary documents provided to all and accepted. Any approved funds to be taken from General Reserves.</p> <p>The working group reviewed the documentation provided and concluded:</p> <ul style="list-style-type: none"> - Offers opportunities to vulnerable young people to be integrated into the community - Building on a diverse and resilient community - At the time of reviewing the documentation unclear of the number of residents this supported, later clarified as 1 client, 6 volunteers, 2 members of staff and 5 trustees - The working group proposed a £2000 donation to this project instead of the full amount requested <p>Dist Cllr Cahn shared his personal experience of the value of opportunities like this to vulnerable young adults and how service cuts can impact the mental wellbeing of those attending.</p> <p>Cllr Carrington proposed Council approves full payment of the request £9350, seconded Cllr Hobbs, prior to a vote Cllr Payne noted this would be an unbudgeted spend and would set a precedent to other charitable bodies in the village to apply. It was noted the current budget is £1,000 for those applying via the grants and donation policy. Cllr Davies supported this view and noted £2,000 is a good compromise. Cllr Allen noted the value to residents of the recycling bikes scheme and promotion of affordable cycling available to residents.</p> <p>Second motion was presented: Proposed Cllr Crockford, Council approves payment of £2000 to Camtrust to support the Work Experience Programme, seconded Cllr Davies.</p> <p>Motion 1 taken to vote: Cllr Carrington proposed Council approves full payment of the request £9350 to support the Work Experience Programme seconded Cllr Hobbs, 2 in favour 10 against, 2 abstentions, motion not carried</p> <p>Motion 2 taken to vote: Proposed Cllr Crockford, Council approves payment of £2000 to Camtrust to support the Work Experience Programme, seconded Cllr Davies. 8 in favour, 3 against, 3 abstentions, motion approved</p>	
102.5	<p>Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public - to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting. Proposed Cllr Stonham, seconded Cllr Carrington all in favour to exclude public and press</p>	
102.6	<p>To discuss current staffing levels and staff wellbeing. Clerk updated all on staff wellbeing and changes to roles whilst a staffing reviewing is being undertaken. It was noted Head Parish Ranger has expanded his role and responsibilities at the Recreation Ground and was excelling. Cllr Davies noted the need for the Employment Committee to review scale in light of this change.</p>	

102.7	To approve payment of 10 days holiday for Head Parish Ranger. It was noted staff holiday year is in line with the financial year and holiday. Proposed Cllr Hobbs, seconded Cllr Stonham all in favour, approved	
102.8	Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and the Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting. Proposed Cllr Hobbs, seconded Cllr Stonham all in favour and approved	
102.9	<u>Tailored Offer of Specialist Support for Sport Pitches</u> Council to review and consider seasonal contractor work to allow for a comprehensive review of staffing levels and needs of Council. Specification provided to all for consideration (Appendix 7). Cllr Hobbs queried the plan for the Bowling Green noting specialist weed and moss control is required, Clerk noted a contractor used annually by the Parish Council has quoted for the specialist work and the quote will be reviewed and the next Wellbeing Recreation and Leisure Committee due to the treatment needing to start in March. Cllr Hobbs also noted the support required from the Head Parish Ranger within the quote. Proposed Cllr Stonham seconded Cllr Davies all in favour to accept quote but requested a cost breakdown between cricket and tennis.	WRL Agenda
102.10	<u>To Approve Membership of Youth Provision Working Group</u> and delegate drafting Terms of Reference for approval at next appropriate Full Council meeting. It was noted this would report to Wellbeing Recreation and Leisure Committee. Cllr Moore volunteered as a co-ordinator role. Proposed Cllr Davies, seconded Cllr Stonham to approve item for next WRL agenda to approve members.	WRL Agenda
102.11	<u>Invitation to Community Engagement Workshop</u> Tuesday 27 th February 2024, 7.30pm. Paper and draft policy (Appendix 8) provided to all and noted. It was confirmed that although representatives of HI Hub were present at the January meeting when the initial request had been asked for financial information, a formal request for the full list of other documents inline with the request sent to HI Friends, Connections Bus and Camtrust had not been sent to date. This request would be sent to ensure consistency. On receipt of information, Cllr McKeown would be invited to attend the next working group meeting to ensure the Community Engagement Policy principles are included within the discussions.	
102.12	<u>To Approve Emergency Work of £3075.42 + VAT</u> to replace aluminium commercial single door for public toilet to current safety requirements (anti finger trap guard, mobility threshold, concealed closers, hook lock non-hold open/closer, glazed reinforced panel). Proposed Cllr Stonham, seconded Cllr Carrington all in favour and approved.	
23/103	HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA All agreed to delegate to Chair and Clerk to draft and post	
23/104	Next Full Council: Histon & Impington Parish Council Monday 18 th March 2024	
	Meeting closed: 9:21 Appendix 1: Action List Appendix 2: County Councillors Report Appendix 3: District Councillor Report Appendix 4: Clerk's Report Appendix 5: Chairman's Report Appendix 6: Finance Report Appendix 7: Tailored Offer of Support Appendix 8: Community Engagement Draft Policy	

Item ref	Detail	Target Completion Date	Responsible	Status	Outcome
Oct-20					
20/074.3	Emergency Plan Review	No set date	Highways, Drainage and Formal Spaces	On SharePoint for Highways, Drainage and Formal Spaces. Deferred at January meeting	
Oct-22					
22/065.2	Local Council Award Scheme - Office progressing Foundation Level Application noting action plan for current year required. Input from three plans key in producing plan and structure	May Agenda	Office Team	Awaiting completion of three year plans and Engagement Policy	
Jun-23					
23/031.1	Manorial Waste/Stir - details of Heads of Terms following a meeting with PC Solicitor	March Agenda	Working Group	Review of Heads of Terms still underway following amendments from Stir.	
Jul-23					
23/041.4	Young Persons Development and Sports Co Ordinator		ET/FGL Comm	Item to review need timetable for ET agenda 16th April	
Oct-23					
23/055.9	Letter to Hain Daniels following resident meeting	No set date	Resident Group/YM	Resident group will advise when to send letter	
23/067.1	Community Engagement with MP Candidates	No set date	Clerk	Clerk to seek feedback from St Andrew Church Halls	
Nov-23					
23/072.1	County Council Highways Officer Walkabout	ASAP	Cty Cllr Hathorn	Open - no date yet confirmed	
Jan-23					
23/090.4	HI Lights Funding Request	March Agenda	Working Group	Additional information requested	

COUNTY COUNCILLOR'S REPORT FEBRUARY 2024



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CONTENTS: Council and Combined Authority budget, Household Support Fund, 23000 food vouchers, Clay Close Lane, Cambridge Road/ Franklin Gardens entrance, Ring fort road path Orchard Park, busway works, Mobile warden scheme.

Council Budgets

Cambridgeshire County Council's Full Council has also agreed a balanced budget for 2024/25. Members also prioritised funding to improve the condition of roads and footpaths, as well as anti-poverty services. They acknowledged that this was a difficult budget process as many residents have told them that they continue to feel the squeeze from the cost-of-living pressures, but the council also faces significant cost increases. The county council had to close a gap of £37.4m – with 75% of the Council's net spend now being funded from Council Tax. CCC agreed a Council Tax rise of 4.99% (which includes 2% for Adult Social Services) – raising £17.5m of local income to help maintain and protect critical services for the most vulnerable communities. For the majority of our residents in Band A-D properties that will mean between an extra 99 pence to £1.48 a week.

Cambridgeshire Fire and Rescue Service plans to increase its share of council tax by 2.99% from April 2024. For a Band D property this is an annual increase of £2.34, totalling £82.26 per year or £1.58 a week. However, a combination of financial and crewing pressures means the service has had to consult on a proposal that aims to increase the number of fire engines we have available at weekends in daytime hours but potentially closing Fire Stations at Sutton, Manea and Kimbolton.

The Police & Crime Commissioner's suggested 4.8% increase to the policing element of the council tax will go ahead after Police and Crime Panel members backed the plans during a meeting at the end of January. This equates to an extra 17p per week for Band A property and 25p a week for the average Band D household (£13 per year); and the Commissioner warned that without the additional income, it would be impossible to protect policing services at their current levels and maintain the performance improvements delivered by the force over the past 12 months.

Lastly, the Mayoral Combined Authority Mayoral agreed an annual precept of £36 a year for a Band D property which equates to £3 per month per household, which will be invested in improvements to dozens of bus routes, including new routes, more frequent services on some existing routes across the region and three demand responsive transport schemes. We shall see.

COUNTY COUNCILLOR'S REPORT FEBRUARY 2024

Household Support Fund, this is a government grant County Council's allocate to those most in need with a degree of discretion over how it is spent. For example locally it has been used to pay for some of the school holidays supermarket vouchers for those on free school meals. Those vouchers have not been available in other counties.

The chancellor announced in the government's autumn statement that the fund was being continued, the next day the Treasury said there had been a mistake that it would be discontinued. Presumably due to much uproar from local councillor leaders many of whom are Conservative the message was slightly changed to the extremely unhelpful 'it is being phased out but it won't fall off a cliff'. At the time of the Council budget when key financial decisions are finalised what this meant was still unknown.

This grant has been around £3million a year which takes a good deal of staffing resource to administer. Not knowing how much the council was due to receive, having had mixed messages from government and not having the financial room to keep people in employment on a whim if at the start of February the council had to start issuing redundancy notices to the staff who had worked in this area. On 6 March the government finally confirmed there would be an additional 6 months funding. I'm sure the council will scramble and the necessary staff will be found so that the fund can continue seamlessly into the new financial year but this is a total mess. This is not a competent or professional way to run government. As a Councillor commented can we 'un-redundant people'.

23,000 food vouchers were given out across the county to those in receipt of free school meals for the February half term.

Local News

I reported the flooding on **Clay Close Lane, Impington** which had made it unusable and have pushed for urgent action. I haven't been able to confirm if works have taken place it looks as though the drainage ditch is completely blocked with debris. If people can talk to me about this I can continue to push.

Entrance to **Franklin Gardens/ Darwin Green**. Despite repeated efforts to get a safe route agreed travelling south during the construction works I am disappointed by the failure of the construction team and street works to implement a safe passage for cyclists. I met with County Council officers who sign off the safety of the completed scheme and can ask for improvements. Reassurances have been given that major issues will be resolved as part of the final scheme, we are pushing to have a red tarmacked cycle lane crossing the mouth of the Franklin Gardens entrance to remind drivers of the high numbers of cyclists in this area and create a safer route for cyclists. This may or may not be successful.

Ring Fort Road Path, Orchard Park I have chased and chased on this. National Highways have signed off on this finally. The delay lies with the Orchard Park master planners now L&Q (Gallaghers Estates were bought out). I was on the cusp of writing to the CEO and have an email drafted but deferred to the county council officer who put me in touch with the lawyers acting for the County Council. I am awaiting a response but if I am not convinced progress is happening I will be emailing the L&Q CEO. Works were due to start January 2024.

COUNTY COUNCILLOR'S REPORT FEBRUARY 2024

Busway works on the southern section south of Cambridge Train Station. Works have been agreed with the Health and Safety Executive and have commenced to improve the separation between the maintenance track/ cycle and footpath and the busway by installing a fence. Once these works are complete the busway will be able to re-open making a significant difference to public transport in the city.

Mobile Warden Histon and Impington. County Council funding for this scheme has been stopped. I met with an officer to discuss this. There is a thoughtful rationale and change of approach behind this but a parish councillor had contacted me saying they did not understand why this money had been stopped. I had a good meeting to understand this with an officer who thought a good way forward would be to use Histon and Impington as a trial area to meet and discuss these changes with the community alongside South Cambs District Council and work out what next. Parish Councillors please nudge me if nothing happens and I will push this along.

INFORMATION

Report a Highways fault If you see a problem; blocked gully/ drain, pot hole or other Highways issue please report it using the tool below.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults>

Adult care assessment Call centre: [0345 045 5202](tel:03450455202) 8am - 6pm Mon to Fri, 9am - 1pm Sat

<https://www.cambridgeshire.gov.uk/residents/adults/organising-care-and-support/care-needs-assessment>

Do get in touch with me directly if you have any problems, questions or concerns.

I've got a problem who do I contact? Organisational structure in Cambridgeshire is complicated, just ask the question. Email me, a District Councillor or the Parish Clerk we'll all point you to the right person (or try to).

Climate Emergency the county council wants to hear your thoughts. What are your ideas? What have you done? What projects could do with some help? The County Council really wants to hear your ideas email climate@cambridgeshire.gov.uk.

Government Structure in Cambridgeshire *detailing responsibilities*

County Council; education, transport, highways, heritage, social care, libraries, trading standards, waste management, maintaining their estate.

COUNTY COUNCILLOR'S REPORT FEBRUARY 2024

District Council; council tax payments, household bin collections, housing and housing benefits, council leisure facilities, environmental health, residential planning, local emergency, community policing contact point.

Parish/ Community Council; looking after community buildings, open spaces, allotments, play areas, bus shelters, community projects.

Greater Cambridge Partnership (GCP) 'The local delivery body for a City Deal with central Government worth up to £500 million over 15 years to deliver infrastructure (decarbonising transport), 44,000 new jobs, 33,500 new homes and 420 additional apprenticeships.'

Partnership between Cambridge City Council, Cambridgeshire County Council, South Cambridgeshire District Council, University of Cambridge

The Combined Authority, Cambridge and Peterborough, our elected Mayor (CPCA) A board consisting of representatives from the District, City and County Councils and Peterborough Unitary Authority, headed by the Mayor.

Responsible for - Business support, skills, housing, transport strategy-liaising with Department of Transport, environment, international, digital connectivity, resilience, research and strategy and new homes.

Police and Crime Commissioner, Cambridge and Peterborough To support and challenge the Chief Constable to provide effective and efficient policing services for the area.

Cambridgeshire and Peterborough Fire Authority the governing body responsible for the fire and rescue service, made up of County Councillors and Peterborough City Councillors.

Cambridge development Company Announced by government County Council officers are tearing their hair out trying to get a bit more detail. I will add to this as more is learnt.

District Councillor Report to be inserted once received

CLERK'S REPORT

REPORT TO:	Full Council	
AUTHOR/S:	Chelsea O'Brien Clerk	6th March 2024

Purpose

To highlight matters on agenda and update Council on issues arising since last meeting. Issues requiring particular **ratification or note** in **bold**

Administration/ General:

- Repairs to pump in plant room taken place 5th March
- Air conditioning in Community Room installed 6 -7th March
- Installation of smart meter at 12 New Road
- All repairs to Community Room windows and doors now complete
- Hard Court resurfacing due to take place w/c 15th April
- Submission to Hi Lights magazine complete and signed off, publication date of 15th April
- Concrete post in Recreation Ground car park repaired
- New lock on public toilet door
- Assistant Clerk attending introduction to CILCA course 16th April

Meetings Attended:

- Agenda setting with Cllr Murray and RFO
- One to one meetings with staff including wellbeing checks
- Clerk and RFO attended a Working Group meeting reviewing HI Lights financial request
- Clerk and RFO attended a contract review meeting with Avocet (cleaning contractors)
- Clerk and RFO met with Bowls Club representatives to discuss Team Building Day
- RFO and Parish Ranger met with ProGreen to discuss requirements for the bowling green
- Clerk and Parish Ranger met with Mr Groundsman for safety briefing and introductions
- Clerk and RFO met with Cllr Davies to be briefed on Rec Development Group
- RFO agenda setting Teams meeting with Cllr Hobbs
- RFO met with Tennis Club Representative to confirm Summer Season sports courts bookings

Visitors to The Office:

- Resident of The Coppice – Tree Works
- Chair of Histon & Impington Town Charity
- Booking enquiries

Please note there is no Parish Council meeting scheduled for April to allow for preparation of the Annual General Meeting.

Histon & Impington Parish Council

Chair's Report

Before drafting this report, I re-read my February report to consider whether there appears to be consistency in the direction of Council and whether we appear to be increasing our teamwork to take key items forward. Some of the highlights for me in achieving these goals during the last month are as below:

- **Donations & Grants working group** met together with the Staff Team to discuss HI Hub request. Many Thanks for all the work that has been put in by both HI Hub and HIPC, which has taken significant time, effort from both organisations. All Financial requests have highlighted the need for consistent information required by Council and the need to work together for greater understanding. The HI Hub agenda item is on the agenda this month.
- **Wellbeing, Recreation & Leisure Committee** was held on Monday 4th March. The following initiatives were discussed and approved:
 - **Recreation Development Group update:** Thank you to the members of the public who kindly brought their concerns around the Recreation Development Group priorities which were taken into consideration by the committee. Thank you also to Cllr Davies who is leading this group and will continue to increase information available to our community.
 - **Youth Provision Working Group.** This group was approved at committee. There have been numerous discussions over my years on Council and before about youth provision and the opportunities to extend this. HIPC councillors have now 'grasped the nettle' to have a good discussion around this and reach a recommendation. The scope of the group will include reviewing and discussing the current level of funding for Connections Bus. Thank you to Cllr Wilbraham for leading this group.
 - **Blind Football** was raised as a concept by Cllr Carrington who brought this initiative early to WRL so that he could gauge the support for review of this activity.
 - **Gate Access Request.** The Recreation Development Group has taken responsibility for Gate Access request for Tennis which has been an 'elephant in the room' for some while so that all dependencies of this project including wider access to facilities and alignment with our accounting system can be reviewed. This is noted as a priority which may not have a dependence on the RDG wider project.

Numerous important discussions as always have been taking place as always over HIPC email over the last month:

- **Consultation for permitted development rights consultation.** Thank you to Cllr Jocelyn, our Planning Committee chair who has been reviewing this detailed consultation and has raised fifty-two questions for HIPC to review. For the link to this initiative [click here](#). The consultation closes 9th April and the meeting after next weeks is the 2nd of April.
- **HI Pump Track Group** have been very active working with Council to understand the best way to deliver this long-awaited facility in our village. Thank you to Cllr McKeown and Cllr Stonham for presenting this to Council.

I have been talking with representatives from **HIGS** and **STIR** to understand better some of the projects they wish to carry forward to benefit our community and how HIPC can help.

In last month's report I noted that Council would work to 'increase our ability to collaborate and cascade information'. I believe the above examples of workload in my report illustrate the following

progress on council. Initiatives coming to Committee/Council earlier than before for consideration and decision-making.

- Councillors leading discreet projects so HIPC can cover more ground.
- Councillors taking on projects that have not seen such clear action before.
- Increased collaboration with residents and organisations for cross-functional community benefit.
- Council stepping up through consultations across tiers of government to ensure that HIPC's voice is heard.
- using data and increasing collaborative papers created by Council and resident groups to create robust business cases for consideration.
- Longer term process and procedure underway

There is still much work to be done and this can be done more effectively and efficiently with your feedback. As per my last report please do contact us or attend some of our meetings to let us know how we can do better.

Yvonne Murray

Chair, Histon & Impington Parish Council

Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

Agenda No:	Present: Cllrs: Simon Jocelyn, Yvonne Murray, Walter Davey, Denis Payne, Jennifer Crockford, Sarah Allen Clerk: Amelia Luck	
P23/161 161.1	APOLOGIES FOR ABSENCE None Cllrs Carrington, Leonard and Cahn were absent	
P23/162 162.1	MEMBERS DECLARATIONS OF INTERESTS None	
P23/163 163.1	PUBLIC PARTICIPATION None	
P23/164 164.1	MINUTES OF MEETING HELD Monday 5th February 2024 Cllr Jocelyn proposes. Cllr Crockford seconds. All in favour to approve.	
P23/165 165.1	MATTERS ARISING None	
P23/166 166.1	TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED 24/00335/HFUL 13 Station Road, Histon rear dormer roof extension. All agreed to make a recommendation of refusal. This is due to inadequate parking according to HIM05 of the Neighbourhood Plan. There is also no cycle parking provision identified. We note that Station Road is a bus route and outside the property are double and single yellow lines this means that parking on the road would be disruptive and illegal. If SCDC officers are minded to approve we request that a traffic management plan is produced showing parking arrangements for all vehicles	
166.2	24/00361/HFUL 9 Pepys Terrace, Impington partial demolition of existing single storey extension. New part single, part two storey rear extension. Loft conversion with new dormer rear and internal alterations (Re-submission of 20/04951/HFUL). All agreed to make a recommendation of refusal. This is due to the application not meeting policy as set out in the Histon & Impington Neighbourhood Plan. Reasons listed below. <ul style="list-style-type: none"> • Pepys Terrace is a listed Restricted Street in the Histon & Impington Neighbourhood Plan (Table2 HIM05) all parking must be provided off the road. • Due to already excessive street parking no emergency/refuse vehicles can easily enter this street. Adding additional parking and construction traffic only worsens this problem • The application does not meet parking standards for a 3 bedroom dwelling as outlined in the Histon & Impington Neighbourhood Plan (Table3 HIMO5). • There is also a negative impact on No.6 through shading. <p>If SCDC are minded to approve, this application will require construction management plan and scheme for deliveries and contractor parking noting Pepys Terrace is narrow in character and congested.</p>	
166.3	24/00269/HFUL 54 South Road, Impington two storey side extension. All agreed to make a recommendation of approval. councillors noted that extension is similar to that of an annexe due to only having one access point to the existing house. Therefore, we add the condition that the proposed extension should only be used/inhabited by family members of the residents living at 54 South Road and not externally rented for profit.	

