

COMPANIES ACTS 1985 & 1989
COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL

MEMORANDUM AND ARTICLES

OF ASSOCIATION OF

THE BIG WIDE TALK
CHILDREN'S PROJECT

CONTENTS

MEMORANDUM

1. NAME
2. REGISTERED OFFICE
3. OBJECTS
4. POWERS
5. BENEFITS TO MEMBERS AND TRUSTEES
6. LIMITED LIABILITY
7. GUARANTEE
8. DISSOLUTION
9. INTERPRETATION
10. NAMES AND ADDRESSES OF SUBSCRIBERS

ARTICLES

1. MEMBERSHIP
2. GENERAL MEETINGS
3. THE TRUSTEES
4. TRUSTEES' PROCEEDINGS
5. TRUSTEES' POWERS
6. RECORDS AND ACCOUNTS
7. NOTICES
8. DISSOLUTION
9. INTERPRETATION
10. NAMES AND ADDRESSES OF SUBSCRIBERS

Companies Acts 1985 & 1989
Company limited by guarantee and
not having a share capital

MEMORANDUM OF ASSOCIATION OF
THE BIG WIDE TALK CHILDREN'S PROJECT

1. NAME

The name of the **Charity** is The Big Wide Talk Children's Project.

2. REGISTERED OFFICE

The registered office of the Charity is to be in England and Wales.

3. OBJECTS

The **Objects** are

- 3.1 To advance the education of the public especially children particularly in communication and development through conversation by means including disseminated and action research; and
- 3.2 To relieve poverty in particular through encouraging and facilitating social and economic participation and enterprise by disadvantaged persons.

4. POWERS

The Charity has the following powers, which may be exercised only in promoting the Objects:

- 4.1 To promote or carry out research.
- 4.2 To provide advice.
- 4.3 To facilitate shared experience.
- 4.4 To provide educational outreach.
- 4.5 To collate, publish or distribute information.
- 4.6 To co-operate with other bodies.
- 4.7 To support, administer or set up other charities.
- 4.8 To raise funds (but not by means of **taxable trading**).

[Back to Contents](#)

- 4.9 To borrow money and give security for loans (but only in accordance with the restrictions imposed by the **Charities Act**).
- 4.10 To acquire or hire property of any kind.
- 4.11 To let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act).
- 4.12 To make grants or loans of money and to give guarantees.
- 4.13 To set aside funds for special purposes or as reserves against future expenditure.
- 4.14 To deposit or invest in funds in any manner (but to invest only after obtaining such advice from a **financial expert** as the **Trustees** consider necessary and having regard to the suitability of investments and the need for diversification).
- 4.15 To delegate the management of investments to a financial expert, but only on terms that:
 - 4.15.1 the investment policy is set down **in writing** for the financial expert by the Trustees;
 - 4.15.2 every transaction is reported promptly to the Trustees;
 - 4.15.3 the performance of the investments is reviewed regularly with the Trustees;
 - 4.15.4 the Trustees are entitled to cancel the delegation arrangement at any time;
 - 4.15.5 the investment policy and the delegation arrangement are reviewed at least once a **year**;
 - 4.15.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
 - 4.15.7 the financial expert must not do anything outside the powers of the Trustees.
- 4.16 To arrange for investments or other property of the Charity to be held in the name of a **nominee company** acting under the control of the Trustees or of a financial expert acting under their instructions, and to pay any reasonable fee required.
- 4.17 To deposit documents and physical assets with any company registered or having a place of business in England and Wales as **custodian**, and to pay any reasonable fee required.

[Back to Contents](#)

- 4.18 To insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required.
- 4.19 To pay for **indemnity insurance** for the Trustees.
- 4.20 Subject to clause 5, to employ paid or unpaid agents, staff or advisers.
- 4.21 To enter into contracts to provide services to or on behalf of other bodies.
- 4.22 To establish or acquire subsidiary companies to assist or act as agents for the Charity.
- 4.23 To pay the costs of forming the Charity.
- 4.24 To do anything else within the law which promotes or helps to promote the Objects.

