

62. No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
63. 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.

Voluntary Winding Up or Dissolution

64. 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 this constitution, of which not less than 14 days' notice has been given to those eligible to attend and vote, by a resolution passed by a 75% majority of those voting; or
 - (b) by a resolution agreed in writing by all members of the CIO.
65. 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 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.
66. 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 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 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 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 Trustees must ensure that a copy of the application is sent within 7 days to every member and employee of the CIO, and to any Trustee of the CIO who was not privy to the application.
67. If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

Interpretation

68. In this constitution:

"connected person" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the Trustee;
- (b) the spouse or civil partner of the Trustee or of any person falling within sub-clause (a) above;

- (c) a person carrying on business in partnership with the Trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled:
 - (i) by the 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 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 applies for the purposes of interpreting the terms used in this constitution.

"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.


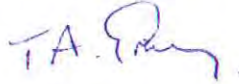

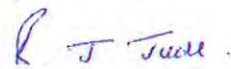
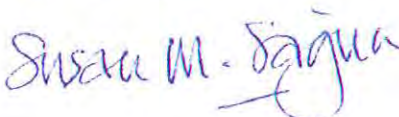
"Dissolution Regulations" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The "Communications Provisions" means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

Subject to section 177 of the Charities Act 2011, "Trustee" means a charity trustee of the CIO.

"in writing" shall be taken to include references to writing, printing, photocopying and other methods of representing or reproducing words in a visible form, including electronic transmission where appropriate.

This constitution was adopted by the persons whose signatures appear below:

Mrs Suzanne Cacciottolo	
Dr Trevor Alan Gray	
Mr Reginald John Horrocks	
Dr Roger John Jude	
Mrs Susan Marguerite Sagun	

GODALMING

GOOD

NEIGHBOURS

CONTENTS

1. Application form
2. Budget
3. Committee members
4. Draft constitution
5. Leaflet
6. Evidence of need
Busbridge & Hambledon Church
The Mill Medical Practice, Godalming

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation - **Godalming Good Neighbours**

2. Contact Name, Address and Telephone Number:

Julie Rathbone
Toad Hall, 5 Great George Street, Godalming, Surrey. GU7 1EE
Telephone: 07968 229441

3. Details of Organisation; is it

- | | |
|-------------------------------------|------------------------|
| a) A Charity? | NO |
| b) A Trust? | NO |
| c) A Private Limited Company? | NO |
| d) Affiliated to any National Body? | NO |
| e) Any other official registration? | Voluntary Group |

4. What are the aims and objectives of the Organisation?

Our aim is to provide assistance to the residents of Godalming with transport to hospital, GP, optician etc. We would also provide general assistance to clients who struggle with transport, are alone or cannot get assistance elsewhere.

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If **YES**, please provide full details.

No, we do not receive revenue from any other activity.

6. Please state size of membership and annual subscription levels of Organisation.

We have at present 42 volunteers. Our aim is to reach 70 and we are continuing with our recruitment.

7. Please enclose the following information as applicable to your Organisation:-

- | | |
|---|---------------------|
| a) Constitution or aims | See attached |
| b) Copy of accounts (these will not be required for a new organisation) | N/A |
| c) Copy of budget for current financial year | See attached |
| d) Copy of last annual report to members (this will not be required for a new organisation) | N/A |

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

We have held the following activities to promote our voluntary group which are:
Staycation 2017 and planned for 2018.
Godalming Town show 2017 & 2018.
Godalming Bandstand, planned for 2018
Coffee mornings x 4 in, Eashing (Aarons Hill), Godalming & Busbridge

GODALMING TOWN COUNCIL

Application for Grant Aid

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

We are in the process of setting up this great scheme for the Godalming area and need financial assistance for the following:

1. The booking of meeting rooms to promote and enroll voluntary members into our scheme.
2. Photocopying for recruitment/training and DBS
3. Publicity & Printing.
4. Office in a bag (telephone/files).
5. Postage.
6. DBS checks.
7. Public liability insurance.
8. Stationery.
9. Launch event.