166.4	24/00293/HFUL 27 Melvin Way, Histon single storey rear extension linking to existing garage. Conversion and single storey extension to garage. Reconfiguration of ground floor side facing doors and windows and insertion of rooflights. Comments already submitted. Application added to the agenda in error.	
P23/167 167.1	PLANNING CORRESPONDENCE RECEIVED <u>None</u>	
P23/168 168.1	HISTON & IMPINGTON NEIGHBOURHOOD PLAN – Reference Points Histon & Impington Village Design Guide SPD	For information only
P23/169 169.1	OTHER MATTERS Clerks Report- accepted	Clerk
P23/170 170.1	ITEMS FOR NEXT AGENDA -Consultation received regarding permitted development rights. Response to be drafted at next meeting. - action next steps in the Neighborhood Plan and convene with volunteers - drainage update from Cllr Payne -adoption of a planning policy	
P23/171	DATE OF NEXT MEETING(S) 12th March, 2nd April 2024	
	Meeting Closed: 8:03pm	

Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

Agenda No:	Present: Cllrs: Simon Jocelyn, Denis Payne, Jennifer Crockford, Sarah Allen, Steve Carrington, James Leonard Clerk: Amelia Luck	
P23/172 172.1	APOLOGIES FOR ABSENCE Cllrs Davey and Murray Cllrs Cahn and Stonham were absent	
P23/173 173.1	MEMBERS DECLARATIONS OF INTERESTS None	
P23/174 174.1	PUBLIC PARTICIPATION None	
P23/175 175.1	MINUTES OF MEETING HELD Tuesday 20th February 2024 All in favour to approve.	
P23/176 176.1	MATTERS ARISING None	
P23/177 177.1	TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED 24/00443/HFUL 22 The Coppice, Impington addition of a lean-to pitched roof with a (front facing) velux roof window and replace the existing porch glazing by building up a brick plinth to create opening for new windows on the side. All agreed to make a recommendation of approval.	
177.2	24/00608/LBC 88 and 92 Station Road, Histon retention of the raising of chimney A to the required 1.8m height above the new ridge. All agreed to make a recommendation of approval.	
177.3	24/00724/HFUL Benevenagh 26 Home Close, Histon roof extension including raising pf ridge to create first floor. Item taken to vote. Majority in favour to make a recommendation of refusal due to the proposed extension overdevelopment of the site, outkeeping with the street scene/villages and inadequate parking. In expansion the bespoke nature of this house and the proposed plan does not match houses in close proximity nor does it meet Village Design Guide guidance. The proposed plans have failed to demonstrate adequate parking according to HIM05 of the Neighbourhood Plan and as on-street parking down Home Close is already at capacity we cannot recommend approval and worsen the on-street parking. If SCDC officers are minded to approve we would request that parking, transport and construction plans are submitted and approved before final determination.	
177.4	24/00758/HFUL 24 South Road, Impington erection of an annexe ancillary to the main dwelling within the rear garden. All agreed to make a recommendation of approval. with the conditions: <ul style="list-style-type: none"> • The applicants can demonstrate adequate parking according to HIM05 of the Neighbourhood Plan • The proposed annexe is for use of the residents and family members of the residents at 24 South Road only. The annexe is not to be rented out externally for profit 	
177.5	24/00684/HFUL 10 Burrough Field, Impington single storey front extension. All agreed to make a recommendation of approval.	

177.6	<u>24/00584/FUL 11 Clay Close Lane, Impington</u> demolition of existing dwelling, annex, garage, outbuildings and barns and erection of a single self build dwelling and annex with parking and supporting infrastructure. All agreed to make a recommendation of approval. Councillors would like to highlight to officers that Clay Close Lane is in poor state of repair and therefore request that any further damage to the road caused by construction traffic be made good. Councillors also wish to raise the question of is the water supply adequate for this proposed dwelling? History has shown poor water pressure for residents of Clay Close Lane due to the sizing of pipes. Finally, councillors request that one condition is added to our recommendation of approval and that is for all construction traffic to be outside of peak school hours noting close proximity to major school traffic routes.	
177.7	<u>24/00367/FUL 15-17 High Street, Histon</u> retrospective first floor rear extension, replacement windows and shop front, slate roofing, insertion of rooflights, removal of rear chimney stack and composite cladding to rear elevation. All agreed to make a recommendation of approval.	
177.8	<u>24/00525/PRIOR 5 Cottenham Road, Histon</u> single storey rear extension. All agreed to make a recommendation of approval.	
P23/178 178.1	PLANNING CORRESPONDENCE RECEIVED <u>None</u>	
P23/179 179.1	HISTON & IMPINGTON NEIGHBOURHOOD PLAN – Reference Points <u>Histon & Impington Village Design Guide SPD</u> <u>Histon & Impington Neighbourhood Plan</u>	For information only
P23/180 180.1 180.2 180.3	OTHER MATTERS <u>Permitted Development Rights-</u> Councillor Jocelyn to create response and committee to review at next meeting. <u>Neighbourhood Plan-</u> Councillors agreed to contact volunteers and arrange a date for a meeting. <u>Planning Policy-</u> Councillors to review policy before next meeting. Approval of adoption of the policy deferred to next meeting.	Clerk
P23/181 181.1	ITEMS FOR NEXT AGENDA -Councillors to review and approve draft response by Cllr Jocelyn - drainage update from Cllr Payne -adoption of a planning policy	
P23/182	DATE OF NEXT MEETING(S) 2nd April, 23rd April 2024	
	Meeting Closed: 8:59pm	

Minutes of Histon & Impington Nature & Biodiversity
7:30pm, Tuesday 6th February 2024
Community Room, Recreation Ground, New Road, Impington

Nature & Biodiversity Committee Minutes

Membership: 6 + 2 ex-officio

Appendices: 2 Quorum: 3

Agenda No:	Present: Cllrs: Joseph Adam, Tom McKeown, Sarah Smith (Chair) Ex Officio Members: Cllrs: Yvonne Murray Clerk: not present Tree Officer : Daphne Fisher (not present) 2 vacancies	
NB23/030 030.1	APOLOGIES FOR ABSENCE Cllr Stonham (personal); Cllr Cahn (personal), Dan Mace (personal)	
NB23/031 031.1	MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS Cllr McKeown – Trustee of HI Pump Track, non-pecuniary interest item 035.8	
NB23/032 032.2	PUBLIC PARTICIPATION No members of public present	
NB23/033 033.1	To Approve minutes of the meeting held 14th November 2023 (Appx 1) Proposed Cllr McKeown, seconded Cllr Adam, all in favour , Chair to sign as a true and accurate record of the meeting. One councillor abstained.	
NB23/034 034.1	Matters Arising from Previous Meetings Chair confirmed, discussed as agenda items.	
NB23/035 035.1	To receive Project updates and review items Tree works scheduling RFO in the final stages of completing schedules of works, undertaking final reviews with Tree Officer to ensure all information captured correctly. Once these are done, RFO is creating packs for each site with the schedule of work and the maps from Haydens and the Tree Officer. These can then be publicised on the website, and we can ask for residents' views at this point where we would like it, such as the beech tree at the Coppice. Orders will then be placed with various contractors, asking different ones to do different sites to spread the work, as they have been very patient with us with all the questions and requotes we have been asking for, as well as the additional work we needed quotes for. Thanks to both RFO, Tree Officer and Cllr McKeown for planning of works. RFO and Tree Officer working hard on project. Note different opinion on actions by contractors. Tight deadline for oncoming nesting season. Where issues are health and safety related, work may be required in nesting season. Work will also be required in Autumn. Tree Officer has prepared a Briefing note which may form basis for website article and Tree Policy.	
035.2	Small Biodiversity projects – Bulb planting Two successful planting dates undertaken. Small amount of bulbs to go to volunteer who could not make it. Rob Murray, nursery owner happy to donate next year. Great morning for Cllr Murray's grandson.	
035.3	New tree planting Cllr Smith gave update in Dan's absence. Locations approved and Dan Mace purchased trees and has been recompensed, and many trees already planted. Cubs to help with planting at Manor Field. Cllr Adam offered to help with planting South Road trees. Recreation Ground planting still to be resolved, RFO awaiting permissions to plant. Dan	

	Mace can care for trees if not planted this year.	
035.4	<p>Histon Woods works</p> <p>Tree Officer leading on project with members of the community. Invasive Holme Oaks shading out undergrowth species. Engagement with Cambs County Council (CCC) who own the woods. CCC interested in long term relationship on Community Action plan. One day event held with group pulling up saplings. Histon and Impington Green Spaces (HIGS) may be interested in heading Community Action Plan. Another working day to be held on Saturday 10th February 2024.</p>	
035.5	<p>M&E Consultant – to agree next steps in selection of consultant and review budget</p> <p>Office staff contacted approximately twelve local M&E consultants, only received one quote and follow up call from QODA. This was followed up with a walk around at the Recreation Ground with consultant, Cllr McKeown and RFO.</p> <p>Ideally three quotes needed before selecting contractor. Committee noted that only one response was received and accepted for the post of Tree Officer, whether similar reasons might be possible in order to appoint one respondent. Cllr McKeown noted that the quote for work received was £10,800 which is above the £6,000 previously agreed, so the additional benchmark another quote would provide would be useful. Some savings may be achieved on the current quotation. QODA do a lot of work for Norfolk County Council. Cllr McKeown had two more contacts for possible quotes and the committee agreed to contact them, giving them a week to confirm interest and then a reasonable deadline for the quote.</p> <p>Cllr Adam asked how the scope of this exercise compared with 2019 survey, Cllr McKeown explained this survey would give a bigger picture for the whole site. Cllr Murray asked if the exercise supported the Rec Development Group (RDG) and Cllr McKeown confirmed this and outlined that it would provide data, and that the retrofit on any building replacement would be viewed by the committee as essential. Cllr Murray noted this begins a direction of travel for planning and that M&E data/retrofitting support would enhance HIPC credibility. Cllr Adam asked about a split of time/cost, noting there was an element of data collection and then more skilled interpretation. There was also the potential for the contract to provide two options/scenarios instead of three.</p> <p>Noting the work already done to obtain more quotes, the Committee agreed to take some reasonable further action (advertising on website and contacting other contacts) to obtain additional quotes, but also that if no additional quotes received the recommendation would be put to Full Council to proceed with QODA.</p> <p>Committee also agreed to request additional funding from Full Council as needed (subject to agreeing final quote with QODA or any other contractors from whom quote received). It would also request that this go alongside RDG motions on the March agenda since this is vital to inform the work of the RDG.</p>	
035.6	<p>Pat Fleet Memorial bench</p> <p>Cllr Wilbraham keen to move forward. Cllr Smith to ask Cllr Cahn to assist with this. Cllr Adam asked if dates on design are correct?</p>	
035.7	<p>Project 12 in the Local Plan/Local Biodiversity Action Plan (to note)</p> <p>Deferred to next meeting, with e-mail update to be provided to Committee.</p>	
035.8	<p>HI Pump track – discussion on N&B sites suggested, maps and rubric (Appx 2)</p> <p>Rational for agenda items given by Cllr Smith. Some proposed sites of interest to N&B Committee, Cllr Smith felt Committee could provide useful input and she was keen to capture any useful comments on sites. Cllr McKeown gave background and timeline on project. June 23 – Charity Commission allowed group to become charity and it is now a legal entity that can purchase or lease land. Late last year a public consultation on locations was run to include all community suggestions. Cllr McKeown outlined rational of scoring rubric provided. Cllr McKeown confirmed a revised ranking and proposals will be brought to March Full Council.</p>	

035.9	<p>Cllr McKeown suggested that in the revised ranking that would be presented to the Parish Council it was looking like the Recreation Ground would be the highest ranking site but with other sites also in the running. He noted HIPC have confirmed they want to back this project and the huge support from youngsters and others in the village. A pump track on a HIPC plot is likely to be the simplest route to delivery. Cllr McKeown noted concerns regarding tarmac on any site. HI Pump Track support Biodiversity Net Gain and there is lots of potential for some really nice biodiversity gains (e.g. sympathetic planting, building up insect banks, co-benefits for biodiversity and water run off). Joint statement on Biodiversity as a priority would be useful from HIPC and HI Pump Track. Cllr Adam asked if there were any ideas about size of areas of tarmac, and noted important data for context. Cllr McKeown notes area score estimated 50% of area may be tarmac. Larger site allows more sympathetic planning e.g. excitement about potential of designing within trees.</p> <p>Discussed grant funding to support biodiversity in pump track. It was noted that the Masterplan created for the RDG had included an option which showed a possible pump track location at the Recreation ground, although this affected other users of the facilities.</p> <p>Cllr Smith reported from her meeting with the Wildlife Trust representative on Manor Park Field who gave useful views on the current status of the meadow, ideas for biodiversity/meadow enhancement and (on a very informal basis) potential ways to look at the possibility for Biodiversity Net Gain alongside a pump track. The Committee noted a pump track could potentially provide leverage for biodiversity gains.</p> <p>In conclusion, the N&B Committee welcome and support further discussion on all HIPC sites under the N&B remit, and hoped that HIPC as a whole would be open to discussion on all of its sites. It is excited by opportunities for biodiversity co-benefits that it believes a well-designed pump track could bring to our villages.</p> <p>Climate Action Plan Brief update from Cllr Smith. This requires dedicated time that has been difficult to find but will be a high priority in coming months. Cambridge Carbon Footprint have offered help and meeting to be arranged.</p>	
NB23/036 036.1	<p>To discuss and consider Section 106 Public Art Projects Item deferred, Cllr Smith to discuss with Cllr Cahn.</p>	
NB23/037 037.1 037.2	<p>Other matters Request from resident re Platform for ducks at the Green Deferred to next agenda. Cllr Smith to investigate suggestion further and respond to resident.</p> <p>HDFS have formed an allotment working party and would like to offer two spaces to N&B Cllrs Murray and McKeown gave some brief background. Cllr Murray and Cllr Smith agreed to join the working group.</p>	
NB23/038	<p><u>Communicating the November 23 Nature and Biodiversity Committee Meeting and Request Matters For Next Agenda</u></p> <p>Cllr Smith and Cllr Murray to prepare.</p> <p><u>Next Agenda</u> : Climate Action Plan; Public Art projects and workshop; Request for platform for Ducks at the Green.</p>	
NB23/039	<p>DATE OF NEXT MEETING – Tuesday 30th April 2024 Meeting closed: 21.12 p.m.</p> <p>Appendix 1 : Minutes of 14th November Appendix 2: Pump Track Rubric and map</p>	

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DRAFT

Commissioning of Mechanical & Electrical Engineering (M&E) Consultant

Motion

Council to approve commissioning QODA Consulting to undertake energy and efficiency review of parish facilities at the recreation ground. Council to agree to an increase in budget of £4,800, from £6,000 set in June 2013 to a total of £10,800.

Background

In 2019 Histon & Impington Parish Council (HIPC) declared a climate emergency and assigned a goal to become carbon neutral by 2021. A PECT report was commissioned in 2019 to look at energy efficiency opportunities at the Recreation Ground Pavilion but the Covid-19 pandemic has hampered progressing items from that report.

Following discussion at the *Nature & Biodiversity* (N&B) and *Land, Assets & Infrastructure* (LA&I – Now *Highways, Drainage & Formal Spaces* - HDFS) committees, Cllr McKeown agreed to restart this work. Discussion with Procurement Officer at SCDC recommended commissioning an M&E Consultant to a high level overview.

In June 2023, Full Council agreed a spend of £6,000 to commission a M&E Consultant delegated to Cllrs McKeown and Smith, working with Clerk and/or RFO.

Progress

Contact attempted with twelve local M&E consultants. Some responded to say they have retired or are otherwise unable to take on this work. Positive responses were received from two companies:

- QODA Consulting – detailed quote sent (attached), online and onsite meetings. £10,800 ex VAT.
- Peakin Fear Consulting Engineers – free proposal cover letter sent (attached). £6,873 ex VAT.

Delegated members and staff working on the project have undertaken significant effort to obtain a third quote for comparison.

For Decision

HIPC to decide upon and appoint M&E consultant to investigate the feasibility of sustainable energy generation and energy efficiency opportunities at the Parish Offices, Pavilion and Recreation Ground. This should include, but not be limited to, rooftop solar PV, carport solar PV, wind turbine, air source and ground source heat pumps, insulation and passive cooling, and include the provision of estimations of efficiency and carbon savings from the above measures. Report to provide an embedded carbon comparison of replacement versus retrofit of the existing building fabric. Decision to include the approval of additional spend over the £6,000 agreed by Full Council in June 2023.

Recommendation

Recommendation to proceed with work from QODA Consulting at £10,800 Ex VAT, an increase of £4,800 over that previously agreed. Although the higher of the quotes obtained, they have the clearest understanding of the brief set by delegated members. Additionally, they have demonstrated enthusiasm and established a working relation with the meetings already held and a more substantive, detailed proposal.

Tom McKeown
Histon and Impington Parish Council
Parish Office
Recreation Ground
New Road
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e tom.mckeown@hisimp-pc.gov.uk

QODA Consulting Ltd
Suite 300
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CB2 1GE

t 01223 650880
w qodaconsulting.com
e enquiries@qodaconsulting.com

12th January 2024

Ref: CM1019-QODA-XX-XX-FP-YS-0001

Dear Tom,

HISTON & IMPINGTON PARISH COUNCIL – DECARBONISATION FEASIBILITY & OPTIONS ANALYSIS FEE PROPOSAL FOR PROFESSIONAL SERVICES

Thank you for inviting QODA to price for sustainability services for Histon & Impington Parish Council Offices. We appreciate the opportunity to support you on this project.

Scope

Our scope and fees are based on the details you sent to us via email, and in subsequent meetings and calls. The services are summarised as below.

1. DESKTOP REVIEW:

- a. Review asset information and drawings.
- b. Understand the utility infrastructure serving the building (Gas, electricity, water etc).
- c. Obtain historic energy consumption data and current utility costs. Determine areas served through sub-metering.
- d. Following discussion and surveys, highlight areas where systems are underperforming from an energy perspective.
- e. Determine significant constraints such as budget, listed building legislation, minimising interruption during building works, etc.
- f. Carbon Footprint – use the information gathered to calculate the building's operational carbon emissions and benchmark against similar buildings.

2. SITE SURVEY & INVESTIGATION

- a. Undertake high level non-intrusive building services and fabric condition survey.
- b. Assess condition of primary heating, hot water and incoming electrical services and metering.
- c. Overview of insulation extent and condition of pipe runs.
- d. Review services to see if assumptions made during the desktop assessment are viable. Assumptions will be based on the data provided.

3. BASE BUILDING MODEL

- a. Create a model of the building using Passivhaus Software in order to model energy and carbon impacts of improvements.

4. ENERGY MODELLING – OPTIONS ANALYSIS

- a. Round table workshop to discuss findings and recommendations following desktop review and site survey
 - i. Workshop to include MEP support and advice in selecting feasible options for investigation.
- b. Investigate and simulate 3 agreed decarbonisation opportunities. These could include, but are not limited to:
 - i. Fabric improvements such as internal or external wall insulation.
 - ii. Replacement of windows and doors.
 - iii. Reducing air leakage.
 - iv. Reducing solar gain.
 - v. Opportunities to switch from fossil fuel heating and hot water generation to high efficiency heat pumps e.g. Ground or Air Source Heat Pumps.
 - vi. PV Arrays.
 - vii. Off-site renewables.
 - viii. Mechanical and electrical efficiency opportunities including replacing old lighting with LEDs and controls, provision of mechanical ventilation with heat recovery, energy efficient pumps, fans, heating, and cooling systems etc.
 - ix. Water reduction by utilising controls and low flow fittings (also reduces energy for hot water).
- c. Review the energy and carbon impacts of the selected options using Passivhaus software for operational energy and OneClick LCA for embodied carbon
- d. Supply outline information to enable QS to provide a budget estimate for each investigated option

5. SUMMARY REPORT

- a. Produce a report setting out the findings of the work, including:
 - i. Summary of the desktop review and site survey.
 - ii. Current carbon footprint.
 - iii. Selected opportunities for energy/carbon reduction measures based on survey and representative modelling outputs.
 - iv. Estimate of embodied carbon impact of introducing new materials/insulation etc.
 - v. Commentary on MEP considerations for each of the options.
 - vi. Costs and potential payback periods associated with opportunities.
 - vii. Energy efficiency funding streams.

Fee Proposal

Element	Sustainability Fee (Excl. VAT)	MEP Fee (Excl. VAT)	Total Fee (Excl. VAT)
1. Desktop Review	£1,200.00	£1,200.00	£2,400.00
2. Site Survey & Investigation	£1,200.00	£1,200.00	£2,400.00
3. Base Building Model	£1,800.00	£300.00	£2,100.00
4. Modelling Options analysis	£1,800.00	£600.00	£2,400.00
5. Summary Report	£1,000.00	£500.00	£1,500.00
Totals	£7,000.00	£3,800.00	£10,800.00

Proposed Fee Drawdown (excl VAT)

To be Confirmed with the Agreed Programme.

Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	
	£3,600	£3,600	£3,600			

General Clarifications

1. The above fees are exclusive of VAT which will be charged at the prevailing rate.
2. The fees quoted above include reasonable expenses for the site visit. We have assumed all other meetings will be virtual.
3. We have excluded specific statutory costs such as search or lodgements fees that may be payable.
4. Our offer remains valid for a period of 90 days.
5. Should the client terminate the agreement, then QODA Consulting shall be paid for the value of the work undertaken to the date of termination based on the number of weeks worked.
6. Should additional services be required then these will be based on the following time charge rates:

MEP & Sustainability

Director	£125/hour
Associate Director	£105/hour
Associate	£95/hour

Principal Engineer	£85/hour
Senior Engineer	£75/hour
Engineer/Revit Tech	£65/hour
CAD Technician	£60/hour

7. We invoice fees monthly for work completed to an agreed drawdown schedule, and our terms of payment are 30 days from date of invoice unless agreed otherwise.
8. Please note we carry professional indemnity insurance and confirm our total liability under this contract will be limited to £0.1 million in accordance with the terms of our PI insurance policy unless agreed otherwise. This coverage is based on a single appointment.