5. BENEFITS TO MEMBERS AND TRUSTEES

- 5.1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the **members** but:
 - 5.1.1 members who are not Trustees may be employed by or enter into contracts with the Charity and receive reasonable payment for goods or services supplied;
 - 5.1.2 members (including Trustees) may be paid interest at a reasonable rate on money lent to the Charity;
 - 5.1.3 members (including Trustees) may be paid a reasonable rent or hiring fee for property or equipment let or hired to the Charity; and
 - 5.1.4 members (including Trustees) who are also beneficiaries may receive charitable benefits in that capacity.
- 5.2 A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Charity except:
 - 5.2.1 as mentioned in clauses 4.19 (indemnity insurance), 5.1.2 (interest), 5.1.3 (rent), 5.1.4 (charitable benefits) or 5.3 (contractual payments);
 - 5.2.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Charity;

[Back to Contents](#)

- 5.2.3 an indemnity in respect of any liabilities properly incurred in running the Charity (including the costs of a successful defence to criminal proceedings);
 - 5.2.4 payment to any company in which a Trustee has no more than a 1 per cent shareholding; and
 - 5.2.5 in exceptional cases, other payments or benefits (but only with the written approval of the Commission in advance).
- 5.3 A Trustee may not be an employee of the Charity, but a Trustee or a connected person may enter into a contract with the Charity to supply goods or services in return for a payment or other material benefit if:
- 5.3.1 the goods or services are actually required by the Charity;
 - 5.3.2 the nature and level of the benefit is no more than reasonable in relation to the value of the goods or services and is set at a meeting of the Trustees in accordance with the procedure in clause 5.4; and
 - 5.3.3 no more than one half of the Trustees are interested in such a contract in any financial year.
- 5.4 Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or a committee, he or she must:
- 5.4.1 declare an interest before the meeting or at the meeting before discussion begins on the matter;
 - 5.4.2 be absent from the meeting for that item unless expressly invited to remain in order to provide information;
 - 5.4.3 not be counted in the quorum for that part of the meeting; and
 - 5.4.4 be absent during the vote and have no vote on the matter.
- 5.5 This clause may not be amended without the written consent of the Commission in advance.

6. LIMITED LIABILITY

The liability of members is limited.

7. GUARANTEE

Every member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay up to £10 towards the costs of dissolution and the liabilities incurred by the Charity while he or she was a member.

[Back to Contents](#)

8. DISSOLUTION

- 8.1 If the Charity is dissolved, the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways:
- 8.1.1 by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;
 - 8.1.2 directly for the Objects or for charitable purposes which are within or similar to the Objects;
 - 8.1.3 in such other manner consistent with charitable status as the Commission approve in writing in advance.
- 8.2 A final report and statement of account must be sent to the Commission.

9. INTERPRETATION

- 9.1 Words and expressions defined in the **Articles** have the same meanings in the **Memorandum**.
- 9.2 References to an Act of Parliament are references to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

[Back to Contents](#)

We wish to be formed into a company under this Memorandum of Association:

NAME & ADDRESSES OF SUBSCRIBERS

SIGNATURES OF SUBSCRIBERS

Name **Malcolm John Lynch**

Address **4 Southfield Avenue, Leeds, LS17 6RN**

Signature

Name **Clare Elizabeth Booth**

Address **18 St Ann's Lane, Leeds, LS4 2SE**

Signature

Name **Christopher Mark Billington**

Address **18 Beckett's Park Drive, Leeds, LS6 3PB**

Signature

Name address and signature of witness

Name **Julie Elizabeth Ellis**

Address **375 New Mill Road, Brockholes, Holmfirth, HD9 7AA**

Signature

Dated

[Back to Contents](#)

Company limited by guarantee

ARTICLES OF ASSOCIATION OF
THE BIG WIDE TALK CHILDREN'S PROJECT

1. MEMBERSHIP

1.1 The members of the Charity shall be the Trustees for the time being.

2. GENERAL MEETINGS

2.1 Members are entitled to attend general meetings personally. General meetings are called on at least 21 clear days' written notice specifying the business to be discussed.

2.2 There is a quorum at a general meeting if the number of members present in person is at least two (or ten percent of the members if greater).

2.3 The **Chairperson** or (if the Chairperson is unable or unwilling to do so) some other member elected by those present presides at a general meeting.

2.4 Except where otherwise provided by the **Companies Act**, every issue is decided by a majority of the votes cast.

2.5 Except for the chair of the meeting, who has a casting vote, every member present in person has one vote on each issue.

2.6 A written resolution signed by all those entitled to vote at a general meeting is as valid as a resolution actually passed at a general meeting. For this purpose the written resolution may be set out in more than one document and will be treated as passed on the date of the last signature.

2.7 Except at first, The Charity must hold an **AGM** in every year. The first AGM must be held within 18 months after the Charity's incorporation.