b) Specify -	Total Estimated Cost	£ 3,500.00
	Amount already available	£ 150.00
	Amount expected to be available at commencement	£ 4,000.00
	Dates scheduled to commence and finish	Spring 2019-Ongoing

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
Golo Lottery	£300.00	£150.00

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount **£3,500.00**

b) Whether you have received a previous grant from the Town Council

Amount	£0.00
Date	N/A
Project	N/A

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

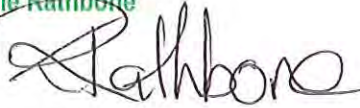
Currently the surrounding areas i.e. Milford & Witley, Farncombe & Binscombe have similar schemes of their own. We are looking to bring this scheme to the Godalming area to provide residents with transport to their GP, hospitals and other health services. We would also visit and assist a resident do their shopping anything a good neighbor would do.

GODALMING TOWN COUNCIL
Application for Grant Aid

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Name: **Julie Rathbone**

Signed:



Date: 22 June 2018

Capacity in which signed: **Committee member**

Complete and return to:

The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

Please state who the cheque should be made payable to should your application be successful

Godalming Good Neighbours

Godaiming Good Neighbours

Estimated Budget

INCOME	DETAILS		TOTAL	NOTES
Donations	Golo		£150.00	
		T	£150.00	
OUTGOINGS	DETAILS		TOTAL	NOTES
Stamps	2nd	200	£112.00	2nd class postage
Stationery			£250.00	A5 file boxes/dividers/wallet files/pencil/pens etc
Paper	Reams	12	£60.00	
Photocopying	Per sheet	5000	£400.00	
Publicity	Leaflets & Cards	10,000	£120.00	Based on 30,000 homes / 3 per household
Launch of scheme	Refreshments		£130.00	Tea/coffee/room hire etc
Coffee Mornings	Recruitment Meetings	4	£45.00	Tea/coffee/room hire etc
Room Hire	Training	7	£140.00	DBS Checks/Monthly Meetings/Launch/Training/Recruitment Coffee Mornings
DBS checks		70	£672.00	
Insurance	Public & Trust Liability	1	£250.00	Per year
Mobile	Phone	1	£100.00	Office Mobile
	Sim only-per month	12	£180.00	Per year
Lockable Files-To comply with GDPR			£200.00	
Volunteer	Mileage 0.45p per mile	2400	£1,080.00	First year-300 jobs x 8 miles per job = 2400.00 x 0.45p per mile
		T	£3,739.00	
	TOTAL			
	Income	150.00		
	Outgoings	3,739.00		
	TOTAL		-3,589.00	

GODALMING GOOD NEIGHBOURS

Committee Members

Ollie Purkiss	Chairperson
Lesley Green	Secretary and voluntary co-ordinator
Debbie Bousfield	Treasurer
Rachel Hunter	Committee Member
Cris Winslade	Committee Member
Julie Rathbone	Committee Member

Supported by:

Surry Community Action

Vicki Turton

Voluntary Car Scheme Adviser

DRAFT CONSTITUTION

1 Name

- 1.1 The Scheme shall be called: **Godalming Good Neighbours**.

2 Objectives

The objects of the organisation shall be:

- 2.1 The relief of those living in Godalming through the provision of assistance and services to those in need of them, the provision of transport, home visits and similar services.
- 2.2 Final decisions rest with the management committee.

3 Membership (volunteers)

- 3.1 Membership shall be open to anyone over the age of 18 who is accepted by the management committee, whose decision shall be final.
- 3.2 On becoming a member appropriate training will be provided.
- 3.3 Membership may be terminated either by the management committee (by majority agreement), or by the member, without notice. Any termination shall be confirmed in writing by the party wishing to end the membership.