Technical Clarifications

1. We propose that our appointment will be in accordance with the ACE Agreement 2: Advisory services unless otherwise agreed. Should any addendums or additional clauses be required then we would reserve the right to review the full appointment document and seek the opinion of our PI Insurers.
2. QODA will carry out the PHPP modelling based on the drawings package provided by Histon & Impington Parish Council. In case of missing information, conservative assumptions will be made for modelling and will be clarified in the report.
3. For predicted energy performance modelling using PHPP, QODA will model up to 3 options (excluding baseline – existing building).
4. For purpose of carbon reduction optioneering QODA will model up to 6 different options using QODAs carbon analysis tool.
5. For energy performance modelling, we will require Histon & Impington Parish council to provide information on the existing fabric parameters. QODA will review and advise on the proposed specification based on their expertise in building fabric.
6. All QODA reports will be created in Microsoft Word format and will be issued in PDF format.
7. The desk top assessment is based on M&E record information being available for the heating, hot water and incoming electrical services being available along with metering information.
8. The Site survey audit covers primary M&E services relevant to the decarbonisation project i.e., heating, hot water, and incoming electrical services. The report will include relevant photographs and main plant/equipment details. The site survey is based on a visual and non-intrusive survey of the key services only.

Please do not hesitate to contact us should you have any queries regarding the above.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tom Cardy', written in a cursive style.

Tom Cardy
Director



Peakin Fear Consulting Engineers LLP
95 Regent Street
Cambridge
CB2 9AW
26th February 2024

Theresa King
Responsible Finance Officer
Histon and Impington Parish Council
Parish Office
New Road
Impington
Cambridge, CB24 9LU

Dear Theresa,

Thank you for the opportunity to put forward a fee proposal for the decarbonisation feasibility study at the Histon and Impington Parish Offices and Recreation Ground. We have the pleasure of confirming our fee of **£6,875 Ex VAT**. The fee above covers the scope as set out within your letter.

We have recently been undertaking very similar work delivering feasibility studies on decarbonisation for the Greater Manchester Combined Authority and believe that we are well placed to deliver a high-quality document that provides detailed actionable information to the Parish Council. Within those reports we analysed the existing buildings and provided a range of options to decarbonise the building and reduce energy consumption. In addition to the savings in emissions and cost, we also provided budgetary estimates for the anticipated works to aid the decision making process.

In addition to the production of the report, the fee allows for the following:

- Site visits to survey the building fabric and existing systems.
- Initial meeting with the Parish Council to discuss the project and ensure that the brief is fully agreed.
- A meeting with the Parish Council after the initial issue of the report to discuss the findings.
- A final meeting with the Parish Council following the final issue of the report.

Additional work outside the scope above will be charged at £80ph Ex VAT and will be agreed before commencement of the works.

We trust the above is acceptable and look forward to hearing from you in due course.

Yours sincerely,

Alex Fear
Partner

Minutes of Histon & Impington Wellbeing, Recreation & Leisure
7:30pm, Monday 4th March 2024
Community Room, Recreation Ground, New Road, Impington

Wellbeing, Recreation & Leisure Committee Minutes

Membership: 8 + 2 ex-officio

Appendices:

Quorum: 3

WRL	<p>Present: Cllrs: Sarah Allen, Steve Carrington, Neil Davies, Chirs Hobbs (Chair), Tom McKeown, Joe Uttridge, Louise Wilbraham</p> <p>Ex Officio Members: Cllr Yvonne Murray</p> <p>Clerk: Theresa King</p> <p>Club Representatives :Mr Andrew Grimmer (Bowls Club), Mr David Rush (Croquet Club), Mrs Jane Fidler (Tennis Club)</p> <p>1 vacancy</p> <p>8 members of the public</p>	
WRL23/065 065.1	<p>To Receive Apologies for Absence</p> <p>Cllr Stonham (personal)</p>	
WRL23/066 066.1	<p>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</p> <p>Andrew Grimmer declared a pecuniary interest due to his role as Chairman of Bowls Club in item 079.1</p>	
WRL23/067 067.1 067.2 067.3	<p>PUBLIC PARTICIPATION</p> <p>Member of Tennis Club public spoke on item 071.1 Junior member of Tennis Club stated that he supported development of tennis facilities, however he expressed concern over the loss of the grass tennis courts. He described the grass surface as an iconic playing surface and stated that there were few other local grass courts. He also expressed concern on the large economic cost of converting the courts. as well as the impact on the natural environment and the food chain that currently existed both above and below the surface of the courts.</p> <p>Member of public spoke on item 071.1 Resident felt that the Recreation ground provided a place for sport and offered many facilities, however a large percentage of residents do not play sport. The resident felt that a project of this size for the usage it was outlined for was abhorrent, and that residents who were already feeling that budgets were stretched would find that the concept was very unwelcome. Resident had completed sports survey circulated before COVID and had not seen results, RFO to re-publish results. Resident felt that there was a bias towards sports and that there were other needs in the villages which the money could be spent on such as the pump track project or all-weather multi-sport facilities.</p> <p>Additional Member of public spoke on item 071.1 Resident felt that if extended facilities for tennis were needed, the potential Cambridge Science Park North (CSPN) project and the facilities that this would offer should be considered, and that any decisions should be delayed until the potential benefits from the project were known.</p> <p>RFO verbally noted that the report from the Recreation Development Group is only to note, no decision to proceed with the project has been made, and that it would need to be considered by Full Council before being actioned.</p> <p>With the agreement of the Committee, Chair brought forward item 071.1.</p>	RFO
WRL23/068 068.1	<p>To Approve Minutes of Meetings held 6th November 2024 (Appx 1)</p> <p>Proposed Cllr Uttridge, seconded Cllr Wilbraham, all in favour to approve. Two Councillors abstained.</p>	
WRL23/069 069.1	<p>Matters Arising from Previous Meetings – Actions list (Appx 2)</p> <p>Actions List noted.</p>	

WRL23/070	To receive Reports	
070.1	<p>Sports Clubs</p> <p><u>Histon Hornets</u> Histon Hornets very happy working with Head Parish Ranger and communications, way of working similar to previously. Bad weather has created waterlogged pitches, generating a backlog of matches which they will work with staff to reschedule.</p> <p><u>Bowls Club</u> Mr Andrew Grimmer took over as Chairman in November and has found the role challenging. Mr Grimmer thanked Cllrs Murray and Davies for their support with his new role and their support of the Club. Mr Grimmer also thanked office staff for their support with various issues regarding maintenance of the Green and Pavilion. Bowls Club are looking forward to working with HI Friends on the Dementia Day in May and looking forward to working with Head Parish Range and staff on green maintenance and matches during the coming season.</p> <p><u>Cricket Club</u> Club has a new and proactive committee. They have withdrawn their third team from the league due to loss of key players, but will organise friendly matches to boost the team with intention to reinstate into league next year.</p> <p><u>Croquet Club</u> Club trying to grow. AGM to be held 26th March 2024 in Community Room. Club will hold a University of Third Age course, starting Monday 13th May for 6 weeks.</p> <p><u>Tennis Club</u> Club are looking forward to completion of hard court resurface. Meeting with Club representatives to look at Terms and Conditions to be scheduled. Formal Arrangement agreed only for summer use, club need decision on winter use soon so they can make a decision on setting fees for the coming year for members, will appreciate no major increases. Cllr Hobb reviewing fees and looking at booking of courts, will respond as soon as possible. New grass court season to start on 17th April 2024.</p>	CH
070.2	<p>Clerk/Operations Report – (Appendix 3) RFO outlined schedule for hard court resurfacing project and contacts for clubs going forward, changes may still occur as season progresses.</p>	
WRL23/071	To receive update from Rec Development Group (Appendix 4)	
071.1	<p>Cllr Davies introduced himself as the Chair of the Recreation Development Group and noted his involvement as the Chair of the previous Recreation Development Group between 2002 and 2006. The previous Committee were looking then at a spend of over £1 million to make the Recreation Ground a community facility, which it has achieved with the inclusion of many groups in the villages such as the exercise classes for older people. The current development group was formed to look at ideas for development of the existing grounds, as any benefits from the CSPN project may be 15 -20 years away. Initial ideas had included a 3G pitch on the site, but this was superseded by the intention to build two other pitches at the Histon Football Club site and at IVC, making a third pitch unviable.</p> <p>The group had then looked at ways to improve existing facilities. Discussions were held with sporting club representatives, staff and other councillors, and the Tennis Club had been eager to drive all year usage with floodlit facilities. The club currently has over 400 members, 200 of which are young people and children, with a large increase in member numbers since the pandemic. New facilities could provide more access for the public as well as extended coaching options. and the option being presented included infrastructure improvements such as drainage changes, thereby future proofing the site. This will provide a legacy for future generations. Cllr Davies reiterated that the report is only a proposal, that it demonstrates a pathway of delivery and articulates the cost to deliver. Improvements to the car park and entrance way are also suggested.</p> <p>With the agreement of the Committee, Chair suspended Standing Orders.</p> <p>Resident commented that the proposal was top heavy financially. Cllr Hobbs said that data was still being collected so that usage of the space could be improved in order to</p>	

	<p>make it more efficient, and Cllr Davies noted that discussions with the Tennis Club were gathering more information in terms of suggested usage, what demand there could be and what this could look like. Cllr Davies noted that it was to the Parish Council's credit that it was detailing the potential commitment so early in the process.</p> <p>Tennis Club representative Jane Fidler said that the Tennis Club were very enthusiastic about the project, and that four courts together were needed for club social events. The current grass courts cannot be used for this purpose as two courts are kept as match courts, not being used for general play until July. Mrs Fidler also noted that there was currently not a lot of coaching for Junior members. A Resident commented that access for all including the public would need to be carefully managed.</p> <p>Standing Orders reinstated.</p> <p>Cllr Davies confirmed talks with the Tennis Club regarding booking of courts and public access were ongoing and that there was a drive for more public access. Cllr Davies also noted that tennis is a sport for 5-70 year olds. Cllr Hobbs confirmed that the RDG is looking at improved utilisation across the whole site.</p>	
<p>WRL23/072</p> <p>072.1</p>	<p>To review Sporting Hub trial and confirm process for 2024/25 season</p> <p>RFO verbally outlined Sporting Hub Trial which allowed use of the Community Room for cricket refreshments and tennis club social events at weekends during the summer. Tennis Club were also given keys to access changing room toilets during weekdays. Cricket Club only need access to the kitchen for refreshments, but because of the layout of the site, this precludes any booking of the Community Room for parties. Staff work with tennis club to agree party bookings on Sundays, when Tennis Club are not holding their social events. The trial had resulted in approximately £1,000 loss of bookings. Cllr Hobbs asked if cleaning costs were charged to the clubs who used the facilities under this option, RFO confirmed no extra had been charged as yet. Prior to COVID, Cricket Club had had use of the Community Room as part of their formal contract.</p> <p>Proposed Cllr Murray, seconded Cllr Davies, all in favour to approve use of the community room as Sporting Hub as per 2023 summer season, with a review before next formal arrangements area agreed in 12 months time.</p>	
<p>WRL23/073</p> <p>073.1</p>	<p>To agree acceptance of tailored offer of specialist support for Bowls Green maintenance including spraying and materials (Appendix 5)</p> <p>Report presented to Committee. Proposed Cllr Carrington, seconded Cllr Wilbraham to accept offer, all in favour. RFO to commission contractor to begin as soon as possible.</p>	RFO
<p>WRL23/074</p> <p>074.1</p> <p>074.2</p>	<p>To receive updates</p> <p>Security Working party. Working party not met. Cllr Uttridge noted issues with anti-social behaviour seem to occur in early afternoon. Cllr Hobbs suggested potential Development Worker role could cover this, and that discussion of the role by the Employment Committee would provide an opportunity to see what the role could be, what needs the Council has, and what tasks needed doing in order to come up with the best solution. Cllr Hobbs this suggested this should be considered in any plans. Cllr Uttridge suggested something should be provisionally put in place for the coming summer, a contingency plan for security if needed. RFO to investigate whether Finance Committee or Full Council can approve the spend, to cover the end of the summer term.</p> <p>Gate Access system working party</p> <p>Working party not met, but group has begun review of suggested plan. Cllr Murray said that it was felt that there will be some delay in any decision due to a dependency on the RDG and changes to the grass courts. Cllr Davies suggested that it would be known by autumn whether the plans were going ahead, with a Business Plan being presented to Full Council for decision. Cllr Murray said that the group believed it needed reviewing in connection with other projects and developments, such as the introduction of a booking</p>	Next agenda

	system for all facilities to tie in with the current accounts system. Item for next agenda.	Next Agenda
WRL23/075 075.1	To receive Building Survey report for 12 New Road building and agree next actions (summary of actions included within Clerk's report) Proposed Cllr McKeown, seconded Cllr Carrington, to delegated immediate solutions to staff to organise and complete, all in favour .	
WRL23/076 076.1	To Approve Membership of Youth Provision Working Group and delegate drafting Terms of Reference Cllr Wilbraham to lead Working Group. Cllrs Allen, McKeown and Davies agreed to become members. Cllr Carrington suggested asking a member of the public to join, this can be added to the Terms of Reference. Cllr Allen suggested young people's forums could be held. Proposed Cllr Wilbraham, seconded Cllr Allen to approve membership, all in favour . Working party to meet and draft Terms of Reference to present to next WRL meeting. Working party to report to WRL, terms of reference to include why group formed, what they plan to achieve and how.	Next Agenda
WRL23/077 077.1	To review and approve replacement item for play area at the green (Appendix 6) RFO presented report, items chosen with input from Cllr McKeown. RFO noted prices were from August 23 so allow 5% for inflation increases to costs. Recommendation from staff to select Inclusive roundabout. Cllr Allen questioned access to roundabout, Cllr McKeown suggested asking contractors to ensure good surface to reach roundabout asked of contractors. Cllr McKeown also noted path of play area in general needing action, add to projects for consideration. Proposed Cllr Wilbraham, seconded Cllr Carrington to select Spinmee Roundabout from Online Playground, all in favour. Delegated to RFO and Cllr McKeown to implement installation. Cllr McKeown also noted Balance Beams replacement next project for location.	
WRL23/078 078.1	To discuss concept to adapt MUGA for Blind Football usage Cllr Carrington verbally explained item to gauge Committee agreement to investigate possible conversion of MUGA for blind football use. Cllr Carrington explained a current Hornets team Manager is partially sighted, and that there are only two facilities for blind football in the country. As he understood it, changes were simple with boards on the sides of the court and the use of special footballs. If the Committee were in approval, Cllr Carrington would undertake further investigations into requirements. Cllr Allen queried whether the changes might prohibit other sports using the facilities, Cllr Uttridge queried whether there would be uptake for the facilities. Cllr Carrington outlined that play is only during the week. Cllr Carrington to investigate and present costed paper to next WRL meeting.	SC/Next Agenda
WRL23/079 079.1	To agree to make a contribution towards Bowls Club renovation of Pavilion of £200, from Grounds Maintenance Budget Money will be used to provide paint for improvement of Bowls Pavilion. Proposed Cllr Davies, seconded Cllr Wilbraham, all in favour to approve.	
WRL23/080 080.1	To discuss and agree concept to rename Recreation Ground as Histon and Impington Sports and Recreation Ground, implications and costings to be explored prior to approval at Full Council Cllr Hobbs talked on item, noting 80% of the recreation ground use was for organised	

	<p>sport. There are some recreation facilities but residents see grass fenced off for sport and deem it unavailable. Discussion followed, covering:</p> <ul style="list-style-type: none"> • Cllr Allen noted most residents just know it as “the Rec”. • Cllr Uttridge asked if there was enough value in changing it and David Rush queried whether there would be any benefit in changing name such as being able to obtain more grant funding • Cllr Wilbraham suggested the concept of what the facilities are for needs changing, some residents feel it cannot be used at weekends. • Cllr Davies noted it been a “Rec” for 100 years, it is community based and that the committee should focus on other priorities. • Cllr McKeown noted that if it became the H&I Sports ground we might lose sight of the recreational aspect, making this a sports venue and then delivering recreation elsewhere in the village. • Cllr Wilbraham felt that the perception of the venue as being for recreation was not working, that in her opinion young people felt they were not welcome here after school. Cllr Uttridge noted that youth were in general welcome, it was the behaviour of some that was not welcome. • RFO noted that the implications of changes to constraints such as byelaws or any other administration costs which would be needed should be investigated. • RFO also noted that the change would need to go to Full Council if supported by Committee. • Cllr Davies suggested that as discussions regarding the site and its use evolve, the name change should be kept at the back of the Committee’s mind. <p>Cllr Hobbs suggested that this was the beginning of a discussion, and suggest a workshop be held to discuss in more detail before bringing to next meeting, Cllr Hobbs to organise workshop.</p>	CH/ Workshop
WRL23/081 081.1	<p>How to communicate the meeting of 6th November 2023 and items for next agenda:</p> <p>Next agenda: Security Working party; Gate Access Working Party; Youth Provision Working Group Terms of Reference; Blind Football on MUGA proposal</p>	
	<p>DATE OF NEXT MEETING - 22nd January 2024, 4th March 2024 Meeting closed: 9.22 pm</p> <p>Appendix 1: Minutes of the meetings 6th November 2023 Appendix 2: Action List Appendix 3: Clerks/Operations Report Appendix 4: Rec Development Group report Appendix 5: Support offer for Maintenance of Bowls Green Appendix 6: New play item for Play Area at the Green</p>	

Finance Report to be inserted

Proposal for a communication and engagement service for the period July 2024 to June 2025

4 March 2024

Following the initial budgetary quote and further discussions with the Parish Council, Histon and Impington Communications CIC (HI HUB) have reconsidered and revised this proposal for the consideration of the Parish Council.

We are very grateful for the support of the Parish Council during the formation of HI HUB and the launch of the new HILights magazine and hope that this relationship can continue on a long term basis.

Aims

This proposal outlines how HI HUB intends to provide a long-term service to the village that will also enable the Parish Council to effectively meet their own communication and engagement objectives. We will do this in a number of ways:

- By encouraging greater involvement in village activities and initiatives including those organised directly by the Parish Council, local groups supported by the Parish Council and other local groups by providing information about the activities and initiatives and profiles of those involved and local volunteering opportunities
- By providing timely information to more people about things happening in their own community, which can include public consultations and ways to get involved, planning applications and other events happening.
- By providing deeper information and reliable news about key issues that affect local residents and businesses including those being considered and decided by the Parish Council, to encourage informed engagement
- By encouraging residents to make more use of local traders and services thereby meeting the one of the objectives set out in the local plan.

To achieve this we will use our four communication channels:

The HI HUB website, which creates a permanently accessible record of activity in the village

The HI HUB weekly e-newsletter update (which currently has 1,774 subscribers)

The digital screen which shares HI HUB content in the library and on the street

Our quarterly print magazine, HILights, distributed to all households in Histon and Impington

HI HUB

This was set up in Feb 2020, with the support of the Parish Council, and ever since has been writing relevant, timely news and information about things happening in Histon and Impington. We aim to continue this in the long-term, including:

- News of consultations and surveys launched by the Parish Council together with links to encourage participation
- Details of and background to events organised by or supported by the Parish Council to drive attendance

- Reports on major projects and initiatives undertaken by the Parish Council
- Encouraging applications for new councillors
- Parish Council recruitment for permanent or contract workers to encourage local applications
- Volunteering opportunities to increase community engagement
- News of planning applications to encourage responses

In the last 12 months HI HUB has written more than 50 items of coverage of relevance to the Parish Council activities and interests. Here are a few examples:



Council consults on School Hill plans

1st February 2024

Residents are being encouraged to attend Histon & Impington Parish Council's Planning Committee on Monday 5 February at 7.30pm to share their views on development plans for School Hill.



Bulb planters spring into action

30th November 2023

Histon and Impington Parish Council's Nature and Biodiversity Committee is seeking volunteers to plant spring bulbs around the villages, helping to bring some vibrant new colour to the area in spring



Report reveals major shortfall in play space for children

2nd November 2023

A report to the Parish Council's Wellbeing, Recreation and Leisure Committee reveals that recreation space in the village falls far short of expected standards for a community of this size.



Comfort and care over a cuppa

12th October 2023

Kirsty Speed, the Age UK community warden for Histon and Impington, is on a mission to help older people stay healthy at home for longer and she'd like to reach more clients - and more volunteers.



H&I Eco-Fest

24th May 2023

Histon & Impington Eco Fest + 30 Day Challenge will kick off at midday on Saturday 10th June at Histon Baptist Church. HI Sustainability, in partnership with Histon...



New leadership for Histon & Impington Parish Council

18th May 2023

Warm tributes have been paid to Parish Council Chair Denis Payne as he steps down from the role at the end of his 4-year tenure.



Residents endorse 20mph for 'safer streets'

4th May 2023

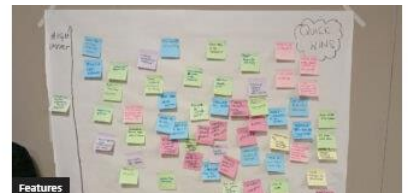
Over 70% of HI residents are in favour of introducing more speed-reducing measures according to a recent survey on plans to implement a parish-wide 20mph zone.



Annual Parish Meeting

26th April 2023

Histon and Impington Parish Council invite you to join them on Tuesday 9th May from 7pm at Histon & Impington Recreation Ground. Guest Speakers: Friends of...



It's not too late... yet

16th March 2023

A sobering workshop on the impact of CO2 emissions has renewed the Parish Council's resolve to lead the community forward in tackling climate change. Denis Payne explains what happened.

HLights

HI HUB works well for those who have digital access. However, until recently, those who are least digitally connected – notably older members of the population – didn't have the same access to information. Also, HI HUB provides few opportunities for local businesses to promote themselves to potential customers on their doorsteps. The 2023 launch of HLights, a magazine-style publication that is delivered free of charge by a team of volunteers to every household in the village, filled those gaps.

HLights is ideal for less time sensitive information and each issue has a main focus outlined below. It too can be used to support the communication and engagement requirements of the Parish Council, including providing regular contact information and details of upcoming meetings.