2.8 At an AGM the members:

2.8.1 receive the accounts of the Charity for the previous **financial year**;

2.8.2 receive the Trustees' report on the Charity's activities since the previous AGM;

2.8.3 accept the retirement of those Trustees who wish to retire or who are retiring by rotation;

[Back to Contents](#)

- 2.8.4 elect Trustees to fill the vacancies arising;
 - 2.8.5 appoint auditors for the Charity;
 - 2.8.6 may confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the Charity; and
 - 2.8.7 may discuss and determine any issues of policy or deal with any other business put before them by the Trustees.
- 2.9 Any general meeting which is not an AGM is an **EGM**.
- 2.10 An EGM may be called at any time by the Trustees and must be called within 28 clear days on a written request from at least fifty percent of the members.

3. THE TRUSTEES

- 3.1 The Trustees as **charity trustees** have control of the Charity and its property and funds.
- 3.2 The Trustees when complete consist of at least three and not more than 10 individuals, all of whom must be members.
- 3.3 The subscribers to the **Memorandum** are the first Trustees.
- 3.4 Every Trustee after appointment or reappointment must sign a declaration of willingness to act as a charity trustee of the Charity before he or she may vote at any meeting of the Trustees.
- 3.5 One third (or the number nearest one third) of the Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots.
- 3.6 A retiring Trustee may be reappointed, subject to a maximum term of 9 years.
- 3.7 A Trustee's term of office automatically terminates if he or she:
 - 3.7.1 is disqualified under the Charities Act from acting as a charity trustee;
 - 3.7.2 is incapable, whether mentally or physically, of managing his or her own affairs;
 - 3.7.3 is absent from three consecutive meetings of the Trustees and is asked by a majority of the other Trustees to resign;

[Back to Contents](#)

- 3.7.4 ceases to be a member (but such a person may be reinstated by resolution passed by all the other Trustees on resuming membership of the Charity before the next AGM);
 - 3.7.5 resigns by written notice to the Trustees (but only if at least two Trustees will remain in office);
 - 3.7.6 is removed by resolution of the members present and voting at a general meeting after the meeting has invited the views of the Trustee concerned and considered the matter in the light of any such views;
- 3.8 The Trustees may at any time co-opt any individual who is qualified to be appointed as a Trustee to fill a vacancy in their number or as an additional Trustee, but a co-opted Trustee holds office only until the next AGM.
- 3.9 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

4. TRUSTEES' PROCEEDINGS

- 4.1 The Trustees must hold at least three meetings each year.
- 4.2 A quorum at a meeting of the Trustees is two Trustees.
- 4.3 A meeting of the Trustees may be held either in person or by suitable electronic means agreed by the Trustees in which all participants may communicate with all the other participants.
- 4.4 The Chairperson or (if the Chairperson is unable or unwilling to do so) some other Trustee chosen by the Trustees present presides at each meeting.
- 4.5 Every issue may be determined by a simple majority of the votes cast at a meeting, but a written resolution signed by all the Trustees is as valid as a resolution passed at a meeting. For this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature.
- 4.6 Except for the chair of the meeting, who has a casting vote, every Trustee has one vote on each issue.
- 4.7 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

[Back to Contents](#)

5. TRUSTEES' POWERS

The Trustees have the following powers in the administration of the Charity:

- 5.1 To appoint (and remove) any member (who may be a Trustee) to act as Secretary in accordance with the Companies Act.
- 5.2 To appoint a Chairperson, Treasurer and other honorary officers from among their number.
- 5.3 To delegate any of their functions to committees consisting of two or more individuals appointed by them. At least one member of every committee must be a Trustee and all proceedings of committees must be reported promptly to the Trustees.
- 5.4 To make standing orders consistent with the Memorandum, the Articles and the Companies Act to govern proceedings at general meetings.
- 5.5 To make rules consistent with the Memorandum, the Articles and the Companies Act to govern their proceedings and proceedings of committees.
- 5.6 To make regulations consistent with the Memorandum, the Articles and the Companies Act to govern the administration of the Charity and the use of its seal (if any).
- 5.7 To establish procedures to assist the resolution of disputes or differences within the Charity.
- 5.8 To exercise any powers of the Charity which are not reserved to a general meeting.

6. RECORDS AND ACCOUNTS

- 6.1 The Trustees must comply with the requirements of the Companies Act and of the Charities Act as to keeping financial records, the audit of accounts and the preparation and transmission to the Registrar of Companies and the **Commission** of:
 - 6.1.1 annual returns;
 - 6.1.2 annual reports; and
 - 6.1.3 annual statements of account.
- 6.2 The Trustees must keep proper records of:
 - 6.2.1 all proceedings at general meetings;
 - 6.2.2 all proceedings at meetings of the Trustees;

[Back to Contents](#)

6.2.3 all reports of committees; and

6.2.4 all professional advice obtained.

