

APPENDIX

SCHEME FOR THE ADMINISTRATION OF THE CHARITY PRESENTLY CALLED THE BOXMOOR ESTATE SITUATED AT HEMEL HEMPSTEAD MEETINGS AND PROCEEDINGS OF TRUSTEES

Ordinary Meetings

16. The Trustees shall hold at least two ordinary meetings in each year.

First meeting

17. The first meeting of the Trustees shall be summoned by the Clerk to the Trustees for the time being and if he or she fails to summon a meeting for three calendar months after the date on which this Scheme is given effect by an Order of the Secretary of State under section 17(2) of the 1933 Act, or if there is no Clerk, then a meeting may be summoned by any two of the Trustees.

Presiding Trustee

18. The Trustees at their first ordinary meeting after the date on which this Scheme is given effect by an Order of the Secretary of State under section 17(2) of the 1993 Act shall elect one of their number to preside over their meetings. Such person shall hold office until the third anniversary of his or her appointment or until he or she ceases to be a Trustee. In the event of a vacancy in the office for whatever reason the Trustees shall elect a replacement at their next ordinary meeting of the Trustees. The person so appointed (who may be known by the title of Chairman or such other name as the Trustees may from time to time agree) shall be eligible for re-election unless he or she ceases to be a Trustee. If at any meeting the presiding Trustee is not present within 10 minutes after the time appointed for holding the same or there is no presiding Trustee, the Trustees present shall choose one of their number to preside at that meeting.

Special Meetings

19. A special meeting may be summoned at any time by the presiding Trustee or any two Trustees upon not less than four days' notice being given to the other Trustees of the matters to be discussed. A special meeting may be summoned to take place immediately after an ordinary meeting.

Quorum

- (a) (a) Except as provided in sub-clause (b) below no business shall be transacted at any meeting unless there are present not less than the number of Trustees determined in accordance with the following table:

<i>Number of Trustees</i>	<i>Quorum required</i>
4 – 8	4 Trustees
9 – 12	5 Trustees

- (b) If the number of Trustees falls below the relevant quorum as required by sub-clause (a) above, the Trustees may act for the purpose of increasing the number of Trustees to that quorum, but for no other purpose.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Voting

21. Every matter shall be determined by the majority of votes of the Trustees present and voting on the question. In case of equality of votes the Chairman of the meeting shall have a casting vote whether he or she has or has not voted previously on the same question but no Trustee in any other circumstances shall have more than one vote.

Minutes

22. The Trustees shall keep, in books maintained for the purpose, minutes of the proceedings of their meetings.

General power to make regulations

23. Within the limits prescribed by this Scheme the Trustees shall have full power from time to time to make regulations for the management of the Charity and for the conduct of their business including the summoning of meetings, the deposit of money at a bank and the custody of documents.

Chief Executive and other staff

24. The Trustees may appoint and dismiss, within the limits permitted by law, a Chief Executive, a Clerk, and such other employees (if any) as they consider necessary for the efficient operation of the Charity, and may pay such persons (who shall not be the Trustees) such reasonable remuneration as they think fit.

Committees

25. The Trustees may from time to time appoint any two or more of their number to be a committee for the purposes of discharging any function or performing any duty which in their opinion would be more effectively undertaken by way of committee, provided that all acts and proceedings of the committee shall be fully and promptly reported to the Trustees.