Issue	Main Focus	Possible Parish Council Content
September General Deadline: 20 Jul PC Deadline: 1 Aug PC Proof approval: 7 Aug Distribution: after August Bank Holiday*	Beginning of new school year as groups and new activities start after the summer break with a chance for people to engage with them	<ul style="list-style-type: none">• Submission of budget requests to council• Testing ideas re possible spending plans for the following year• Output from the Annual Parish meeting
Christmas Special General Deadline: 23 Sep PC Deadline: 1 Oct PC Proof approval: 7 Oct Distribution: begins 4 Nov*	Village Christmas activities and support for High Street retail and craft events	<ul style="list-style-type: none">• Council Christmas message• Christmas lights• Christmas tree recycling
January General Deadline: 22 Nov PC Deadline: 1 Dec PC Proof approval: 7 Dec Distribution: after Christmas break*	News for start of year with profiles of community groups and planned events and activities	<ul style="list-style-type: none">• Plans for the year from the committees drafts, formal and aspirational• The building blocks that will make up the budget• Recruitment of new councillors
April General Deadline: 20 Feb PC Deadline: 1 Mar PC Proof approval: 7 Mar Distribution: after Easter*	Sports clubs starting up for the summer to encourage people to get active. Big community summer events including Feast, Open Gardens with the chance to get involved and volunteer	<ul style="list-style-type: none">• Reports on budget and precept decisions• Firm plans for the year• Details and plans for Annual Parish meeting

**depending on print delivery*

Note: there is no issue in June to avoid competing for advertising with the Feast and Open Gardens programmes.

Proposal

To provide this service over the coming year, HI HUB would make a service charge to the Parish Council of £7,584 for the period 1 June 2024 to 31 May 2025. For this we will deliver:

In HILights:

- 12 pages of dedicated content in HILights from the Parish Council over the year, which they can use to provide reference information, communicate about Parish Council activities and also promote organisations supported by the Parish Council if desired.
- Support with layout and sourcing of images
- Production of proofs for review
- An extended deadline for submission
- Optional training for Parish Council writers
- Use of copyright cleared news and features previously published on HI HUB

On HI HUB

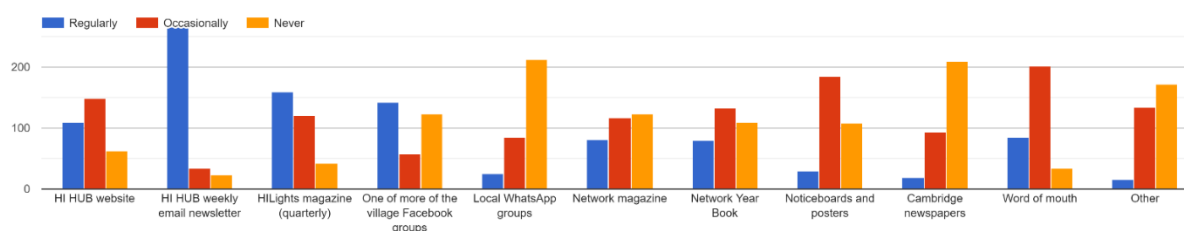
Online coverage of relevant Parish Council news and information, distributed through the newsletter and on the screen, including:

- Reports on major projects, initiatives and consultations undertaken by the Parish Council
- News and listings of events organised by the Parish Council
- News of planning applications to encourage responses
- News of Parish Council recruitment for councillors, permanent and contract workers
- Coverage of Parish Council volunteering opportunities

Why HI HUB and HILights?

HI HUB and HIGHLIGHTS have become an important source of news and information for the community. In the recent survey launched on 20 Feb 2024 we asked where people went to find news and information about the village. From the 322 respondents we got the following picture

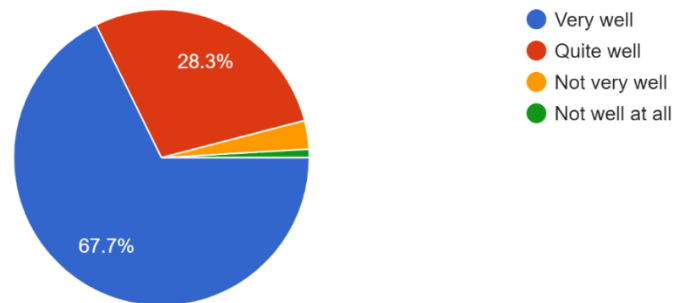
Q1. From which of the following sources do you find news and information about the village?



We also asked how well people thought HI HUB and HILights achieve this and the results are very positive.

Q2. HI HUB and HILights magazine were launched to provide a communication bridge in the village. We aim to share news and information, and tell loc...r vibrant community. How well do we achieve this?

322 responses



Supporting Documents

As part of the review of the initial budgetary proposal we have been asked to provide a number of relevant documents:

1. Copy of written constitution of Organisation or details of their aims and purpose.

From the articles of association (available on Companies House) the formal objects of the CIC are

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to facilitate communications among residents, enterprises, groups and other stakeholders with connections to the village of Histon and Impington, in order to support and promote the development of a sustainable and cohesive community.

These are further developed on the About Us page of the website:

HI HUB is at the heart of communications serving the community of Histon & Impington. Comprising an extensive website, a weekly news and information email and a quarterly print magazine, HILights, it provides a central reference point for the whole village.

The aim is to bridge communication gaps, better connecting residents, businesses and community groups with the services, facilities and social opportunities that support our growing and vibrant village. As well as news coverage and features about village life, it enables local people to find out about forthcoming events; clubs, groups and activities; shops and businesses trading in the village; property and accommodation; planning applications; and local job vacancies.

Mission

HI HUB was born out of a desire to help residents minimise their carbon footprint – to support people to buy and work locally and help businesses to trade with local people and employ staff from the village. That led to a group of local residents seeking a way of providing a more consistent way for people to engage with their own community: to help them identify local services and traders; find local employment; find out ‘what’s on; and respond to opportunities on their doorsteps.

The aims became clear:

- To connect the less-connected (e.g. workers who spend little time in the village; people new to the village; non-users of social media, especially older people);
- To encourage greater involvement in village activities and initiatives;
- To provide more timely information to more people about opportunities in their own community (e.g. events; job opportunities; consultation responses);
- To provide deeper information and reliable news about key issues that affect local residents and businesses;
- To enable local employers to attract local labour;
- To encourage residents to make more use of local traders and services.

Launch and development

HI HUB was launched in February 2020 as an online service and weekly news email, and surveys have consistently endorsed its value to the community. In June 2022 we installed screens showing the latest news and events in the library.

But it was clear that those who are least digitally connected – notably older members of the population – didn’t have the same access to information. What’s more, there were few opportunities for local businesses to promote themselves to potential customers on their doorsteps. The launch of HILights in September 2023 filled those gaps.

Published in September, January and April, plus a special Christmas edition, HILights is a magazine-style publication that is delivered free of charge by a team of volunteers to every household in the village.

It is also published in digital form on the HI HUB website, with further copies available from the library, Print-Out, the Post Office and several cafés and shops.

Volunteers

As well as the volunteer founders who are the directors of the Community Interest Company, HI HUB has built – and will continue to build and train – a team of volunteers who will be at the heart of HI HUB, providing content for the website and support services to keep it up to date and functioning effectively. HI HUB is a resource for the community, by the community, and the doors are permanently open to local people who would like to join in. [Read more about volunteering here.](#)

Memberships

As an independent news provider, HI HUB is involved with the [Public Interest News Foundation](#) which is working around the UK and beyond to understand the unique contribution that independent news providers make to society. Their research and support is helping to build the capacity of independent news providers, including HI HUB, and improve public understanding of their work.

HI HUB is also a member of the [Independent Community News Network](#) (ICNN), which is the voice of over 100 hyperlocal community news publications across the length and breadth of the UK. All organisations admitted to the ICNN are independent of commercial, political and religious interests. We are community focused and produce contemporaneous news content, committed to upholding high professional and ethical standards, including accuracy, transparency, integrity, accountability and fairness.

HI HUB is regulated by Impress and abides by the [Impress Standards Code](#), which provides a framework that enables journalists to create high-quality work in the public interest, and to protect freedom of expression, balanced with respect for the rights and interests of everyone involved.

Policies

We have a number of policies to guide our operations which are available on the [Policies page](#)

2. Copy of the previous year's filed accounts

A copy of our accounts to 31 December 2022 are enclosed

3. Project Budget (3 year if available) indicating where items may be estimated

This is an offer of a service to the Parish Council. It is not a project.

4. Copy of Insurance', Profession indemnity & or public liability, Employers Liability Insurance

We enclose a copy of the Employers Liability Insurance certificate which includes the volunteer distributors of HILights. We can also confirm that we have a public liability coverage of £2million

5. Equalities Policy

Copy enclosed

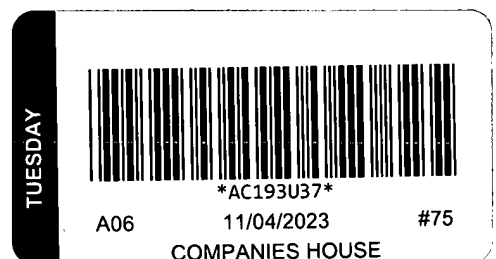
Note the extensive set of HI HUB policies area available at www.hihub.info/policies/

6. Confirmation of whether this request may be recurring and estimate over 3 years with rationale.

As outlined in the proposal we estimate that the complete communication and engagement package for the Parish Council will be at a similar level, increasing by inflation, for the foreseeable future.

COMPANY REGISTRATION NUMBER: 11719514

Histon and Impington Communications C.I.C.
Company Limited by Guarantee
Filleted Unaudited Financial Statements
For the year ended
31 December 2022



Histon and Impington Communications C.I.C.

Company Limited by Guarantee

Statement of Financial Position

31 December 2022

	2022	2021
	£	£
Fixed assets	<u>3,948</u>	<u>—</u>
Current assets	16,436	11,136
Creditors: amounts falling due within one year	<u>13</u>	<u>216</u>
Net current assets	<u>16,423</u>	<u>10,920</u>
Total assets less current liabilities	<u>20,371</u>	<u>10,920</u>
Accruals and deferred income	<u>18,592</u>	<u>10,831</u>
	<u>1,779</u>	<u>89</u>
Capital and reserves	<u>1,779</u>	<u>89</u>

Notes to the financial statements

1. Employee numbers

The average number of persons employed by the company during the year amounted to 2 (2021: Nil).

Histon and Impington Communications C.I.C.

Company Limited by Guarantee

Statement of Financial Position *(continued)*

31 December 2022

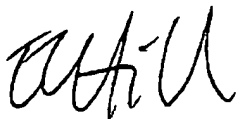
For the year ending 31 December 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the micro-entity provisions and have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the board of directors and authorised for issue on 03/04/2023, and are signed on behalf of the board by:



Mrs E C Hill
Director

Company registration number: 11719514

The company is a private company limited by guarantee, registered in England and Wales. The address of the registered office is Ground Floor 3 Wellbrook Court, Girton, Cambridge, CB3 0NA, England.

CIC 34**Community Interest Company Report**

For official use
(Please leave blank)

Please
complete in
typescript, or
in bold black
capitals.

Company Name in
full

Histon and Impington Communications C.I.C

Company Number

11719514

Year Ending

31/12/2022

(The date format is required in full)

Please ensure the company name is consistent with the company name entered on the accounts.

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)

PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

Publication of a community website sharing news, features, and information relevant to residents and businesses in Histon & Impington.

(If applicable, please just state "A social audit report covering these points is attached").

(Please continue on separate continuation sheet if necessary.)

PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

Our stakeholders are the residents and businesses in Histon & Impington. Stakeholder impact is measured through our website viewing statistics and the rate of sign-ups to our emails. These both grew strongly last year, indicating stakeholder satisfaction with what we do. Also, our key sponsors renewed their support for us, showing their approval for our activities, and three funders showed their confidence in what we do by granting us money to buy a screen to share our content more widely with the community. We continue to seek views of our stakeholders through formal and informal methods of communication.

(If applicable, please just state "A social audit report covering these points is attached").

PART 3 – DIRECTORS' REMUNERATION – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below.

No remuneration was received.

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below.

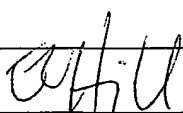
No transfer of assets other than for full consideration has been made.

(Please continue on separate continuation sheet if necessary.)

PART 5 – SIGNATORY (Please note this must be a live signature)

The original report must be signed by a director or secretary of the company

Signed



(DD/MM/YY)

Date

06/04/23

Please note that it is a legal requirement for the date format to be provided in full throughout the CIC34 report.

Applications will be rejected if this information is incorrect.

Office held (delete as appropriate) Director/Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Liz Hill, Director	
17a Home Close, Histon, CB24 9JL	
Tel 07979 864459	
DX Number	DX Exchange

When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:

For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 2nd Floor, The Linenhall, 32-38
Linenhall Street, Belfast, BT2 8BG

(N.B. Please enclose a cheque for £15 payable to Companies House)

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

1. Name of policy holder **Histon and Impington Communications CIC** Policy No 00030251TRA
2. Date of commencement of insurance policy **28 February 2024**
3. Date of expiry of insurance policy **27 February 2025**

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man, Island of Jersey, Island of Guernsey, Island of Alderney; or any offshore installations in territorial waters around Great Britain and its Continental Shelf **(b)**: and;
2. (a) the minimum amount of cover provided by this policy is no less than £5 million **(c)**; or ~~(b) the cover provided under this policy relates to claims in excess of [£] but not exceeding [£]~~
3. the policy covers the holding company and only the named subsidiaries
None

Signed on behalf of QBE UK Limited (Authorised Insurer)



Notes

- (a)** *Where the employer is a company to which regulation 3(2) of the Regulations applies the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.*
- (b)** *Specify applicable law as provided for in regulation 4(6) of the Regulations.*
- (c)** *See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.*

Important

Display will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

QBE European Operations is a trading name of QBE Europe SA/NV, VAT BE 0690.537.456, RPM/RPR Brussels, IBAN No. BE53949007944353 and SWIFT/BIC No. HSBCEBBB, ('QBE Europe'), and of (1) QBE UK Limited, no. 01761561 ('QBE UK'), (2) QBE Underwriting Limited, no. 01035198 ('QUL'), (3) QBE Management Services (UK) Limited, no. 03153567 ('QMSUK') and (4) QBE Underwriting Services (UK) Limited, no. 02262145 ('QSUK'), all four companies having their registered offices at 30 Fenchurch Street, London, EC3M 3BD, and being incorporated in England and Wales. QBE Europe is authorised by the National Bank of Belgium under licence number 3093. QBE UK and QUL are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. QUL is a Lloyd's managing agent. QMSUK and QSUK are both Appointed Representatives of QBE Europe and QUL.



EQUALITY POLICY

This policy applies to all HI HUB Directors, staff, freelance contractors, volunteers and ad hoc contributors.

Equality and diversity are central to the work of Histon & Impington Communications C.I.C., which has this policy because it is a people-focused organisation that strives to meet the needs of the community through fair and appropriate employment and development of the people who work and volunteer for it.

COMMITMENT

The company will treat all people with dignity and respect, valuing the diversity of all. It will promote equality of opportunity and diversity. It will reject all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion/ belief, irrelevant offending background or any other factor irrelevant to the purpose in view.

AIMS

Histon & Impington Communications CIC rejects all forms of discrimination, harassment and prejudice and aims to embed equality in all its policies, procedures, day-to-day practices and external relationships. The company aims to:

- Provide services that are accessible according to need;
- Promote equality of opportunity and diversity in its recruitment and development practices;
- Create effective partnerships with all parts of our community.

OBJECTIVES

To achieve this, the company will:

- Sustain and continually improve its services to ensure that equality and diversity principles and best practice are embedded in all we do;
- Work together with the community to provide an accessible and relevant service that responds to service users' needs;
- Strive to work with Directors, staff, freelance contractors, volunteers and ad hoc contributors who are representative of the community served.
- Ensure employment practices are fair and robust;
- Recognise and value the contributions that all people make to Histon & Impington Communications C.I.C.;
- Challenge discrimination and allocate resources fairly.



PROCEDURES

RESPONSIBILITY FOR IMPLEMENTATION

This policy covers the behaviour of all Directors, staff, freelance contractors, volunteers and ad hoc contributors and sets out the way they can expect to be treated. The overall responsibility for ensuring adherence to and implementation of this policy lies with the board of Directors.

METHOD OF IMPLEMENTATION

Histon & Impington Communications C.I.C. will:

- Include this policy in induction training for Directors, staff, freelance contractors and volunteers and ensuring they understand, agree with, and are willing to implement it.
- Support Directors, contractors, staff, and volunteers who wish to participate in anti-discrimination training;

The Directors will review this policy every two years.

Equality Policy was last reviewed and approved by Directors 14/11/22.

Report of the Grants and Donations working group on HIHub Funding Request

March 2024

Introduction

The conclusions and recommendations in this report are from a Working Group meeting on 5th March attended by Councillors Murray (Chair), Crockford, Davies, McKeown and Smith, the Parish Council Clerk and the Responsible Finance Officer. This meeting considered an updated funding proposal from HIHub which was provided to the Working Group on 4th March and is included in the March Full Council pack.

The Working Group's recommendation and rationale for these recommendations is summarised below.

Recommendations:

- 1) That Council approve the recommendation of the Working Group to revert to publication of HisImp News for Parish Council news and news from community organisations.
- 2) That Council signal its willingness to consider a grant to HIHub to support the service it provides to the community, subject to submission of a budget to support this request.

Comparing January and March proposals from HIHub

The Working Group compared the proposal that had been provided to the January Full Council Meeting and the updated proposal provided on 4th March. This is summarised as follows:

i) January Full Council proposal

£3690 for provision of pages in HILights (the same as the charge for our pages the previous year)

£3894 for an additional contribution to print costs.

The working group understood that the request from HIHub to the January Full Council had intended for the additional contribution to reduce in future years as the magazine became more self-sustaining.

The Working Group had initially reviewed this proposal at its meetings on 29th January and 6th February and additional information had been requested from HI Hub /HILights to support their request, including a budget.

ii) Updated proposal- March

£7584 for provision of pages in HILights and for the communication of online Parish Council news through HIHub including its digital newsletter.

The Working Group noted that although £7584 is the sum of the two figures in the previous proposal the rationale for the request is now quite different.

Two key differences between the two proposals are:

- i) The updated proposal does not request the contribution for printing but now requests payment for PC news being communicated through HIHub digital activities. HIHub have often picked up PC news in digital articles before but we were not previously charged for this.
- ii) The proposal that £7584 will be an annual charge to the Parish Council increasing year on year with inflation.

Working group discussions and rationale for its recommendations

1) Provision of information by HIHub

The group recalled that it had requested a full budget to support the initial funding request.

The Working Group acknowledged that HIHub have maintained throughout that their request is a service and therefore it is not necessary for them to provide this budget. In this respect the Working Group reiterate its previous recommendation that, whilst there is clarification needed on what is a service/grant/donation which should be set out in the developing Council policy, in the absence of this there should be consistency in the way funding applications are dealt with. A budget was also requested from and provided by HIFriends, Connections Bus and Camtrust whose applications for funding were considered at the February Full Council meeting. In some cases, budgets were subjected to some significant scrutiny by councillors, which the Working Group felt both emphasised the importance of this information being provided and made consistency even more important.

2) Rationale for reverting to HisImp News

It was noted that the purchase of pages in HILights enabled the Parish Council to go to print in a high quality glossy magazine which was distributed to every household in the village. It had worked well for some types of Parish Council News.

However, a number of issues and limitations were noted including:

- *Constraints from copy deadlines-* The long lead in time for the magazine has limited the inclusion of time sensitive information including key dates, details of events, and council decisions/activities that have not been finalised in time to meet copy deadlines. It poses some challenges for including consultations, which are particularly important to put out in print rather than only digitally. In comparison the deadline for copy for HisImp News could be stretched to two weeks before the print run for those submitting copy, making it significantly more flexible. Because staff were editors, they could then make further amendments up to the point they submitted to printers.
- *Inclusion of information from village groups-* Though HILights are happy to include these details in their own editorials, HisImp News had more flexibility to include information in the format requested by groups, including posters/advertisements, full details of events etc and it was felt the shorter lead in times were more useful for groups.
- *Difficulty in meeting word count-* Staff reported that it had been difficult to meet our HILights word count with submissions from councillors, particularly for the most recent issue. They thought HisImp News was less pressure for staff and for councillors as filler items from village groups could be included if necessary and it provided more flexibility on timings and content volume.
- *Staff resources-* An anticipated benefit of the Council moving to HILights from HisImp News had been saving of staff time. But staff felt time savings presented at the 2023 meeting had not been achieved. HisImp News will require more of the Clerks time but

would be less stressful. This is also a team effort and the cost saving could allow additional staff hours to be purchased. Staff missed the ongoing engagement and involvement with groups they had putting together HisImp News. They also noted that preparation of HisImp News provides Continuous Professional Development (CPD) points for staff.

- **Costs-** The estimated cost of reverting to HisImp News is approximately £4,200 including costed parish council staff time and based on 4 issues per year- one 12 page issue and three eight page issues (subject to increases in printing costs since we last published being confirmed). This compares well to the amount that HIHub requested from January for 12 pages a year (£3690) given that parish council staff time would still be needed on top. And it compares favourably with the £7,584 now being requested by HIHub, which also does not take into account Parish Council staff time.

The Working Group concluded that it would be favourable to revert to HisImp News rather than continue purchasing pages from HILights. Consideration will need to be given to distribution, and the staff request that meeting timetables take in to account the peak times for their work on HisImp News.

Reasons to consider a donation to HI Hub

The Working Group recognises that HILights magazine and the digital HIHub are extremely valuable communication tools for the local community and its trades and businesses. These initiatives can report Parish news in an independent way and can hold the Parish Council to account, which is very important. Digital articles through HIHub are written by their journalists and maintain journalistic discretion. For these reasons the Working Group see HIHub as a service to the whole community rather than a service specifically to the Parish Council. As such they did not consider it appropriate for the Parish Council to pay for this as a service but given the importance of HIHub for the community they thought a grant or donation could be appropriate. This decision would need to be supported by a budget and so could be finalised at a future Parish Council meeting. The budget would be needed to understand what HI Hub costs the 2024/25 funding would support, what proportion of the overall costs of HI Hub this represents, the likely recurrence in future years and how this grant would enable HI Hub services to our villages to remain sustainable.