6.3 Accounting records relating to the Charity must be made available for inspection by any Trustee at any time during normal office hours and may be made available for inspection by members who are not Trustees if the Trustees so decide.

6.4 A copy of the Charity's latest available statement of account must be supplied on request to any Trustee or member. A copy must also be supplied, within two months, to any other person who makes a written request and pays the Charity's reasonable costs.

7. NOTICES

7.1 Notices under the Articles may be sent by hand, by post or by suitable electronic means.

7.2 The only address at which a member is entitled to receive notices sent by post is an address in the U.K. shown in the register of members.

7.3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received:

7.3.1 24 hours after being sent by electronic means or delivered by hand to the relevant address;

7.3.2 two clear days after being sent by first class post to that address;

7.3.3 three clear days after being sent by second class or overseas post to that address;

7.3.4 on the date of publication of a newspaper containing the notice;

7.3.5 on being handed to the member personally; or, if earlier,

7.3.6 as soon as the member acknowledges actual receipt.

7.4 A technical defect in the giving of notice of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

8. DISSOLUTION

The provisions of the Memorandum relating to dissolution of the Charity take effect as though repeated here.

[Back to Contents](#)

9. INTERPRETATION

In the Memorandum and in the Articles, unless the context indicates another meaning:

‘AGM’ means an annual general meeting of the Charity;

‘action research’ means research which includes testing hypotheses or assumptions through establishment or support for projects which have operational functionality

‘the Articles’ means the Charity’s articles of association;

‘Chairperson’ means the chairman of the Trustees;

‘the Charity’ means the company governed by the Articles;

‘the Charities Act’ means the Charities Act 1993;

‘charity trustee’ has the meaning prescribed by section 97(1) of the Charities Act;

‘clear day’ means 24 hours from midnight following the relevant event;

‘the Commission’ means the Charity Commissioners for England and Wales;

‘the Companies Act’ means the Companies Act 1985;

‘connected person’ means any spouse, partner, parent, child, brother, sister, grandparent or grandchild of a Trustee, any **firm** of which a Trustee is a member or employee, and any company of which a Trustee is a director, employee or shareholder having a beneficial interest in more than 1 per cent of the share capital;

‘custodian’ means a person or body who undertakes safe custody of assets or of documents or records relating to them;

‘EGM’ means an extraordinary general meeting of the Charity;

‘financial expert’ means an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000;

‘financial year’ means the Charity’s financial year;

‘firm’ includes a limited liability partnership;

[Back to Contents](#)

‘indemnity insurance’ means insurance against personal liability incurred by any Trustee for an act or omission which is or is alleged to be a breach of trust or breach of duty, unless the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty;

‘informal membership’ refers to a supporter who may be called a ‘member’ but is not a company member of the Charity.

‘material benefit’ means a benefit which may not be financial but has a monetary value;

‘member’ and ‘membership’ refer to company membership of the Charity;

‘Memorandum’ means the Charity’s Memorandum of Association;

‘month’ means calendar month;

‘nominee company’ means a corporate body registered or having an established place of business in England and Wales;

‘the Objects’ means the Objects of the Charity as defined in clause 3 of the Memorandum;

‘Secretary’ means the company secretary of the Charity;

‘taxable trading’ means carrying on a trade or business for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects, the profits of which are subject to corporation tax;

‘Trustee’ means a director of the Charity and ‘Trustees’ means the directors.

‘written’ or ‘in writing’ refers to a legible document on paper including a fax message;

‘year’ means calendar year.

- 9.1 Expressions defined in the Companies Act have the same meaning.
- 9.2 References to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

[Back to Contents](#)

We wish to be formed into a company under this Memorandum of Association:

NAME & ADDRESSES OF SUBSCRIBERS

SIGNATURES OF SUBSCRIBERS

Name Ronald Steven Pashby
Address 29 Locks walk, Plymouth, Devon PL1 4RN R Pashby
Signature

Name DOROTHY CHARLTON WEDGE
Address THE GRAVARY, MILL LANE, NORWICH, NR11 7YS
Signature Dorothy Wedge

Name LAURA M^{AY} KEAN CRAWFORD ALLAN
Address 2^B Falconer Road Bury St Edmunds IP23 3AU
Signature Laura McAllan

Name
Address
Signature

Name
Address
Signature

Name address and signature of witness

Name
Address
Signature
Dated