



HARWELL, CHILTON AND CULHAM WELFARE FUND RULES & CONSTITUTION (Registered charity 213839)

1 Title

The name of the Fund shall be “The Harwell, Chilton and Culham Welfare Fund”, hereinafter referred to as “the Fund”.

2 Objects

The Fund is established to afford financial assistance to any necessitous current or former employees (including their immediate families) of the organisations listed below at the Harwell, Chilton or Culham sites:

- the United Kingdom Atomic Energy Authority,
- the Science and Technology Facilities Council,
- Public Health England,
- Magnox Ltd.

Notes to eligibility

- Employees of predecessor organisations (e.g. National Radiological Protection Board (NRPB), Council for the Central Laboratory of the Research Councils (CCLRC), Research Sites Restoration Ltd (RSRL)) are eligible for assistance.
- In the event of any of the organisations listed above being taken over by, or merged with, another organisation eligibility for assistance continues unchanged.
- Employees of the above organisations who have been transferred to a successor organisation (e.g. through contractorisation or divestment) which is carrying out part of the undertaking previously carried out by the above named organisations, at Harwell, Chilton or Culham sites remain eligible for assistance. Eligibility is retained if primary successor organisations are subject to further change, such as further divestment. Such eligibility extends to employees recruited directly by the successor organisations while at the Harwell, Chilton or Culham sites.

The Fund’s resources shall be devoted wholly to the provision of grants or interest-free loans in money or in kind to qualifying employees or their families. For the purpose of the above objects (but for no other purpose) the Fund may raise monies by accepting voluntary donations or legacies, provided that such donations or legacies do not impose conditions inconsistent with the objects of the Fund.

3 Management and Officers

The Fund shall be under the management of a President and a Committee of up to ten people. Committee members will normally be appointed at the Annual General Meeting for a period of three years and shall be eligible for re-appointment. Appointment of new Committee members may exceptionally take place between Annual General Meetings. The Committee members and President will act as the Trustees of the Fund. The Annual General Meeting will appoint a Chairman and a Treasurer who will serve for one and two years respectively and shall be eligible for re-appointment. A deputy Chairman may also be appointed, who will serve for one year and shall be eligible for re-appointment.

The Committee members shall be employed, or have been employed, at one of the organisations whose employees or former employees are eligible for support by the Fund.

The President will be appointed by the Committee and will normally be, or have been, a senior member of the staff of one of the organisations whose current or former employees are eligible for support by the Fund.

The President shall hold office for a period of two years and shall be eligible for re-appointment.

The Annual Accounts of the Fund shall be examined by an Independent Examiner, whose appointment shall be agreed by the Committee.

The Treasurer and the Independent Examiner shall be persons with appropriate experience.

Proposals for new members to the Committee shall be forwarded in the first instance to the President of the Fund who will submit them for consideration at a full meeting of the Committee.

Committee members and officers will be unpaid, but the Committee may agree to pay for administrative support services if necessary.

4 Applications and Grants

a. Urgent applications for assistance will be considered in the first instance by the Treasurer and a Committee member who will have joint power, if after investigation they see fit, to make an immediate grant or interest-free loan in cash or in kind or by settlement of liabilities, not exceeding the sum of £250 (two hundred and fifty pounds) in any one case. They shall take steps to ensure that a system of repayment of any loan is agreed with the beneficiary before any assistance is paid. In the absence of the Treasurer, action may be taken with the agreement of two Committee members.

b. Applications requiring urgent assistance amounting to more than £250 will be considered between meetings, by electronic circulation of the case details and iteration of the views of the Committee members.

c. The limit of £250 is to be reviewed annually by the Committee.

d. All current cases will be reviewed at each full meeting of the Committee. The Committee has the power to make grants or interest-free loans (or both) in cash or kind or by settlement of liabilities.

e. If a new organisation to which staff have been transferred from the eligible organisations should wish to found a similar fund supported solely by voluntary contributions, then the President of the Fund may, on the advice of the Committee, authorise a grant from the Fund to assist the new fund.

f. No member of the Committee, or close relation, shall be a beneficiary of the Fund during office. If a case should arise, any decision on what constitutes a close relation should be made by the Committee, with the appropriate member not being present.

5 Funds

In order that financial assistance may be given as laid down in Rule 4, a reasonable balance of funds to meet immediate needs will be held in a Current Account in the name of the Harwell, Chilton and Culham Welfare Fund. Funds exceeding this amount will be held on Deposit or be suitably invested as directed by the Committee to form a reserve. Cheques shall be drawn on the Current Account and withdrawals made from the Deposit Account as directed by the Committee, such cheques and withdrawal demands to be signed by any two of the following

three signatories, subject to valid bank mandates being in force: Chairman, Treasurer, or any other Committee Member.

6 Receipts and Recoveries

The Treasurer will be responsible for ensuring that receipts are obtained from the beneficiaries for all loans and grants made. In the case of loans, the Treasurer shall obtain a written agreement of the method and rate of repayment. In the event of non-payment or failure to maintain repayment, the Treasurer will endeavour to recover any outstanding monies, or failing this, will submit a report to the Committee who will have power to forego the recovery of loans.

7 Reporting and Accounts

The Chairman will be responsible for the production of an Annual Report on the operations of the Fund which will be published on the Fund's website.

The Treasurer will keep appropriate accounting records and will be responsible for the production of accounts for each year ending 31 December. These accounts will be examined and signed off by the Independent Examiner. Copies will be submitted to the Charity Commission as required.

The Chairman shall send a copy of the Annual Report and signed off Accounts to the President of the Fund and shall ensure that they are published on the Fund's website. Members of the Committee will circulate copies within their organisations as they consider appropriate.

8 Meetings of the Committee

The Chairman will be responsible for convening meetings of the Committee as required and there will be a minimum of three meetings each calendar year. The meeting will consider new cases and receive a report of any assistance given after the date of the previous Committee meeting. The Chairman will be responsible for ensuring that each case in which assistance is sought is documented. Minutes of the proceedings of the Committee will be taken by members according to a rota. Committee decisions shall be established by majority vote and the Chairman of the meeting will have a casting vote if necessary. The quorum for a meeting will be four. In the absence of the Chairman, the Committee will nominate one of those attending to act as Chairman.

An Annual General Meeting will be held, which will normally be chaired by the President or his/her nominee. Details will be published on the web site.

9 Winding Up

Should circumstances necessitate such action or if for any reason it appears desirable, the Committee may recommend to the President that the Fund be wound up. If the President agrees with the recommendation, any remaining assets shall be transferred to another charitable organisation with similar objectives. Any such recommendation should have been agreed at a meeting of the Committee.

10 Alteration to Rules

The Committee may by resolution repeal or alter any of these rules, with the exception of Rule 2 which may only be altered with the consent of the Charity Commission. Each member of the Committee must receive not less than one week's notice of inclusion of the relative proposal to change any rule, in the agenda of the Committee's meeting at which the decision is made. In any event, a copy of the amended Rules should be sent promptly to the Charity Commissioners.

11 Miscellaneous

All questions of interpretation arising out of the foregoing rules shall be decided by the Committee and their decision shall be binding. No individual will have a right of appeal against any decision made by the Committee.

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