Histon & Impington Town Charity

The Clerk
Histon & Impington Parish Council
The Recreation Ground
New School Road
Impington
CB24 9LU

Dear Chelsea,

Histon & Impington Town Charity

The Town Charity has been investigating the way it operates as a charity over the last year and has decided that it would be an advantage for the charity to register as a Charitable Incorporated Organisation (CIO).

As you are aware, the Charity currently has six trustees of which three are appointed by the Parish Council and three by the Parochial Church Councils of Histon & Impington. The trustees wish to keep the same structure and the same objectives as are current. In other words does not seek to change the way the Charity has run since December 2006. This was when the Charity Commission agreed to extend the Charity's remit to Impington and from widows born in Histon to "the relief of persons resident in the area of benefit who are in need, hardship or distress."

You should also be aware that the Charity has grown significantly over the years, whilst still owning 1.486 hectares, used as allotments since the 1890's. Having funds of £859 cash in September 1999, it now has currently £111,102 cash and investments, plus the agricultural value of the land today at £125,000. Noting that part of that growth relates to Mrs Bumstead's bequest of £32,589 at the end of 1999.

The CIO would be a foundation one, with limited members, as now, the same six trustee appointments being trustee/directors.

The advantages of becoming a CIO are believed to be:

The trustees would have limited personal liability. Although the Charity could still be accountable for the decisions it makes to further the Charity's aims.

The property would become directly controlled by the trustees, rather than vested with the Charity Commission's official custodian. As it is not a legal corporate entity currently, it cannot directly own the land. The land, although, is registered to the Charity and will continue to be so.

The Charity will be governed, as now, by the Charity Commission regulations rather than the Companies Act.

The charity will be able to employ people, as it cannot currently. [It pays an honorarium to the Clerk currently].

Histon & Impington Town Charity

As it is not a legal entity currently, it cannot agree and sign contracts But it will be able to as a CIO. Therefore there are no contracts obligations to be reassigned.

It has no liabilities.

It cannot sell any assets that fall under the main purposes of the charity or pay dividends as now.

The downsides will include:

That it will have to file complete accounts each year. [Though it currently produces these with a (limited) annual report].

It also has to file a full annual report with the accounts each year. Though, the accounts do not have to be audited. Or subject to an independent review. Unless annual income is greater than £25,000.

The CIO constitution uses the approved Charity Commisison model version, which has been adapted to included the current approved Charity Commisison scheme known as Histon & Impington Town Charity (203213).

Your trustees seek approval from the Parish Council to, with the Parochial Church Councils approval, submit this change to the Charity Commission for ratification

Yours

Dr Brian Ing

Mrs Marian Cleaver

Max Parish

Trustees appointed by the Parish Council

Dated

23RD FEBRUARY 2024

Encs.: Proposed CIO documentation

Copy of the current scheme

Differences to the Charity Commission Model CIO

HISTON POOR'S LAND CHARITY (NO.203213)

Meeting of the Trustees of the Histon Poor's Land Charity,

7.25pm St Andrews Centre, Histon,
on Wednesday 18th April 2018

Attendees: Rev. James Blandford-Baker (Chair),
Mavis Driver,
Max Parish,
Paul Glass,
Marian Cleaver,
Brian Ing,
Julie Jocelyn.

Meeting Minutes

1. There were no apologies for absence
2. Resolution:

The reason for the proposed name change to the scheme has been discussed and it was noted that some individuals who may have qualified under the charity's objects have been put off applying due to the use of the word "poor" in the title. In reviewing the options for changing the title, it was pointed out that the land owned by the charity dating back in part to the seventeenth century had been originally given to Histon Town Charity as noted in the Charity Commission report of 1837. Though Histon & Impington are stoutly defended as villages by its residents, it was thought appropriate to revert to the use of "Town", as a number of villages in the area still have "Town Charities".

The resolution: ***That the name of the charity, registration number 203213 be changed from Histon Poor's Land Charity to Histon and Impington Town Charity and the Scheme updated in paragraph 3 accordingly*** was put to the trustees and carried unanimously.

3. Any other business

It was also noted in the scheme rules states that trustees are nominated; two by Histon Parish Council and one by Impington Parish Council. As the two Parish Councils had now amalgamated into "Histon and Impington Parish Council", there was a need to change how the trustees were nominated. The Poor's Land

Scheme of governance (charity number 203213) item number 6, states that "There should be 6 nominated trustees appointed as follows: 2 by Histon Parish Council; 1 by Impington Parish Council; 2 by Histon Parochial Church Council and 1 by Impington Parochial Church Council."

A resolution that;

Paragraph 6 of the scheme be changed to; There should be 6 nominated trustees appointed as follow: 3 by Histon & Impington Parish Council; 2 by Histon Parochial Church Council and 1 by Impington Parochial Church Council. The remainder of paragraph 6 being subsections (1) to (5) to remain as is.

was passed unanimously by the trustees.

There being no further business the meeting was closed.

Rev. James Blandford-Baker

Chairman

Date: 21/5/2017

Max Parish

Trustee

Date: 21

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES

Under the power given in the Charities Act 1993

Order that from today, the

13th December 2006

the following

SCHEME

will govern the charity

known as

HISTON POOR'S LAND (203213)

at

Cambridgeshire

Commissioners' References:

Sealing: N197 (S)

06

Case No: 325063

1. Definitions

In this scheme:

"charity" means the charity identified at the beginning of this scheme.

"area of benefit" means the parishes of Histon and Impington.

"existing trustees" means the persons listed in the schedule to this scheme and the person who is yet to be nominated by Impington Parish Council.

"trustees" means the trustees of the charity acting under this scheme and "trustee" means one of the trustees.

"trusts" means the provisions which at any given time regulate the purposes and administration of the charity.

"Commissioners" means the Charity Commissioners for England and Wales.

ADMINISTRATION

2. Administration

(1) The charity is to be administered in accordance with this scheme. This scheme replaces the former trusts of the charity.

(2) The charity will be administered by the existing trustees who will hold office until their current term of office expires. They must administer the charity in accordance with the provisions of this scheme.

3. Name of the charity

The name of the charity is Histon Poor's Land.

OBJECT

4. Object of the charity

(1) The object of the charity is the relief of persons resident in the area of benefit who are in need, hardship or distress.

(2) The trustees may relieve persons in need by:

(a) making grants of money to them; or

(b) providing or paying for goods, services or facilities for them; or

(c) making grants of money to other persons or bodies who provide goods, services or facilities to those in need.

- (3) In exceptional cases the trustees may decide to assist someone (who is otherwise qualified) who is:
- (a) resident outside the area of benefit; or
 - (b) only temporarily resident in the area of benefit.

POWERS OF THE TRUSTEES

5. Powers of the trustees

In addition to any other powers which they have, the trustees may exercise the following power in furtherance of the object of the charity:

Power to make rules and regulations consistent with this scheme for the management of the charity.

TRUSTEES

6. Nominated trustees

There should be 6 nominated trustees appointed as follows:

- 2 by Histon Parish Council;
 - 1 by Impington Parish Council;
 - 2 by Histon Parochial Church Council and
 - 1 by Impington Parochial Church Council.
- (1) Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.
- (2) Each appointment must be made for:
- (a) 4 years; or
 - (b) if the appointment is being made to fill a casual vacancy, the unexpired term of the appointee's predecessor.
- (3) The appointment will be effective from the later of:
- (a) the date of the vacancy; and
 - (b) the date on which the trustees or their secretary or clerk are informed of the appointment.
- (4) The person appointed need not be a member of the relevant appointing body.
- (5) Any competent person can be re-appointed.

Commissioners' References:

Sealing: N197 (S)

06

Case No: 325063

7. New trustees

The trustees must give each new trustee, on their first appointment:

- (1) a copy of this scheme and any amendments made to it;
- (2) a copy of the charity's latest report and statement of accounts.

8. Register of trustees

- (1) The trustees must keep a register of the name and address of every trustee and the dates on which their terms of office begin and end. Every trustee must sign the register before acting as a trustee, whether on their first appointment or on any later re-appointment.
- (2) The trustees must promptly report any vacancy to the body entitled to appoint the trustee.

9. Trustees not to have a personal interest

Except with the prior written approval of the Commissioners no trustee may:

- (1) receive any benefit in money or in kind from the charity; or
- (2) have a financial interest in the supply of goods or services to the charity; or
- (3) acquire or hold any interest in property of the charity (except in order to hold it as a trustee of the charity).

10. Termination of trusteeship

A trustee will cease to be a trustee if he or she:

- (1) is disqualified from acting as a trustee by section 72 of the Charities Act 1993; or
- (2) is absent without the permission of the trustees from all their meetings held within a period of 12 months and the trustees resolve that his or her office be vacated; or
- (3) gives not less than one month's notice in writing of his or her intention to resign (but only if at least 3 trustees will remain in office when the notice of resignation is to take effect).

OFFICERS

11. Chairman

Commissioners' References:

Sealing: N197 (S)
06

Case No: 325063

- (1) At their first ordinary meeting in each year the trustees must elect one of their number to be chairman of their meetings.
- (2) The trustees present at a meeting must elect one of their number to chair the meeting if the chairman is not present or the office of chairman is vacant.

12. Secretary or clerk

The trustees may appoint a secretary or clerk. The office may be held by:

- (1) a trustee (who must not receive any reward for acting and who may be dismissed as secretary or clerk at any time); or
- (2) some other suitable person (who may be employed upon such reasonable terms, including terms as to notice, as the trustees think fit).

MEETINGS OF TRUSTEES

13. Ordinary meetings

- (1) The first meeting after the date of this scheme must be called by Dr M J Ruel or, if he does not do so within 3 months from that date, by any 2 trustees.
- (2) The trustees must hold at least 2 ordinary meetings in each 12 month period.
- (3) Ordinary meetings require at least 10 days' notice.
- (4) The chairman, or any 2 trustees, may call an ordinary meeting at any time.

14. Special meetings

- (1) The chairman, or any 2 trustees, may call a special meeting at any time.
- (2) Special meetings require at least 4 days' notice, except that meetings to consider:
 - (a) the appointment of a co-opted trustee, or
 - (b) the amendment of this scheme under clause 20,
 require at least 21 days' notice.
- (3) The notice calling a special meeting must include details of:
 - (a) the business to be transacted at the meeting; and
 - (b) any amendment to be made to this scheme (under clause 20).
- (4) A special meeting may, but need not, be held immediately before or after an ordinary meeting.

15. Quorum

Commissioners' References:

Sealing: N197 (S)

06

Case No: 325063

No business may be transacted at a meeting unless at least 3 trustees are present.

16. Voting

- (1) Every matter must be decided by majority decision of the trustees present and voting at a duly convened meeting of the trustees.
- (2) The chairman of the meeting may cast a second or casting vote only if there is a tied vote.

17. Recording of meetings

The trustees must keep a proper record of their meetings.

18. Trustees to act jointly

- (1) Subject to the exception stated in sub-clause (2) of this clause, the trustees must exercise their powers jointly, at properly convened meetings.
- (2) The trustees may appoint a committee of not less than two of their number to deal with applications for assistance from the charity which cannot await the trustees' next meeting. The decisions of such a committee must be reported to the trustees at their next meeting.

CHARITY PROPERTY

19. Use of income and capital

- (1) The trustees must firstly apply:
 - (a) the charity's income; and
 - (b) if the trustees think fit, expendable endowmentin meeting the proper costs of administering the charity and of managing its assets.
- (2) After payment of these costs, the trustees must apply the remaining income in furthering the object of the charity.
- (3) The trustees may also apply for the object of the charity:
 - (a) expendable endowment; and
 - (b) permanent endowment, but only on such terms for the replacement of the amount spent as the Commission may approve by order in advance.

AMENDMENT OF SCHEME

20. Amendment of scheme

Commissioners' References:

Sealing: N197 (S)
06

Case No: 325063

- (1) The trustees (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) The trustees must not make any amendment which would have the effect directly or indirectly of:
 - (a) altering or extending the purposes of the charity;
 - (b) authorising the trustees to do anything which is expressly prohibited by the trusts of the charity;
 - (c) causing the charity to cease to be a charity at law;
 - (d) altering or extending the power of amendment that is conferred by this clause
- (3) The trustees must obtain the prior written approval of the Commissioners before making any amendment which would have the effect directly or indirectly of:
 - (a) enabling them to spend permanent endowment or capitalise income of the charity;
 - (b) conferring a benefit of any kind on all or any of the current trustees or their successors;
 - (c) restricting the existing right of any person (other than the trustees) to appoint or remove a charity trustee, or trustee for the charity, or to intervene in the administration of the charity, without the consent of that person;
 - (d) varying the name of the charity.
- (4) An amendment may be made only by a resolution passed at a meeting of the trustees of which not less than 21 days notice has been given. The notice must set out the terms of the proposed amendment.
- (5) The trustees must:
 - (a) prepare a written memorandum of each amendment that it makes, 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.

GENERAL PROVISIONS

21. Questions relating to the Scheme

7

Commissioners' References:

Sealing: N197 (S)
06

Case No: 325063

The Commissioners may decide any question put to them concerning:

- (1) the interpretation of this scheme; or
- (2) the propriety or validity of anything done or intended to be done under it.

SCHEDULE

James Blandford-Baker
Paul Glass
Malcolm Ruel

Maxwell Parish
Mavis Driver

Commissioners' References:

Sealing: N197 (S)
06

Case No: 325063



CHARITY COMMISSION
FOR ENGLAND AND WALES

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees

- Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees

('Foundation' model constitution)

Date of constitution (last amended):

.....

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is

Histon and Impington Town Charity

2. National location of principal office

The principal office of the CIO is in England

3. Objects

The objects of the CIO are

- 1) The relief of persons resident in the area of benefit who are in need, hardship or distress
- 2) The trustees may relieve persons in need by
 - a. making grants of money to them; or
 - b. providing or paying for goods, services or facilities for them; or
 - c. making grants of money to other persons or bodies who provide goods, services or facilities to those in need.
- 3) In exceptional cases the trustees may decide to assist someone (who otherwise qualified) who is:
 - a. resident outside the area of benefit; or
 - b. only temporary resident in the area of benefit.

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 CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO 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 CIO 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 CIO. In exercising this

power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;

- (4) employ or remunerate such staff as are necessary for carrying out the work of the CIO. The CIO 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 CIO 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 CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO'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 CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity 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 charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (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 charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.

- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. 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.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).
 - (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
 - (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
 - (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
 - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
 - (f) The reason for their decision is recorded by the charity trustees in the minute book.
 - (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- (4) In sub-clauses (2) and (3) of this clause:
- (a) “the CIO” includes any company in which the CIO:
 - (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 29 **Interpretation**;

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity 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 CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself 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 CIO if it is wound up

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

9. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) if he or she acts as a charity trustee of the CIO 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.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
 - (i) if he or she is under the age of 16 years; or
 - (ii) if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).

- (c) No one is entitled to act as a charity 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 charity trustee.
- [(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

(3) **Number of charity trustees**

There should be six nominated trustees appointed as follows:

Three by Histon & Impington Parish Council

Three by Histon and Impington Parochial Church Councils. Comprising the Parochial Church Council of St. Andrew Impington and the Ecclesiastical Parish of St. Andrew with St. Etheldreda Histon.

10. Appointment of charity trustees

- A) Histon & Impington Parish Council may appoint three charity trustees.
 - (i) Each appointment must be for a term of four years, or until the next election of the Parish Council, at the first full Parish Council meeting after a Parish Council election.
- B) Histon and Impington Parochial Church Councils comprising the Parochial Church Council of St. Andrew Impington and the Ecclesiastical Parish of St. Andrew with St. Etheldreda may appoint three charity trustees.
 - (i) Each appointment must be made at an annual meeting of the Parochial Church Council.
- C) Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.
- D) The appointment will be effective from the later of:
 - I. the date of the vacancy; and
 - II. the date on which the charity trustees or their secretary or clerk are informed of the appointment.
- E) The person appointed need not be a member of the appointing body.
- F) A trustee appointed by the appointing body has the same duty under clause 9(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her 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 charity trustees

- (1) A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough charity 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 charity trustees from all their meetings held within a period of twelve months and the trustees resolve that his or her 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 charity 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).
- (2) Any person retiring as a charity trustee is eligible for reappointment.

13. Taking of decisions by charity trustees

Any decision may be taken either:

- (a) at a meeting of the charity trustees; or
- (b) by resolution in writing or electronic form agreed by a majority of all of the charity 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 of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
 - (i) a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
 - (ii) the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

14. Delegation by charity trustees

- (1) The charity 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 charity 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 charity 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 charity trustee;

- (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
- (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of charity trustees

(1) Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity 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 charity 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 charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is less, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is 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 charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity 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 charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. Decisions which must be made by all 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 CIO charity trustees.
- (2) Decisions of the charity trustees 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 [27] (amendment of constitution), clause [28] (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.

18. General meetings of members

(1) Calling of general meetings of members

The charity 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 17 **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 14 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 48 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.

19. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:
 - (i) who was disqualified from holding office;
 - (ii) who had previously retired or who had been obliged by the constitution to vacate office;
 - (iii) who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
- if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.
- (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 **Conflicts of interest**.

20. 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 charity trustees.

21. 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.

22. 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 charity trustees.

23. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
 - (i) the names of the trustees present at the meeting;
 - (ii) the decisions made at the meetings; and
 - (iii) where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

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

- (1) The charity 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 charity 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.

25. Rules

The charity 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.

26. 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.

27. 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 18 (General meetings of members).
- (2) Any alteration of clause 3 (Objects), clause [28] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity 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, and the amendment does not take effect until it has been recorded in the Register of Charities.

28. 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 18 **General meetings of members** of which not less than 14 days' notice has been given to those eligible to attend and 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 charity 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 charity 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 charity 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 charity 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.

29. 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 charity 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.

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

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

Histon & Impington Town Charity

Charity No. 203213

Changes to the Charity Commission model constitution for foundation CIO's to incorporate current scheme rules of the charity (case no: 325063 13/12/06)

1. **Name:** The current name of the charity "Histon & Impington Town Charity written in.
[See minutes of meeting 18th April 2018 attached.]
2. **National Location:** Wales crossed out
3. **Objects:** The current objects of the scheme have been written in [Scheme clause 4.]:
 - "1) The relief of persons resident in the area of benefit who are in need, hardship or distress.
 - 2) the trustees may relieve persons in need by
 - a. making grants of money to them; or
 - b. providing or paying for goods, services or facilities for them; or
 - c. making grants or money to other persons or bodies who provide goods, services or facilities to those in need.
 - 3) in exceptional cases the trustees may decide to assist someone (who otherwise qualified) who is:
 - a. resident outside the area of benefit; or
 - b. only temporary resident in the area of benefit.

8. **Liability of Members:** Option 1.

9. **Charity Trustees:** [Scheme clause 6.]

(3) **Number of charity trustees** Options 1 and 2 have been removed and replaced by current scheme rules: There should be six nominated trustees appointed as follows:

Three by Histon & Impington Parish Council

Three by Histon and Impington Parochial Church Councils. Comprising the Parochial Church Council of St. Andrew Impington and the Ecclesiastical Parish of St. Andrew with St. Etheldreda Histon.

Note: Histon Parish Council and Impington Parish Council were replaced by a joint Parish Council in 2011. We have included the full titles of the two Parochial Church Councils, as they are known now.

(4) **First charity trustees** has been removed as the current charity trustees are already in place.

10. **Appointment of charity trustees:** Option 1 and Option 2 nos. (1) and (2) have been removed and the current scheme options [clause 6] included instead. They are:

A) Histon & Impington Parish Council may appoint three charity trustees.

(i) Each appointment must be for a term of four years, or until the next election of the Parish Council, at the first full Parish Council meeting after a Parish Council election.

Secretary: Mrs. Julie Jocelyn, 16 Villa Close, Impington, Cambridge CB24 9PR

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Histon & Impington Town Charity

Charity No. 203213

B) Histon and Impington Parochial Church Councils, comprising the Parochial Church Council of St. Andrew Impington and the ecclesiastical Parish of St Andrew with St. Etheldreda may appoint three charity trustees.

(i) Each appointment must be made at an annual meeting of the Parochial Church Council.

Option 2 No. (3) Nominated trustees Nos (a), (c), have been removed leaving (b) to become C), (d) to become D), (e) to become E) and (f) to become F).

12. Retirement and removal of charity trustees. No (3) removed, being reappointment after three consecutive terms.

17. Informal or associate (non-voting) membership: has been removed. As a result all the following numbers move up one.

18. Now 17. Decisions which must be made by members: At the end of the three decisions (a), (b), and (c) the wording " must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees)" is now " must be made by a resolution of the CIO charity trustees".

(3) has the clauses renumbered; 27 instead of 28 and 28 instead of 29.

19. Now 18. General meetings of members: Clause 18 now changed to 17.

20 Now 19. Saving provisions

21 Now 20. Execution of Documents: (1) Now reads "The CIO shall execute documents by signature" omitting reference to sealing.

(3) has been removed as references sealing.

22. Now 21. Use of electronic communications

23. Now 22. Keeping of registers

24. Now 23. Minutes

25. Now 24. Accounting records

26. Now 25. Rules

27. Now 26 Disputes

28. Now 27 Amendments to constitution: reference in (1)(b) clause 19 now clause 18. Reference in (2) to clause 29 now clause 28

29. Now 28. Voluntary winding up

30. Now 29. Interpretation

16th February 2024

Note: Scheme rules 203213 dated 13th December 2006

Proposed Charity Incorporated Organisation (foundation) model rules for the charity.

Charity Commission CIO model rules

Minutes of Charity dated 18th April 2018 showing agreed name changes.

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees

Charitable Incorporated Organisation: Model constitution for a CIO whose only voting members are its charity trustees

('Foundation' model constitution)

This document is a Charity Commission model constitution for a Charitable Incorporated Organisation (CIO). If you want to set up a CIO, you will find it easiest to use one of our model constitutions.