4 Management

- 4.1 The members shall elect a management committee at Annual General Meetings (AGM). Such committee to consist of:
- Chairman
 - Secretary
 - Treasurer
 - Up to seven committee members
- 4.2. The above committee shall have the power to co-opt additional persons to a specific meeting, or for a specific purpose where special skills are required by the committee. Such short-term appointments must be ratified by the members at the next AGM if they are to be made permanent. The total committee must not exceed ten.
- 4.3 The management committee shall be responsible for managing the scheme and will hold regular meetings at such periods as the committee agrees, but in any case, not less frequently than quarterly.

DRAFT CONSTITUTION

- 4.4 The members of the committee shall hold office for approximately twelve months, and thereafter the committee will be elected annually at the AGM. Officers and committee members may stand for re-election but may not serve for more than three consecutive years in the same office.
- 4.5 A quorum of the committee shall consist of five members. In the absence of the Chairman, the committee members present shall elect a Chairman of the meeting from those present.
- 4.6 The management committee may carry out any lawful acts in furtherance of the objectives of the scheme, including raising finance.

5 General Meetings

- 5.1 Annual General Meetings shall be held annually, and the period between such meetings (AGMs) shall not exceed fifteen months. The Secretary shall notify all members of the date of the AGM at least 21 days in advance. Non-receipt of the notification of the date of the AGM by any member shall not be sufficient cause to invalidate the outcome of the AGM.
- 5.2 The annual general meeting shall be held each year on a date to be decided by the management committee.
- 5.3 The management committee shall be appointed at the AGM and shall serve from the close of that meeting until the close of the succeeding AGM.
- 5.4 Nominations for appointments as officers or members of the management committee shall be in the hands of the secretary no less than seven days prior to the date of the AGM. However, if insufficient nominations are received, then further nominations may be put forward during the course of the meeting, prior to the election of the management committee.
- 5.5 An extraordinary general meeting may be called between Annual General Meetings:
- a) by order of the Management Committee, or
 - b) by request of not less than fifty per cent of the Scheme members. A minimum of 21 days notice shall be given to all members of such a meeting.
- 5.6 The quorum for such meetings shall be ten members, or 25% of the membership, whichever is the greater.

6 Accounts

- 6.1 The management committee shall ensure that proper accounts are kept for the scheme and that this shall be the responsibility of the Treasurer. An independent person will be appointed to check the annual accounts of the scheme. Such checked accounts must be available to members within three months of the end of the scheme accounting year and will be presented to each Annual General Meeting for adoption.

DRAFT CONSTITUTION

6.2 Bank or Building Society Accounts shall be opened in the name of the scheme on such terms as the Committee shall decide. The Committee shall decide which of its members may sign cheques on behalf of the scheme, there being three signatories. Every cheque must be signed by two persons.

6.3 Members of the committee and volunteers shall be entitled to claim out of pocket expenses incurred when acting on behalf of the scheme, according to the rates agreed by the management committee.

6.4 If the situation arises where the scheme develops significant financial surplus, then the management committee is empowered to dispose of any surpluses it sees fit, by donation, to local charitable bodies.

7 Rules of Procedure at all Meetings

7.1 All questions arising at any meeting shall be decided by a simple majority vote. In the case of a tie, the Chairman of the meeting shall have a second casting vote.

7.2 Minutes shall be kept by the committee and the secretary shall keep a record of all proceedings and resolutions.

8 Alterations to the Constitution

8.1 Alterations to this constitution require a two-thirds majority of the members present and voting at a general meeting.

8.2 The secretary must receive a resolution for the alteration of the constitution at least 30 days before the meeting on which it is to be considered.

8.3 The secretary shall communicate such a resolution, in writing, to all members and give at least 21 days notice of the meeting that will consider the resolution.

9 Dissolution

9.1 If the committee, decides, at any time, that on the grounds of expense or otherwise it is necessary and advisable to dissolve the scheme. The committee may vote with a 75% majority on the passing of a resolution, at a properly convened meeting.

9.2 Any assets of the scheme remaining after all liabilities have been met shall be given or transferred to such other charitable bodies as decided by the management committee in being at the time of the said dissolution.