This guidance briefly explains:

- What a CIO is
- How to decide whether the CIO is the right form for your charity
- How to choose the right model constitution
- How to complete the model constitution and register as a charity
- Where to get more information and advice

There are notes explaining key points about each clause in the model constitution, to help you decide how to complete it.

We also have more detailed guidance on CIOs available on our website.

What is a Charitable Incorporated Organisation?

The Charitable Incorporated Organisation (CIO) is a new legal form for a charity. It has been created in response to requests from the charitable sector. It is a new incorporated form of charity which is not a limited company or subject to company regulation.

The Charities Act 2011 creates the basic legal framework for the CIO. This framework is completed by regulations:

- the Charitable Incorporated Organisations (General) Regulations 2012 ('General Regulations'); and
- the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012 ('Dissolution Regulations').

Is the CIO the right structure for our charity?

Choosing the right legal structure and governing document is one of the first and most important decisions that the founders of a charity need to make. It will affect:

- how easy it will be to set up and run the charity
- how easy it will be to make changes in the future

- whether the charity can have a voting membership
- whether the charity can itself own premises, employ staff or enter contracts, or whether the trustees will have to do this personally.

With the introduction of the CIO, there are four main legal forms that charities may take. We produce model governing documents for each of these forms:

- Trust (governing document: trust deed; could also be created by a will);
- Unincorporated association (governing document: constitution or rules);
- Company limited by guarantee (governing document: memorandum and articles of association for company formed before September 2009; articles of association for company formed since then);
- CIO (governing document: constitution).

An incorporated form, CIO or company limited by guarantee, may be suitable for a charity that will:

- own land in its own name
- control substantial funds or assets
- enter into contracts, for example by employing staff, or
- engage in charitable activities involving financial risks

Some points to note about CIOs:

- A CIO is a corporate body (like a company) that can own property, employ staff and enter into other contracts in its own name (rather than in the names of the trustees).
- Members of a company limited by guarantee have limited liability for its debts if it winds up (they only have to pay a fixed amount). Members of a CIO may either have no liability at all or (like a company) limited liability for its debts.
- Because they have additional legal protection, members of a corporate body (Company or CIO) must comply with extra regulations.
- Unlike companies, CIOs do not have to register with Companies House.
- Unlike companies, CIOs will not be fined for administrative errors like late filing of accounts, but some breaches of the CIO Regulations are legal offences.
- All CIOs must register with the Commission, regardless of their income. It follows that an exempt charity cannot be a CIO, and CIO may be unsuitable for other types of charity that don't have to register. (See our guidance on types of charity that don't have to register.)

- CIOs must produce accounts under charity law, not company law. This allows smaller CIOs (income below £250,000) to produce simpler receipts and payments accounts.
- To simplify the CIO framework, there is currently no provision for CIOs to issue debentures, or for a register of charges (mortgages etc) over CIO property.

For more information on other legal forms, see our guidance on choosing your charity's governing document. Another useful source of advice is the Get Legal website and online decision tool (www.getlegal.org.uk).

Why are there two different model constitutions for a CIO?

Like companies (which must have both members and company directors) all CIOs must have members and charity trustees. Some CIOs may want the only members to be the charity trustees; others may want a wider membership open to other people.

We have produced two model constitutions for CIOs:

- the '**foundation**' model (this model) is for charities whose **only** voting members will be the charity trustees;
- the '**association**' model is for charities that will have a wider membership, including voting members other than the charity trustees.

In practice a CIO using the 'foundation' model will be like an incorporated charitable trust, run by a small group of people (the charity trustees) who make all key decisions. Charity trustees may be appointed for an unlimited time and they will probably appoint new charity trustees.

A CIO using the 'association' model will have a wider voting membership who must make certain decisions (such as amending the constitution), will usually appoint some or all of the charity trustees (who will serve for fixed terms), and may be involved in the work of the CIO.

There are not two different forms of CIO. A CIO with the 'foundation' model could change its constitution to the 'association' model if it wanted a wider voting membership. (This could also happen the other way around, but members who were not trustees would have to agree to give up their membership.) Some changes would need our approval.

Why use one of the Commission's model CIO constitutions?

A CIO's constitution **must** be in the form to be specified by Commission regulations (or as near to that form as the circumstances allow). These regulations will specify that the constitution should be in the form of one of our model constitutions. This still allows some flexibility, as explained in the guidance notes on the model. The constitution **must** be in English if the CIO's principal office is in England, but may be in English or Welsh if the principal office is in Wales.

A CIO's constitution **must** include certain provisions to comply with the Charities Act 2011 (the 2011 Act) and the General Regulations. However the 2011 Act and General Regulations do not prescribe an exact wording.

There are other provisions that **must** be included **if** they apply to a particular CIO. If they do not fully apply, the constitution **must** explain to what extent or how they apply.

We have included other provisions in this model constitution because:

- they reflect good practice that we recommend
- they remind the trustees about a legal requirement
- the constitution would not work properly without them, or
- charities have said that it would be a useful option and it would be helpful to have standard wording

Using one of the Commission's models will help to ensure that you include all of the constitutional provisions that your CIO will need:

- to meet the requirements of the law
- to comply with good practice, and
- to be practical and workable

The guidance notes will prompt you to think about whether you may need to include particular powers.

The 2011 Act and the General Regulations don't require you to use a particular wording, but the wording in our models has been carefully considered and also informed by specialists in the charity sector. Using one of our models will also mean that there will be fewer questions for us to ask and consider when you apply for charity registration.

How do we become a CIO?

i) New charities

To set up and register a new CIO, follow the procedure set out below under Next steps.

ii) Existing charitable trusts and unincorporated associations

An existing unincorporated charity can only change to a CIO by:

- setting up and registering a new CIO (in the same way as for a new charity), then
- transferring its property and operations to the CIO.

You should check whether your charity can transfer its property in this way, or whether you need authorisation from the Commission. Once the transfer is complete, the original charity can normally be wound up and removed from the register, but different arrangements may apply to charities with permanent endowment (see below).

iii) Existing charities with permanent endowment

Some charitable trusts have property (land or investments) that cannot be expended as income. Property restricted in this way is called permanent endowment. This may include land that must be used in a particular way for the purposes of the charity.

- Often, these charities have no power to wind up or transfer their permanent endowment.
- CIOs cannot hold permanent endowment as part of their own (corporate) property.

The General Regulations make special provision to enable charities with permanent endowment to transfer to a CIO. The trustees of the permanently endowed charity need to:

- set up and register a new CIO with the Commission, then
- make a vesting declaration under section 310 of the 2011 Act (as amended by the General Regulations), transferring all property of the original charity to the new CIO.

The vesting declaration will:

- transfer expendable property to the CIO as part of its corporate property
- vest legal title to the permanent endowment in the CIO, to be held on its original trusts
- appoint the CIO as trustee for the permanent endowment trust and give it the powers of a trust corporation for that trust
- mean that the CIO and the permanent endowment trust are treated as a single charity for registration and accounting purposes (they won't need to register separately or produce separate accounts).

If charities use a vesting declaration to carry out a merger, they must record it in the Register of Mergers. Vesting declarations are legal documents, so you may need advice from a solicitor or other professional.

There are circumstances in which permanent endowment can be spent; it is not absolutely protected.

For further information see our general guidance on CIOs.

iv) Existing charitable companies and industrial and provident societies

Once all of the provisions are in force, it will also be possible for an existing charitable company or charitable industrial and provident society to convert directly into a CIO; there are specific procedures for this.

To manage demand, the Commission is phasing in the introduction of the CIO and not all of these options will be available immediately. Please see our general guidance on CIOs for details.

What guidance should we consider before we begin?

- There is comprehensive guidance on setting up and registering a charity on our website.
- We also have more detailed **guidance on CIOs**.
- *The Essential Trustee* sets out the basics that all charity trustees need to know.

Next steps

1. Completing the constitution

Please note – we are publishing the model constitutions in this format (PDF) to help charities and their professional advisers to prepare for the implementation of the CIO. We are currently looking into more flexible and user-friendly formats that will make it easier for promoters to complete the constitution.

Once you have decided to apply to register a CIO and have chosen the correct model constitution, please read the constitution and accompanying guidance notes carefully. In the guidance notes we say that something '**must**' be included in the constitution if it is a legal requirement in the 2011 Act or the General or Dissolution Regulations. We say that something '**should**' be included if we consider it to be minimum good practice. We 'recommend' that you include other provisions to help ensure the smooth running of the CIO in future.

There are guidance notes on each clause explaining what it is for, and whether you **must** or **should** include (all or part of) it, and whether it **may** or **should** be amended to fit the circumstances. Even where clauses are completely optional, however, we advise you to follow the model provisions or suggested alternatives unless there is a particular need, in the interests of your charity, to do otherwise.

Some clauses contain options for you to choose from and blank spaces that you will need to fill in.

If you want to add any special or complex provisions that you have drafted yourself, you may need advice from a solicitor or other adviser. We may need more time to look at any specialist changes. Please make clear what changes you make, and why they are necessary. This will help us to consider your application as quickly as possible. We cannot guarantee to accept every organisation which uses one of our models as charitable. We must consider each case separately.

When you have finished, please check that you have:

- filled in all the blanks,
- deleted any clauses which you don't need; and
- numbered the remaining clauses (and sub-clauses) in sequence (including cross-references).

2. Applying to register

To register a new charity, apply online. If you cannot apply online, please contact us using the link from our website homepage.

3. How long will it take?

We can normally make a decision in 40 working days if an organisation:

- can use our model wording for its objects (Example charitable objects on our website);
- shows that its activities are or will be consistent with the objects;
- shows that any private benefit is only incidental and is properly managed; and
- uses our model governing document.

Other applications will need closer consideration and so will take longer.

Notes

These explanatory notes are for advice and reference only and do not form part of the text of the constitution.

Inserting the date of the constitution is good practice, and helps to ensure everyone has the same document. The date to enter here is the date the constitution, or any amendment to it, has been registered by the Commission, as this is when it comes into effect. Leave this undated until the constitution has been registered.

Clause 1 - Name – You must include the name of the CIO in the constitution. In general, the Commission can accept any charity name unless it would be misleading, offensive or too similar to the name of an existing charity (unless the CIO is replacing that charity). The Commission has powers to require a charity to change its name if this happens. Further information on this is provided in our publication *Registering as a charity* (CC21) and in our Operational Guidance (OG330 - *Names of charities*), which are available on our website. There are also legal restrictions on using the same name as an existing company (unless it is a charitable company that is converting to a CIO) or as a former company or CIO that underwent insolvent liquidation – if in doubt seek professional advice.

Clause 2 - Principal office – The constitution must state whether the CIO's principal office is in England or Wales.

Clause 3 - Objects – The CIO must have exclusively charitable objects which you must set out in the constitution. Guidance on appropriate wording is available on our website. The key elements to include are:

- the purpose or purposes for which the CIO is being established;
- the people who can benefit; and, if appropriate;
- any geographic limits defining the area of benefit. If you include an area of benefit, it is common to define it by reference to a local government area: this has the advantage of clarity and simplicity, but can create problems if the area is subsequently altered or abolished. If this happens in future, contact the Commission for advice on amending the objects.

NB. If you cannot fit your objects in the space provided, please include them on a separate piece of paper and submit this with the constitution

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees

('Foundation' model constitution)

Date of constitution (last amended):

.....

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is

.....

2. National location of principal office

The CIO must have a principal office in England or Wales. The principal office of the CIO is in [England][Wales].

3. Object[s]

The object[s] of the CIO [is][are]

.....

.....

.....

.....

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 CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO 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 CIO 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 CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;

Notes

If the CIO needs to be recognised as a charity in Scotland and/or Northern Ireland you will need to include the relevant parts of the wording in square brackets to meet the requirements of charity law in those countries

Clause 4 - Powers – The Charities Act 2011 ('2011 Act') gives a CIO power to do 'anything which is calculated to further its purposes or is conducive or incidental to doing so'. Strictly speaking, this is the only power a CIO needs. It can, however, be helpful to state certain powers explicitly in the constitution. In particular, a stated power to borrow [(1)] may reassure potential lenders. For this reason we recommend that you include the example powers set out in the model (these include powers to buy, sell and lease property, employ staff and delegate investment management to a professional fund-manager). You may add other express powers here if you wish to.

You may include a constitutional provision restricting the general power in the 2011 Act. You must only include such a restriction if it is in the CIO's interests. You must not restrict the CIO's powers in a way that prevents it from disposing of its property. Restrictions on the powers are not provided for in this model and we recommend that you seek appropriate advice if you are considering this.

Clause 5 - Application of income and property – We recommend that you include this clause.

(1) reflects the provisions in the 2011 Act about a CIO charity trustee's entitlement to reasonable expenses and that they may benefit from trustee indemnity insurance. We recommend that you include it in the constitution, to inform people involved with the charity.

(2) reflects charity law requirements that the income and property of a CIO must be applied solely to further its objects and not to benefit the members or charity trustees (except as permitted by the governing document (see clause 6) or other express power). The trustees have a duty to ensure that the funds are correctly applied in accordance with this principle.

Clause 6 - Benefits and payments to charity trustees and connected persons – Charity trustees may only benefit from their charity if they have express legal authorisation to do so (such as a clause in the constitution). This restriction extends to people closely connected to a trustee ('connected persons' – this term is defined in the interpretation clause). You should include this clause so that charity trustees

- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO 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 CIO 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 CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO'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 CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity 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 charity trustee or connected person may:

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

Notes

are clear about the restrictions that apply to them; and unless you include it, the statutory provisions will apply. Even where trustees are allowed to benefit from the CIO, this must only happen where the benefit is in the interests of the CIO. Our guidance *Trustee expenses and payments* (CC11) provides more information about trustee benefits.

The model clause permits a minority of the charity trustees or connected persons to receive payments and other benefits in certain instances (such as for goods and services they supply to the CIO), subject to the stated controls. The option also allows other types of trustee benefit, subject to the Commission's prior consent.

You may restrict the benefits that the charity trustees will be allowed receive by altering these clauses, but if you later need to undo any of the restrictions it will require the Commission's consent to do so. Trustees do not have to use these powers just because they have them – we suggest you may find it simpler to keep to the model wording.

None of these options allows trustees to receive payment for acting as a trustee.

(2)(a) If all of the trustees will benefit from the activities of the CIO (for example, by using facilities available to all inhabitants of the area, such as a community centre), you may wish to substitute the following wording: "A charity trustee or connected person may receive a benefit from the CIO as a beneficiary provided that it is available generally to the beneficiaries of the CIO"

(2)(d) – The CIO should document the amount of, and the terms of, the trustee's or connected person's loan.

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

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. 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.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the supplier").
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

- (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
 - (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
 - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
 - (f) The reason for their decision is recorded by the charity trustees in the minute book.
 - (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- (4) In sub-clauses (2) and (3) of this clause:
- (a) "the CIO" includes any company in which the CIO:
 - (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);

Clause 7 – Conflicts of interest and conflicts of loyalty – The General Regulations provide that a charity trustee of a CIO must not take part in any decision from which they would directly or indirectly benefit personally, unless they cannot reasonably be regarded as having a conflict of interest. This clause reminds the trustees of this requirement and also reflects wider good practice on managing conflicts of interest and conflicts of loyalty. We recommend that you include it.

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity 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 CIO and any personal interest (including but not limited to any financial interest).

Notes

Clause 8 – Liability of members –
The constitution must state whether
members of the CIO *either*

- (a) have no liability to contribute to the assets of the CIO if it is wound up [option 1] *or*;
- (b) will be liable to contribute up to a maximum amount each if the CIO cannot meet its financial obligations when it is wound up [option 2].

Choose one option and delete the other. There is no preference or requirement in the legal framework for members to be liable to contribute anything.

If you choose option 2, you must insert the maximum amount (normally a nominal sum such as £1 or £10) for which members will be individually liable.

Clause 9 - Charity trustees

(1) This clause explains the charity trustees' legal function, legal duty to act in good faith, and statutory duty of care. We recommend that these should be set out in the constitution. The trustees cannot adopt a lower duty of care.

(2) You should include provisions setting out who is eligible to be a charity trustee of the CIO.

Sub-clause (a) requires all trustees to be individuals. It is legally permissible for a corporate body to be a charity trustee, but we would advise against a trustee body including both individuals and one or more corporate bodies.

Clauses 9-13 are drafted on the basis that the CIO will be governed by a trustee body made up of a number of individuals. If there is a good reason why the CIO will be administered by a single trustee (eg a corporation) or have any other trusteeship arrangement, you will need to amend these clauses, and should seek your own professional advice.

Any charity trustee absenting himself or herself 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 CIO if it is wound up

Option 1

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

Option 2

- (1) If the CIO is wound up, each member of the CIO is liable to contribute to the assets of the CIO such amount (but not more than £[]) as may be required for payment of the debts and liabilities of the CIO contracted before that person ceases to be a member, for payment of the costs, charges and expenses of winding up, and for adjustment of the rights of the contributing members among themselves.
- (2) In sub-clause (1) of this clause "member" includes any person who was a member of the CIO within 12 months before the commencement of the winding up.
- (3) But subject to that, the members of the CIO have no liability to contribute to its assets if it is wound up, and accordingly have no personal responsibility for the settlement of its debts and liabilities beyond the amount that they are liable to contribute.

9. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

Notes

The suggested provisions in (b) reflect the law and (c) is based on good practice. Note that there are offences under the General Regulations concerning legally disqualified individuals acting as trustees.

If there are to be additional conditions for eligibility to be a charity trustee (beyond the legal restrictions), these must be stated in the constitution. For example, some charities add requirements to ensure that trustees have particular knowledge or experience (eg of the locality in which the CIO operates or of issues relevant to the people that the CIO serves).

(2)(d) Contains an optional restriction on the proportion of charity trustees who are under 18. The Commission encourages charities to involve young people in their governance in whatever ways are appropriate in the circumstances, but advises against having a board made up entirely of people under 18. CIO trustees cannot be under 16.

(3) The General Regulations require that the constitution must state the minimum number of charity trustees, if more than one.

We recommend setting and including minimum and maximum numbers of charity trustees.

A CIO can have a fixed number of trustees or a range between a maximum and minimum (which will give the CIO more flexibility). Option 1a provides for a specified maximum number. Option 1b provides for no maximum limit. Option 2 provides for other trustee appointment arrangements in accordance with clause 13 (see below).

Choose Clause 9(3) Option 1 (and Option 1a or b) and Clause 10 Option 1 or choose Clause 9(3) Option 2 and Clause 10 Option 2 (selecting the relevant parts of each section). Delete the options that you have not chosen.

For good practice, a CIO should have at least three charity trustees. If the number of trustees falls below the minimum specified in the constitution, the provisions in clause 12(3) will enable the remaining charity trustees to appoint new trustees and prevent the CIO from becoming inoperable.

- (ii) if he or she acts as a charity trustee of the CIO 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.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].
- (c) No one is entitled to act as a charity 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 charity trustee.
- [(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.]

(3) Number of charity trustees

Option 1

- (a) There must be at least [three] charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

Option 1a

- (b) The maximum number of charity trustees is [12]. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

Option 1b

- (b) There is no maximum number of charity trustees that may be appointed to the CIO.

Notes

A CIO should have enough charity trustees to effectively carry out their duties, but not too many so that it becomes impractical to hold effective trustee meetings where everyone can participate in decision making. We suggest a maximum of 12 trustees, but you may choose a higher or lower number depending on the CIO's needs.

(4) The General Regulations require that the constitution must state the names of the first charity trustees.

We recommend that you 'stagger' the terms of office of the first trustees to ensure that they do not all stand down at the same time. For example, if there are three trustees, one might be appointed for four years, one for three years and one for two years.

Option 2

- (a) There should be:
[Not less than... nor more than]... appointed trustees;
[... ex officio trustee[s]; and
[Not less than... nor more than]... nominated trustees.]
- (b) There must be at least [three] charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (c) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.

(4) First charity trustees

The first charity trustees are as follows[, and are appointed for the following terms] -

..... [for [4] years]
..... [for [3] years]
..... [for [2] years]

10 - Appointment of charity trustees

- The constitution must make provision about the appointment of one or more persons to be Charity trustees.

This clause contains two options. Choose the corresponding options in Clause 9(3) and Clause 10.

Option 1 provides for new trustees to be appointed by the current trustees. This is the simplest, and likely to be the usual, arrangement for most foundation CIOs.

Option 2 provides for new trustees to be appointed in different ways including appointment by the current trustees, ex-officio (ie by virtue of holding a certain office, eg the local vicar) and nomination by another organisation. If you use option 2 you will need to amend it to meet the CIO's particular circumstances depending on the combination of different methods of appointment that will apply. These additional appointment methods are usually only appropriate for charities operating in particular local areas or with links to particular bodies, and where it is desired to involve members of local councils, local churches or other external organisations on the trustee body.

10. Appointment of charity trustees

Option 1

- (1) Apart from the first charity trustees, every trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Option 2

(1) Appointed charity trustees

- (a) Apart from the first charity trustees, every appointed trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees.
- (b) In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Notes

it is good practice for trustees to be appointed for a fixed term, but you may instead provide for appointed trustees to be appointed indefinitely (ie for life or until they retire), in which case, delete the words in square brackets in clauses 9(4) and 10(1).

[(2) Ex officio Trustee[s]]

- (a) The [insert role] for the time being ("the office holder") shall automatically ("ex-officio") be a charity trustee, for as long as he or she holds that office.
- (b) If unwilling to act as a charity trustee, the office holder may:
 - (i) before accepting appointment as a charity trustee, give notice in writing to the trustees of his or her unwillingness to act in that capacity; or
 - (ii) after accepting appointment as a charity trustee, resign under the provisions contained in clause [12] (Retirement and removal of charity trustees).

The office of ex officio charity trustee will then remain vacant until the office holder ceases to hold office.]

[(3) Nominated Trustee[s]]

- (a) [insert name of appointing body] ("the appointing body") may appoint [insert number] charity trustees.
- (b) Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.
- (c) Each appointment must be for a term of [three] years.
- (d) The appointment will be effective from the later of:
 - (i) the date of the vacancy; and
 - (ii) the date on which the charity trustees or their secretary or clerk are informed of the appointment.
- (e) The person appointed need not be a member of the appointing body.
- (f) A trustee appointed by the appointing body has the same duty under clause 9(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO]

Clause 11 – Information for new charity trustees - This clause represents good practice; we recommend that you include it. It is vital for new trustees to have easy access to the information and training that they need in order to become effective members of the trustee body.

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her 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.

Notes

Clause 12 – Retirement and removal of charity trustees - The General Regulations require that the constitution must contain provisions setting out how charity trustees (and members) may retire or otherwise cease to hold office. The provisions in the model follow recommended good practice. There is an optional provision (sub clause (3)) to ensure that trustees do not serve for more than three consecutive terms, which may help to encourage regular turnover and change on the trustee board. (It is good practice to aim for a balance between continuity and change.)

Clause 13 - Taking of decisions by charity trustees - The power to take decisions by resolution in writing or electronic form outside meetings is optional, but if the trustees intend to use it, it must be included in the constitution. This sub-clause sets out the procedure for written resolutions

12. Retirement and removal of charity trustees

- (1) A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough charity 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 charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
 - (c) dies;
 - (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director 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).
- (2) Any person retiring as a charity trustee is eligible for reappointment.
- [(3) A charity trustee who has served for [three] consecutive terms may not be reappointed for a [fourth] consecutive term but may be reappointed after an interval of at least [one year].]

13. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing [or electronic form] agreed by a majority of all of the charity 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 of the charity 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 of the charity trustees; and
 - the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve [within 28 days of the circulation date].

Notes

Clause 14 - Delegation by charity trustees - This power is optional. We recommend you include it for the smooth-running of the CIO. The General Regulations give charity trustees of a CIO automatic power to delegate tasks to sub-committees, staff or agents; but without this additional constitutional power, the trustees will be unable to delegate any power to make decisions.

Sub-clauses (2)(a)-(c) reflect minimum good practice and are safeguards that should not be removed or diminished.

Clause 15 - Meetings of charity trustees – The General Regulations require that the Constitution must include provisions for the calling and running of meetings including the minimum number of trustees who shall form a quorum, appointment of a chair and, if trustees will be able to demand a poll (a counted vote, normally with voting papers), the procedure for conducting such a poll. The provisions in this model are good practice recommendations.

We have not included provision for trustees to demand a poll in this model constitution as feedback from our consultations suggested that most charities did not feel it was appropriate.

(3)(a) We recommend that the quorum for trustee meetings should not be less than one third of the number of trustees.

(3)(c) It is common, but not obligatory, for the Chair to have a casting vote. You may include or delete this power.

(4) – This clause is optional, but will be required if one or more of the CIO's trustees may from time to time participate in meetings by telephone or other electronic means where participants may not all be able to see and hear each other.

14. Delegation by charity trustees

- (1) The charity 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 charity 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 charity 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 charity trustee;
 - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of charity trustees

- (1) **Calling meetings**
 - (a) Any charity trustee may call a meeting of the charity trustees.
 - (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.
- (2) **Chairing of meetings**

The charity 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 charity 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 two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is 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 charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity 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.

Clause 16 – Membership of the CIO – A CIO must have one or more members. In this model constitution the charity trustees are the only members and become members automatically. If the CIO is going to have a wider voting membership you will need use the Association Model Constitution.

The constitution must set out who is eligible for membership and how someone becomes a member. The constitution must contain provision for retirement and termination of membership. This model clause fulfils these requirements.

The General Regulations have been drafted on the basis that all members of a 'foundation' CIO will be charity trustees, and they will cease to be members of the CIO when they cease to be trustees.

Clause 17 – Informal or associate (non-voting) membership – We advise CIOs to include this power if they contemplate having an informal (associate) membership. Membership of this kind does not count as membership for legal purposes, for example in terms of voting rights, legal obligations to act in the interests of the charity or any liability to contribute to the assets of the CIO on dissolution.

Clause 18 – Decisions which must be made by the members of the CIO – we recommend that you include these powers and provisions in full

16. Membership of the CIO

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

[17. Informal or associate (non-voting) membership]

- (1) The charity 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

Notes

(1) This sub-clause acts as a reminder that certain decisions must be made by the members, rather than by the trustees (although in practice they are the same persons).

(2) This sub-clause allows decisions of the members to be made at a general meeting or by written resolution.

(3) The decisions specified in (1) are subject to special requirements; this sub-clause acts as a reminder of those requirements.

(4) This sub-clause sets out the procedure for written resolutions

(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.

Clause 19 - General meetings of members – The General Regulations state that the constitution must make provision about the holding and calling of general meetings, and procedure at such meetings including the minimum number of members who shall form a quorum, whether members can demand a poll, and the procedure for conducting such a poll. The provisions in this clause are good practice recommendations.

19. General meetings of members

(1) Calling of general meetings of members

The charity 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).

Notes

(1) In a CIO with the 'foundation' model constitution, all of the members are trustees, so the trustees may decide which of their meetings should be treated as a general meeting of the members (subject to the notice requirements in (2)).

(2)(a) The minimum period of notice for general meetings should be reasonable in the CIO's particular circumstances, to enable as many members (trustees) as possible to participate in such decisions. For the decisions mentioned in clause 18(1) the period of notice is specified as 14 days in the General Regulations.

(3) This sub-clause means that the usual procedural provisions for trustees' meetings will also apply when they meet as members.

Proxy voting – The General Regulations stipulate that members can only vote by proxy if there is a specific provision in the constitution, which must set out:

- (a) how a member appoints a proxy;
- (b) the rights of the proxy; and
- (c) how the appointment is terminated.

For recommended wording (which does not form part of this model), please see the Appendix to this constitution.

Postal voting – The General Regulations stipulate that members can only use postal votes if there is a specific provision in the constitution, which must make provision about the circumstances in which, and the way in which, such votes may be given.

For recommended wording (which does not form part of this model), please see the Appendix to this constitution.

Clause 20 – Saving provisions – We recommend that you include this clause, to reduce the risk of trustees' decisions being declared invalid for purely technical reasons. This is, however, also covered in the General Regulations.

(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 [14] 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 48 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 charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity 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;

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

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

Notes

Clause 21 – Execution of documents

- We recommend that you include this clause, for clarity about how documents may be validly executed on behalf of the CIO. It includes provision for use of a seal, which the General Regulations stipulate must be included if the CIO is to have a seal (but there is no requirement to have one). The General Regulations require the full name of the CIO to be clearly written on the seal, and failure to comply with this is an offence.

Clause 22 – Use of electronic communications

– The General Regulations include provisions governing the use of electronic communication, and we recommend that CIO trustees familiarise themselves with the requirements. Failure to comply with the requirement to provide a hard copy would constitute an offence.

The General Regulations state that if the CIO intends to automatically use electronic communication or a website to send formal communications to members, this must be stated in the constitution, which must also set out the circumstances in which this will happen. For suggested wording, please see the appendix to this constitution.

Clause 23 – Keeping of registers

– This clause reflects the requirements in the General Regulations that the CIO keeps registers of members and charity trustees and makes this information available for inspection by interested persons. This does not have to be stated in the constitution but is included to serve as a reminder.

Clause 24 – Minutes - This clause reflects the requirements of the General Regulations regarding record keeping. We recommend that this clause is included, to remind the trustees of their responsibilities.

21. Execution of documents

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:
 - (a) it must comply with the provisions of the General Regulations; and
 - (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity 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 charity trustees.

24. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity 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;

Notes

Clause 25 – Accounting records (etc) - This clause reflects the trustees' duties under the 2011 Act. We recommend that this clause is included, to remind the trustees of their responsibilities

Clause 26 - Rules – We recommend that this power should be included for clarity, but charities automatically have this power and it does not have to be stated in the constitution. It is important that members are made aware of, and can easily obtain, copies of any rules.

Clause 27 - Disputes – It is good practice to include provisions for dealing with any disputes that arise between members of the CIO. Litigation can be expensive, and litigation about the internal affairs of a charity would almost certainly constitute "charity proceedings", which can be taken only with the Commission's authority. We would usually require the parties to a dispute to have tried mediation first.

Clause 28 - Amendment of constitution - This reflects the CIOs' statutory power of amendment in sections 224-227 of the Charities Act 2011. A CIO's constitution should include these provisions for ease of reference. The constitution of a CIO cannot extend the statutory power of constitutional amendment, but the General Regulations provide that you may include additional restrictions in some or all cases, for example requiring a longer period of notice before the meeting, or a higher majority, for certain changes. Additional restrictions are not provided for in this model and if you are considering this, we recommend that you take appropriate advice. To request the Commission's consent to an amendment or to inform the Commission of an amendment, please complete our online form.

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

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

- (1) The charity 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 charity 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 charity 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 clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

Clause 29 - Voluntary winding up or dissolution - This clause reflects the provisions of the 2011 Act and the General Regulations and Dissolution Regulations. We recommend that it is included in the constitution for ease of reference. It also highlights that there are other requirements in the Dissolution Regulations that the trustees must comply with, as there are offences for non-compliance. To inform the Commission of your CIO's dissolution, please complete our *online form*.

(2) The constitution must contain directions about how its property will be applied if it is wound up. Any assets remaining after the payment of debts must be applied for charitable purposes that are similar to those of the CIO.

(4) It is essential for trustees to be aware that if the CIO is unable to meet its financial obligations in full when it is wound up, the provisions in sub-clauses (1)-(3) do not apply, and the relevant provisions of the Dissolution regulations must be followed. Failure to do so is not only an offence, but could lead to personal liability for the trustees.

- (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, and the amendment does not take effect until it has been recorded in the Register of Charities.

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 and 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 charity 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 charity 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 charity 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 charity 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.

Clause 30 - Interpretation – this clause explains some terms used in the rest of the constitution.

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 charity 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.

Notes

“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.

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

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

Appendix

The following provisions do not form part of the 'Foundation' model constitution but are available as options under clauses 19 (General meetings of members) and 22 (Use of electronic communications). For CIOs intending to include these powers in their constitutions, we recommend that you use the following wording. Notes on these clauses are included with the explanatory notes accompanying the clauses in the model.

General meetings of members

(4) Proxy voting

- (a) Any member of the CIO may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of the CIO. Proxies must be appointed by a notice in writing (a "proxy notice") which:
 - (i) states the name and address of the member appointing the proxy;
 - (ii) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
 - (iii) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CIO may determine; and
 - (iv) is delivered to the CIO in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.
- (b) The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (c) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (d) Unless a proxy notice indicates otherwise, it must be treated as:
 - (i) 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
 - (ii) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

- (e) A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CIO by or on behalf of that member.
- (f) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.
- (g) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (h) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

(5) **Postal Voting**

- (a) The CIO may, if the charity trustees so decide, allow the members to vote by post or electronic mail ("email") to elect charity trustees or to make a decision on any matter that is being decided at a general meeting of the members.
- (b) The charity trustees must appoint at least two persons independent of the CIO to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.
- (c) If postal and/or email voting is to be allowed on a matter, the CIO must send to members of the CIO not less than [21] days before the deadline for receipt of votes cast in this way:
 - (i) a notice by email, if the member has agreed to receive notices in this way under clause [22] (Use of electronic communications), including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CIO, containing details of the resolution being put to a vote, or of the candidates for election, as applicable;
 - (ii) a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable.

- (d) The voting procedure must require all forms returned by post to be in an envelope with the member's name and signature, and nothing else, on the outside, inside another envelope addressed to 'The Scrutineers for [name of CIO]', at the CIO's principal office or such other postal address as is specified in the voting procedure.
- (e) The voting procedure for votes cast by email must require the member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.
- (f) Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.
- (g) The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.
- (h) The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a charity trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote. A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts towards the quorum.
- (i) For postal votes, the scrutineers must retain the internal envelopes (with the member's name and signature). For email votes, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.
- (j) Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.

- (k) The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.
- (l) Following the final declaration of the result of the vote, the scrutineers must provide to a charity trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.
- (m) Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the charity trustees, to consist of two trustees and two persons independent of the CIO. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

Use of electronic communications

(2) To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(3) By the CIO

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.
- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:
 - (i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings);
 - (ii) give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); [and

- (iii) submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 18 (Members' decisions), 18(4) (Decisions taken by resolution in writing), or [[the provisions for postal voting] (if you have included this optional provision, please insert the correct clause number here)].
- (c) The charity trustees must –
 - (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and
 - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

Approval of the Draft Community Engagement Policy

For Decision

Confirm by motion the draft **Community Engagement Policy** as approved for Parish Council use.

Background

Council has given intention to work towards **Foundation**, **Quality** and **Gold** levels of the Local Council Award Scheme (LCAS). Community engagement and communication is an identified weakness in our assessment towards the higher levels. A communications working group was setup to improve this area; Cllrs Tom McKeown, Geoff More, Sarah Allen, Yvonne Murray and Denis Payne.

This group has been working on policy to deliver recommended change to get council operating at the level required by LCAS for engagement and communications. Drafts have been through several iterations with input from the working group, parish council staff and Hi-Hub staff. The draft policy was shared on SharePoint with a request at Full Council Workshop on November 27th 2023 for members to provide feedback online. A wider group of councillors considered the draft at a workshop on Tuesday 27th February 2024.

Draft policy

Draft policy dated March 3 2024 attached for consideration.

The policy is built upon issues raised by residents, council members, council staff, HiHub staff and our County Councillor over various meetings and workshops. However, this is not to criticise previous work, only that a recognition of previous weaknesses and failings is required to make progressive improvements.

At its heart is a belief that community, council members and council staff are three parts of a whole to deliver a functioning Parish Council. The policy aims to;

- Empower members to communicate with the community,
- Engage the community in parish plans,
- Allow checks and balances from council staff,
- Within sustainable workflows,
- That provides governance across council communications.

The policy is intended as a how-to document, not as a set of do-not-do regulations. Box-outs provide guides to using the policy, considerations for the LCAS criteria and case studies that informed the policy.

Request

Communication and engagement are key to receiving the higher LCAS accreditations. As such the working group believes it important for the policy to get approval from Full Council. Approval via motion is also a requirement for application to LCAS accreditation.

Motion: *This council approves the draft Community Engagement Policy dated March 3 2024 for use as the Community Engagement Policy of Histon & Impington Parish Council.*

Draft Histon & Impington Parish Council (HIPC) Community Engagement Policy

1. Introduction and Context

- 1.1. Histon and Impington Parish Council has previously been recognised as delivering Foundation Level for community engagement in the Local Council Award Scheme (LCAS). However, it has also expressed an aspiration to work for the subsequent Quality and Gold level awards.
- 1.2. Council recognises that community engagement and communication is an identified weakness in an assessment towards those levels.
- 1.3. Community engagement is important to Histon and Impington Parish Council because:
 - 1.3.1. It increases the representation of the community and helps Histon and Impington Parish Council to deliver services and projects in ways that have most impact locally;
 - 1.3.2. It helps to improve the community's understanding of how Histon and Impington Parish Council operates, how decision-making processes work and what their role and contribution can be;
 - 1.3.3. It helps to ensure that strategies and plans are developed which take account of local social, economic and environmental factors.
- 1.4. Community engagement matters to local people because:
 - 1.4.1. It encourages involvement and participation in decision making;
 - 1.4.2. It helps to ensure unrepresented groups are included;
 - 1.4.3. It helps to engage local people in the resolution of their own problems and involves them in decisions on the allocation of resources to address local issues.
- 1.5. For these reasons, community engagement is a positive thing to do, but it is a complex discipline that encompasses a range of methods and associated risks.
- 1.6. This policy provides best practise around community engagement and communication methods to deliver the desired improvement for the LCAS, whilst also addressing the risk to council, its members and staff.
- 1.7. For the purposes of this Community Engagement Policy, 'community' refers to individuals, residents, groups or organisations of Histon and Impington.
- 1.8. Unless specified this document considers 'Council' as the organisation of Histon and Impington Parish Council, encompassing both elected members and employed staff.

2. General Principles

- 2.1. The Parish Council will:
 - 2.1.1. Represent and promote the interests of the area and all its residents;
 - 2.1.2. Conduct its community engagement and other activities with due regard for equality and diversity;
 - 2.1.3. Be transparent and open in all that it does;
 - 2.1.4. Work closely with and listen to residents, businesses and community groups;
 - 2.1.5. Engage with as many people as possible who want to participate in decision making, local service delivery and planning for the future;
 - 2.1.6. Be accessible to all parts of the community, including older and younger people and those in social deprivation;
 - 2.1.7. Communicate information in a clear, timely, factual and appropriate manner;

- 2.1.8. Ensure that involvement is actively encouraged by using a range of methods;
- 2.1.9. Enhance communication with partners and be actively involved in relevant networking organisations and partners;
- 2.1.10. Promote the image and raise the reputation of the Parish Council;
- 2.1.11. Ensure that resources, training, advice and assistance are available to meet the above objectives;
- 2.1.12. Promote standing for election and co-option as a councillor and ensure any Council processes are accessible and have due regard to equality and diversity.

3. Website

- 3.1. Council requires all published documents are added to the website as a public record of HIPC actions. This includes meeting minutes, agendas with supporting papers, survey results and consultation responses.
- 3.2. Such publication should be within ten working days for timely communication with residents.

CASE STUDY

PC response to the Sustainable Travel Zone consultation was requested by a resident, providing this document via the website allows scrutiny of council's position.

- 3.3. Members will not divulge details from meeting agendas or minutes until such publication is completed, or the maximum publication time exceeded.
- 3.4. Council recognise that key items will need to be expedited to meet external publication schedules.
 - 3.4.1. Priority items from a meeting can be shared ahead of minute publication by advising the Clerk at the meeting of the item(s) of public interest and requesting a draft of that specific minute within one working day following the meeting.
 - 3.4.2. Members understand this means the minutes will be slightly delayed and cannot be linked within the article.
- 3.5. Council recognises the need to redact certain data to comply with GDPR, and to redact certain minutes and agendas due to employment, legal or confidential items.
- 3.6. In the interests of staff workload, this Council accepts whole removal of such items from public agenda packs. Redaction of specific words or paragraphs is onerous and prone to error. Council must keep an internal record of what information was removed, who conducted the removal and the reasons for removal.

CASE STUDY

Agenda for June 2023 Full Council notes a missing item and reason for redaction. "Draft lease provided to Councillors only due to confidential views and recommendations from Parish Council solicitor within documentation"

- 3.7. In the interests of transparency, Council commits to indicating where any items have been wholly removed.
- 3.8. Council encourages all members to propose or draft website items.

- 3.9. Website items require sign off by the Clerk to the Committee most relevant to the topic. In the absence of the Committee Clerk, another member of staff, or the Committee Chair, can provide this sign off.
- 3.10. Sign off is to ensure items are consistent with committee and council position.
- 3.11. Completed posts are added to the website by Parish Council staff.

LCAS Commentary

Publicity advertising council activities

4. Social Media

- 4.1. Council recognises that social media has great potential to engage quickly and dynamically with residents.
- 4.2. This communication is two-way: resident feedback informs better decisions, informing residents identifies issues sooner.
- 4.3. However, social media is not an official channel for the council.
 - 4.3.1. Consultations are the official method for engaging widely with the community – see section 7.
 - 4.3.2. Staff will not monitor social media for contact to the Parish Council.
 - 4.3.3. Office email or phone is the official channel for resident queries, concerns and issues – see sections 9 and 10.
- 4.4. Hi-Hub weekly online newsletter provides a structured means for online communication. Hi-Hub editors will typically post social media items to direct readers to items in their newsletter.
- 4.5. Publication is midday on Thursdays. Short 'News in Brief' (NIB) items can be suggested up to, and including, Thursday morning. Longer articles need suggesting earlier in the week.
- 4.6. Council encourages all members to propose or draft social media items for the Parish Council's social media account.
- 4.7. Social media items require sign off by the Clerk to the Committee most relevant to the topic. In the absence of the Committee Clerk, another member of staff, or the Committee Chair, can provide this sign off.
- 4.8. Post made by social media administrators as follows:
 - 4.8.1. Facebook: Cllrs Murray, Smith, and Payne
 - 4.8.2. Instagram: Staff members Amelia Luck, Chelsea O'Brien

CASE STUDY

The Council designed an online survey to gather input for a 20mph Speed Zone. Sharing the survey link on Facebook showed a correlated increase in completed surveys.

- 4.9. Council welcomes members engaging with the community via social media with their personal social media accounts. The personal engagement brought by these accounts make the Council more approachable.
- 4.10. However, this must be done with caution. Members interact on social media as with their own personal account, not as a councillor.

- 4.10.1. Be clear when you are giving your own personal view, versus stating a council decision already public record via published minutes, website article or original social media post.
- 4.10.2. Remember the Code of Conduct when posting. Early publication via a personal account of information you are only privy to as a council member could be viewed as abuse of position.
- 4.10.3. Nonetheless, the community will conflate personal posts with council correspondence. This can be welcome when things go well, however it can become very unpleasant when things are difficult.
- 4.10.4. In this situation, Council advises members to refer all further correspondence to the Parish Office by phone or email and to disengage from the social media thread.
- 4.11. Considering the above, Council strongly recommends initial social media posts are always directly made with a Parish Council account, with members engaging via following comments or replies only.
- 4.12. In commenting, members are an ambassador for the Council and the work it does. The tone of comments should be professional, inclusive and must seek to inform rather than inflame online discussion.
- 4.13. At all times, members will abide by the Acceptable Website Comment Policy [<https://hisimp-pc.gov.uk/documents/acceptable-website-comment-policy/>]
- 4.14. Council reserves the right to remove resident comments that do not abide by the Acceptable Website Comment Policy from the social media accounts that it administers.

GUIDE

X/Twitter: Council believes that constructive, productive community interactions are increase unlikely on this platform following its rebranding to X.

Facebook: Allows unlimited text. However, shorter text that includes a link to more detail on the PC website likely to perform better. Including an image is highly recommended to increase the “visibility” of your post.

Instagram: Instagram is focused on sharing great images. An excellent opportunity for photographically inclined members. Content is generally positive compared to other platforms so it maybe an ideal platform for members new to social media. Brief caption to describe the context of the image. Links to a website article with more detail can be included.

5. Meeting Agendas & Minutes

- 5.1. The Council agrees to provide agendas in good time to inform the public and Hi-Hub. Council recognises this is a key factor in achieving engagement with public speaking slots at council meetings.
- 5.2. This includes all supporting papers, unless redacted in accordance to 3.5 and removal highlighted in accordance to 3.6 & 3.7.

- 5.3. While a three working days notice is the statutory requirement, the benefit of meeting Hi-Hub's Thursday publication schedule is recognised by Council.
- 5.4. The Council requires all members to provide motions and agenda items in a timely manner to achieve this aspiration.

CASE STUDY

Monday June 19 2023 full council had papers on website Wednesday 14 June. This allowed HiHub newsletter to include items in Thursday 15 June newsletter. To deliver this deadline to members for motions and papers was Monday 12 June.

- 5.5. Agendas are not public record until placed onto the parish website. Members will not share details before this time.
- 5.6. With agreement from the Committee Clerk and either Committee Chair or Council Chair a paper's author may discuss items with external publications in the interest of getting accurate, representative reporting.
- 5.7. In these cases, the document must be clearly identified as draft, with author, version number and intended committee added to the footer.
- 5.8. Minutes following a meeting are not public record until placed onto the parish website.
- 5.9. Such publication should be within ten working days for timely communication with residents.
- 5.10. Members will not divulge details from meeting minutes until such publication is completed, or the maximum publication time exceeded.

CASE STUDY

PC response to the Sustainable Travel Zone consultation was requested by a resident, providing this document via the website allows scrutiny of council's position.

LCAS Commentary

Publicity advertising council activities. A community engagement policy involving two-way communication between council and community

- 5.11. Council recognise that key items will need to be expedited to meet external publication schedules.
 - 5.11.1. Priority items from a meeting can be shared ahead of minute publication by advising the Clerk at the meeting of the item(s) of public interest and requesting a draft of that specific minute within one working day following the meeting.
 - 5.11.2. Members understand this means the minutes will be slightly delayed and cannot be linked within the resulting article.

6. Public Speaking slots

- 6.1. All Full Council and Committee meetings are open to the press and public, except in limited circumstances where legislation allows the meeting to be closed.
- 6.2. All Full Council and Committee meetings reserve a slot on the agenda for public comments.
- 6.3. The Council believes that use of these public speaking slots should be encouraged.
- 6.4. Providing agenda, papers and articles before meetings will enable residents to speak about agenda topics.
- 6.5. This engagement informs a better debate, which leads to better decisions by this Council.
- 6.6. Though members welcome residents raising additional topics, they recognise that decisions on topics without an agenda item cannot be taken.
- 6.7. Council would have residents note that Standing Orders limit an individual's contribution to three minutes. Advising staff of planned attendance and providing notes on the topic ahead of a meeting will maximise the impact of a speaking slot.
- 6.8. Although not bound by Council's Code of Conduct residents using the public speaking slot are requested to speak with common courtesy and mutual respect to ensure a civil debate.

LCAS Commentary

A community engagement policy involving two-way communication between council and community

7. Consultations

- 7.1. Consultations are the most formal method within the engagement tool kit. They aim to get the community's view on a particular subject or proposal directly to inform a specific decision.
- 7.2. The Council recognises the benefit of consulting with residents as ideas are formed and projects planned.
- 7.3. Consultation provides residents with a low friction opportunity to engage with a topic as there will be no concern with speaking out on a public social media platform, or a requirement to speak at a public meeting.
- 7.4. It helps inform a better decision in the long term. Early engagement helps identify issues before they become difficult to rectify.
- 7.5. This Council understands that decisions taken with no public input fuels residents' frustration with our actions.
- 7.6. The Council will allow input throughout the development of projects, understanding that this calms frustration if the decision ultimately goes another way.

CASE STUDY

Online frustration at initial plans for 20mph zone missing primary school – seen as a done deal. Consultation able to show that scheme open to change. Results evidenced residents desire to include Park Primary School within the reduced speed zone.

- 7.7. Committees can host questionnaires on the HIPC website; this provides instant feedback, protected data and greatest reach.
- 7.8. Council will assist those without online access to complete questionnaires via paper at the Parish Office.
- 7.9. Consultations should be conducted within a limited time, with the organising Committee providing an analysis of results within 14 days of the closure of the consultation.
- 7.10. It is essential to consider the Gunning Principles when undertaking a consultation exercise:
 - 7.10.1. Consultation must take place when the proposal is still at a formative stage;
 - 7.10.2. Sufficient reasons must be put forward for the proposal to allow for intelligent consideration and response;
 - 7.10.3. Adequate time must be given for consideration and response;
 - 7.10.4. The product of the consultation must be conscientiously considered.
- 7.11. In consideration of member and staff availability and our community's capacity to engage, Council will avoid undertaking consultations during Christmas and school summer holidays.

LCAS Commentary

Evidence of helping the community plan for its future. Engaging with diverse groups in the community using a variety of methods

GUIDE

Only ask for data that you have use for – a GDPR requirement.
 Do ask demographic questions, with ability to opt out, to verify responses align with expectation from census data.
 Avoid open-ended questions; “What you think should be done?” - as these will require significant manual analysis.
 Consider open questions sparingly, as these will require manual analysis. “Where should the swings be installed?”
 However, allow for a free text ‘Other’ in multiple-choice questions, this will avoid correspondence due to missed options.
 Avoid leading questions. Aim to get a broad set of views to inform the best decision.
 Questionnaires are created in MS Forms by Cllrs Murray, Stonham. Please contact them if your committee needs help setting up a survey.

8. Workshops

- 8.1. Council views workshops as a good way to engage with experts from our community to gather ideas and inform project development.
- 8.2. The Council agrees to advertise workshop events widely to ensure all those who are interested in the workshop’s topic are given the opportunity to attend.

- 8.3. Workshops provide great flexibility to engage with the community. They can take place in any venue. They do not require formal notice, formal minutes or an agenda. However, Council encourages use of these formal methods to assist agenda preparation for subsequent formal council business.

LCAS Commentary

A community engagement policy involving two-way communication between council and community. Evidence of helping the community plan for its future.

GUIDE

Take care when selecting a venue to prevent access issues. For example, a pub makes it difficult for younger members of the community to attend. Or, stepped access can prevent attendance by people with disabilities.

When an event is likely to be popular members must ensure attendance is within the chosen venues capacity. Considering ticketing your event. Or advising of capacity on your invites so that excess attendees can be politely turned away.

Histon and Impington Community Room has a seated capacity for 40 people, 70 people if standing.

9. Email

- 9.1. The first point of contact with the Parish Council by email is to staff.
- 9.2. Staff should be copied in on any ongoing conversation to remain up to date with progress.
- 9.3. However, Council recognises that actions may be innovative - aka controversial – generating difficult correspondence.
- 9.4. Members putting forward, championing or leading on projects should be willing to take correspondence for those projects.
- 9.5. Initial communication with staff can be directly, simply triaged to the member responsible.
- 9.6. Council requires that correspondence is responded to within 3 days, this applies to members and staff.
- 9.7. Provided a member plans a detailed response, a holding message is acceptable within this period.

LCAS Commentary

A community engagement policy involving two-way communication between council and community. Engaging with diverse groups in the community using a variety of

10. Mobile/phone

- 10.1. The first point of contact with the Parish Council by phone is to staff.
- 10.2. Stated parish office phone hours are Monday through Thursday, 9:30am till 3:00pm.
- 10.3. Council appreciates, and thanks staff, for the flexibility they show in addressing items outside of these hours.
- 10.4. Council recognises that its actions may be innovative - aka controversial – generating difficult correspondence.
- 10.5. Members putting forward, championing or leading on projects should be willing to take correspondence for those projects.
- 10.6. Initial communication with staff can be directly, simply triaged to the member responsible.
- 10.7. The Council will offer a mobile phone and sim card to all staff.

LCAS Commentary

A community engagement policy involving two-way communication between council and community. Engaging with diverse groups in the community using a variety of methods.

11. Harassment

- 11.1. The council will consider any angry, aggressive or unduly repeated contact with staff or members as harassment.
- 11.2. Harassment toward staff and members will not be tolerated by this Council.
- 11.3. A record of all such incidents will be kept in a log.
- 11.4. The Council will support staff and members in making reports to the police.

12. Support

- 12.1. Council recognises that community engagement can increase the workloads of its employees, and through unpleasant interactions become the cause of work-related stress.
- 12.2. As such Council will provide support to its staff. For example, but not limited, to:
 - 12.2.1. Cognitive Behavioural Therapy (CBT) and mindfulness training to separate role from individual;
 - 12.2.2. Participation in Handling Online Harassment and Abuse, or similar, training;
 - 12.2.3. Policy to triage correspondence to key council members;
 - 12.2.4. Operate a buddy system - Communication does not need to remain with initial contact, pass onto another member of staff or member of council;
 - 12.2.5. Mobile phone and sim card offered to staff;
 - 12.2.6. Support staff participation in HI Friends wellbeing events.

LCAS Commentary

A wide range of council activities, including innovative projects, that produce positive outcomes for the community

13. Surgeries and outreach

- 13.1. The Council will support members who wish to provide face-to-face contact with residents by holding surgery sessions.
- 13.2. To maintain personal safety these will take place in public locations, with a minimum of two members.
- 13.3. Where required, and if member is comfortable with meeting location, confidential matters may be followed up in a private meeting.
- 13.4. The member must inform staff prior to a private meeting taking place.
- 13.5. The Council encourages its members to take part in community outreach events such as the Histon Feast.
- 13.6. The Council encourages its members to visit community groups. For example, care homes, Histon and Impington Business Network and school councils.

LCAS Commentary

A community engagement policy involving two-way communication between council and community. Engaging with diverse groups in the community using a variety of methods.

14. Print media

- 14.1. In order to ensure that key messages from the Council reach the entirety of the community regular printed communications will be used.
 - 14.1.1. The publication should be of a high quality to reflect well on the Council and engage readers attention.
 - 14.1.2. This publication should be delivered to every household within Histon and Impington.
 - 14.1.3. Regular publication dates will be set along with deadlines for the submission of copy .
 - 14.1.4. In order to ensure that the full range of the Council's work is properly reflected in these publications, contributions should be provided by each committee to either describe work done , decisions made or forthcoming plans.
 - 14.1.5. Committee Chairs should lead on collating and submitting material by the deadlines to the Clerk, unless agreed by the committee to delegate to another member.
 - 14.1.6. Training materials to help produce initial drafts will be provided.
- 14.2. Council requests members familiarise themselves with the Press Release Policy - <https://hisimp-pc.gov.uk/documents/press-and-media/>
- 14.3. Council encourages all members to propose or draft items for the print publication. In line with the Press Release Policy, articles require sign off by Clerk to the Committee most relevant to the topic. In the absence of the Committee Clerk, another member of staff, or the Committee Chair, can provide this sign off.
- 14.4. The Council will publish an Annual Report at the Annual Parish Meeting.

LCAS Commentary

Engaging with diverse groups in the community using a variety of methods.

15. Stakeholders

- 15.1. The Council understands that communication is not only about community engagement, external stakeholders in Parish projects must also be considered.
- 15.2. It is the responsibility of any working group to provide regular updates to stakeholders on ongoing projects. This should include when a project has stalled with no update, such that stakeholders are not left in the dark.

CASE STUDY

Drafting Head of Term for Stir's lease of PC land. Delays between PC and Solicitors were not communicated to Stir's owner. Causing frustration for stakeholder and reputational damage to the Council.

- 15.3. The Parish Council may also be a consultee to District and County Council (also Peterborough and Cambridge Combined Authority (CPCA) and Greater Cambridge Partnership (GCP)) consultations.
- 15.4. In these instances, the primary role is to share information about the consultation to the community.
- 15.5. The Council may wish to respond on the community's behalf or engage additionally to the consultation to establish the community's consensus view. However, this cannot replace the direct engagement by the community with the consultation.

LCAS Commentary

A wide range of council activities, including innovative projects, that produce positive outcomes for the community

16. Evaluation

- 16.1. It is important that Council measures the success of this policy and its effectiveness in engaging with the community. To review the policy, the council will:
 - 16.1.1. Consult with the community through perception and satisfaction surveys;
 - 16.1.2. Measure the visits on the website;
 - 16.1.3. Request circulation numbers from Hi-Hub;
 - 16.1.4. Conduct reviews with members and staff.

Histon & Impington Parish Council

Full Council Report

REPORT TO:	Full Council	19th March 2024
AUTHOR:	Amelia Luck	-----

Purpose:

The purpose of this report is to request approval of payment to order signage for the Recreation Ground and approval for delegation to staff to action.

Background:

The signage requested comes in the form of dog signs and no smoking signs. The material requested is aluminium composite which has been recommended to us by a specialist. The benefit of this material is that it is very durable to weather conditions and is vandalism proof.

Existing signage on the Recreation Ground has proved inadequate due to problems such as dog walking and smoking are still taking place on the Recreation Ground. Staff believe that an increase in signage and adjustments to where the signs are located will prevent these problems from continuing. Although the proposed signage is in addition to existing signage the new signs will have a clause showing "no dogs except assistance dogs". This clause will create a more inclusive environment at The Recreation Ground.

Quotes:

3 quotes have been obtained for these signs all of which detailing the signs to be aluminium composite and included with fixings.

Quote 1- quote 1 is at the value of £807.97 inc VAT

QTY	DESCRIPTION	TOTAL
1	To supply and Install 8 x A3 "No Dog" signs with print applied to face with agreed design 10 x A5 "No Smoking" signs with print applied to face with agreed design Rail applied for fixing with post, clips and bolt	Sub total- £673.31 VAT- £134.66 Total- £807.97

Quote 2- Quote 2 is at the value of £1,698.62 inc VAT

QTY	DESCRIPTION	TOTAL
10	300 x 200 mm aluminium composite "No Smoking" sign with anti graffiti coating and square post fixing kit	£847.50
8	200 x 300 mm aluminium composite "No Dogs Except Assistance Dogs" sign with anti graffiti coating and round post fixing kit	£851.12
		£1,698.62

Quote 3- Quote 3 is at the value of £468 inc VAT

QTY	DESCRIPTION	Total
1	<p>NO SMOKING QTY: x10 SIZE: A5 MATERIAL: printed 3mm thick AMC, matt laminated FIXING: supplied with 2x pre drilled holes and white screws for wall mounting</p> <p>NO DOGS QTY: x8 SIZE: A3 portrait MATERIAL: printed 3mm thick AMC, matt laminated FIXING: 2 x runs channel to rear, supplied with screw banding clips for mounting to circular posts</p>	£370.00
1	Overnight courier delivery	£20.00
		<p>Subtotal- £390.00 VAT- £78.00 Total- £468.00</p>

Recommendation:

Our recommendation is to proceed with quote 3. The reasoning for this is that they are best value and we have used their service before and have been very impressed.

HISTON & IMPINGTON PARISH COUNCIL

REPORT TO:	Council	13 March 2024
AUTHOR/S:	Denis Payne	

Connections - matters arising

Summary

Further evidence is presented that may have not been made available to the working group looking at the case and costs for Connections. Specifically (see screen snapshots at the bottom of this document):

- Proportion of spend across activities
- Babysitting course being open to all villages
- Costs of youth workers

And also some information about facilities and charges to other villages

Calculations

Based on the charges to the Council, proportional cost as advised, and number of sessions we can calculate a per session cost. Note that the babysitting course is only 10 weeks, run three times a year.

Youth Club, Mindfulness & Yoga are term time only. IVC term is 190 days, ie 38 weeks. Therefore, costs per session are as follows

		2023/2024		Per	2024/2025	
		£25,000	Sessions	session	£26,087	Per session
Youth Club	48%	£12,000	38	£316	£12,522	£330
Youth Mindfulness & Yoga	20%	£5,000	38	£132	£5,217	£137
Babysitting course	32%	£8,000	30	£267	£8,348	£278

Comparison with other Parishes

A sample set of neighbouring Parishes were contacted for information about provision and cost. Cottenham and Orchard Park were forthcoming (by return). Girton's scheme is funded by the Town Charity who were not prepared to release information.

Cottenham (*screen grab of email response*)

Yes they are still coming (we use them term time and over the summer holidays)

The sessions are 2 hours long (7-9pm)

There are 3 or 4 youth workers in attendance (I happened to pop in last Thursday and there were 4)

Yes the PC covers the whole cost of attendance

We budget £15k per year however it generally comes under that – the bus breaks down or they have to cancel due to staff shortages. The sessions are £294 each.

They haven't received a breakdown of the costs.

We've been using Connections for around 10 years I think now. Pre-covid the numbers were steady at around 20-25 young people per week – a lot in the 16-18 age group. We also had a small number of more 'problematic' youngsters attending which did put others off going. Post-covid, and after a very slow start, the numbers have gone up considerably to 40-60 per week! Mainly year 8's and a great bunch of kids.

Orchard Park (screen grab of email response)

- How long are the sessions that they lay on for you? **The sessions are 2.5 hours (including 30 mins review time for the youth workers at the end)**
- Do you know how many youth workers attend each session? **Generally 2, sometimes 3.**
- Does the Parish Council cover the costs of their attendance? **Yes. We also provide a meeting space for youth club free-of-charge.**
- What's the termly (or yearly) charge to you for these services? **We pay £231 per session and that includes feedback on attendance, activities and topics discussed. This works out at approximately £2000-£3000 per term, as sessions are sometimes cancelled due to a shortage in youth workers, illness etc. It also includes some discussion with our own part-time youth development worker and others involved in youth services, to address particular issues e.g. a surge in ASB.**

Comments/analysis

Per session we pay more than either Cottenham or Orchard Park. However, in both cases their sessions are at least 2 hours. So, if we were to take a cost/hour/session we have:

	Cost per session	Length (hours)	Cost/session/hour
Histon & Impington	£316	1.5	£211
Cottenham	£294	2	£147
Orchard Park	£231	2	£116

We are paying over **40%** more than Cottenham - who also have 4 youth workers (and **many** more attendees). Looking at the argument for follow up, it should be noted that some Connections staff live in Cottenham, and are therefore at least as likely to follow up as in Histon & Impington.

And also Orchard Park have a 30 minute review time at the end of their session - this might put the cost/session/hour under £100.

Recommendations

My personal recommendations are:

- The Council should be aware that they are funding babysitting for the whole of SCDC, and therefore we need/ought to know how many attendees are from the village, and how many are from elsewhere
- It is clear that the babysitting course will provide valuable life skills, particularly for those who go on to become parents. However, I question whether Histon & Impington actually **need** 45 new babysitters a year. We ought to look at the scale of provision for the village that we *want*, and whether we continue to fund training for out of village attendees
- The Mindfulness and Yoga course is £132/session (1 hour) rising to £137. Would it be better to cover (and more cost effective) this with specialists, eg the HI Friends Mental Wellbeing Worker and a Yoga teacher?
- We need a **serious** discussion with Connections management about the cost of the youth club sessions. 40% more than Cottenham (where the bus is also provided) is totally unreasonable.
- We should start afresh to find out what the community **wants** in the way of youth work - that will include engaging with the other youth workers in the village (uniformed groups, church groups, There are 27 groups (including sports etc etc) listed under <https://www.hihub.info/directory/categories/young-people/>
- Both Connections and Romsey Mill (<https://www.romseymill.org/>) - who provide services into Northstowe, and others in partnership - Cambourne, Sawston/Shelford/Stapleford, Linton) are potential suppliers.

Screen snapshots

Email

From: Connections Bus Project <admin@connectionsbusproject.org.uk>

Sent: Wednesday, November 8, 2023 1:38 PM

To: Theresa King <office@hisimp-pc.gov.uk>

Subject: RE: Youth Work Services 2024

Hi Theresa

I sent a percentage break down of our fee to Chelsea back in September when requested, my calculations came out as follows:

Babysitting course 32%

Youth Mindfulness & Yoga 20%

Youth Club 48%

Both the yoga and youth club take place at the recreation ground.

Hope that helps. Please let me know if there is anything else.

Alan

Job advert

<https://www.connectionsbusproject.org.uk/vacancies> as at 10th March 2024

Vacancies

To find out more or apply for any of these vacancies please contact Alan Webb – Project Manager.

SESSIONAL YOUTH WORKERS

Do you have a desire to support young people to achieve their potential?

We require a number of committed individuals who have the skills to engage positively with young people during youth work sessions on our youth bus or youth club settings. Some experience of working with young people is essential. Sessions can start at 4pm or 7pm across Cambridgeshire.

Currently (May 2023) looking for staff in the following venues:

- Mondays 3:30-5pm – Histon Youth Club
- Mondays 4-6pm – Eversden Youth Bus
- Wednesdays 4-6pm – Haslingfield Youth Bus
- Thursdays 4-5:30pm – Northstowe Youth Bus

Pay scales depending on experience and qualifications range from £11.44 to £14.96 per hour.

Babysitting

<https://www.connectionsbusproject.org.uk/1586/open-babysitting-course.htm> as at 10th March 2024

Histon & Impington Babysitting Course



admin

November 15, 2023

The January course is now full but please put your name down if you would like to be on the waiting list for future courses.

We are taking bookings now for our extremely popular 10 week babysitting course in Histon & Impington starting in January 2024.

The course will be running on Tuesdays 4-5:30pm at Histon Baptist Church.

This is a tailor made course to help you gain a basic level of knowledge, understanding and learning in looking after other people's children (babysitting). As well as offering practical and hands-on experience, you will complete a portfolio of your work and receive a certificate on successful completion of the course, including Basic First Aid.

Places will be allocated on a first come first served basis. However due to generous funding from Histon & Impington Parish Council, priority will be given to residents.

Denis W Payne