

R/IP/RA7  
Form H



**INDUSTRIAL AND PROVIDENT SOCIETIES ACT 1965**

**Financial Conduct Authority**  
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London  
E14 5HS

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Register No. **6237 R**

The amendment of the rules of **Ashbourne Road District Allotment Association Limited** to which this acknowledgement is attached, is this day registered under the Industrial and Provident Societies Act 1965.

Date: **08 July 2014**



Financial Conduct Authority  
25 The North Colonnade  
Canary Wharf  
London, E14 5HS

S

X ALL PREVIOUS RULES RESCINDED

Ashbourne Road District,

Allotments Association Ltd,

Mackworth Road.

Constitution and Rules.

June 2013

Received in Mutual Returns Team

17 JUN 2014

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## **NAME, OBJECTS AND POWERS**

### **1. Name**

The name of the Society shall be; **Ashbourne Road District Allotment Association Limited.**

### **2. Registered Office.**

The Registered Office of the Society shall be at the address of the Secretary **3 Ponk View Close  
Allestree, Derby DE22 8QH.**

### **3. Removal of Office.**

In the event of any change in the situation of the registered office, the Secretary shall send to the Registrar notice of such change within 14 days thereof in the form prescribed by the Treasury Regulations.

### **4. Objects.**

The objects of the Society shall be to carry on creating and promoting the creation of allotments and encouraging their proper cultivation and, where appropriate to promote this, associated industries, trades or businesses

### **5. Powers.**

The Society shall have full power to do all things necessary or expedient for the accomplishment of its object, including the power to deal in any way with land or buildings, to acquire or erect buildings, to execute any other improvement and to let such land and buildings to members of the Society and without prejudice to the generality of the foregoing, shall in particular have power to acquire land from local authorities acting under the provisions of any Act for the time being in force relating to small holdings or allotments, or from any other person or body to adapt any land so acquired for smallholdings or allotments.

The Society shall not in their corporate capacity take part in any Parliamentary, County Council or Local Government Elections.

### **6. Use of Name.**

The Registered name of the Society shall be affixed on the outside of office or place in which the business of the Society is carried on, in a conspicuous position, in letters easily legible, and shall be engraved in legible characters on its seal, and shall be mentioned in all business letters of the Society, notices, advertisements, and other official publications of the Society, and in all bills of exchange, promissory notes, endorsements, cheques and orders for money or goods, purporting to be signed by or on behalf of the Society, and in all bills, invoices, receipts and letters of credit of the Society.

## **MEMBERSHIP**

### **7. Members.**

The Society shall consist of such persons as the Committee may admit or has admitted to membership. Every member shall hold one share only which shall be forfeited on cessation of membership from whatever cause.

### **8. Subscriptions.**

Members may be required to pay an annual subscription as may be recommended by the Committee at a General Meeting of Members.

### **9. Cessation of Membership.**

A member shall cease to be a member in the following eventualities:

- (a) The member's death;
- (b) The member's resignation;
- (c) The expulsion of a member under Rule 10;



- (d) For non-payment of rent within the timescales set out in the Association By-laws;
- (e) The Committee's decision in the event of the Tenancy Agreement, Rules or Bye-Laws of the Association being broken.

#### **10. Expulsion of Members.**

A Special General Meeting may, by a vote of two-thirds of the members present and entitled to vote, expel any member for conduct detrimental to the Society, provided that a notice specifying the conduct for which it is intended to expel him/her is sent to him/her at the address entered in the register of members at least one calendar month prior to the date of the meeting.

### **REGISTER OF MEMBERS**

#### **11. Register of Members.**

The Society shall keep at its registered office a register of members in which the Secretary shall enter the following particulars:

- (a) the names and addresses of the members;
- (b) the date at which each person was entered in the register as a member and the date at which any person ceased to be a member.
- (c) the names and address of the officers of the Society, with the offices held by them respectively and the dates on which they assumed office.
- (d) a statement of the number of shares held by each member and of the amount paid or agreed to be considered as paid on the shares of each member

(e) The Society shall also keep at its registered office a duplicate register of members in which the Secretary shall enter all the particulars in the original register of members other than those mentioned in paragraph (d) of rule 11 and which shall be available for inspection as provided for in rule 41.

Every member at the time of his becoming a member shall notify the Secretary in writing of his address and subsequently of any change therein.

### **SHARES**

#### **12. Shares.**

Shares shall neither be transferable nor withdrawable. They shall be of the value of 10p which shall be payable on application for the share. All shares in existence prior to registration of this complete amendment of rules shall be cancelled and a share of the value of 10p shall be issued in lieu of such shares, the paid amount paid up in excess of 10p being forfeited in the funds of the Society. A Share may be issued as a certificate or a token.

#### **13. Cancellation of Shares.**

Upon cancellation of any shares in accordance with these Rules the Secretary shall make an appropriate entry relating thereto in the register of members.

### **BORROWING POWERS**

#### **14. Loans.**

Deposits shall not be taken either from members or non-members. The Committee may obtain loans on such security and such terms of repayment as they may think fit, provided that the amount shall not exceed twice the then issued share capital of the Society, and that the rate of interest shall not exceed five per cent, or (if the current Bank Base Rate is more than four per cent) one per cent above the current Bank Base Rate, except loans from the Society's banker or on a mortgage. Subject to the same condition as to the rate of interest, a General Meeting may authorise the Committee to obtain loans to a further amount provided that the total amount of the loans shall not exceed twenty times the issued share capital.



## **INVESTMENTS**

### **15. Investments.**

The Committee may invest any funds of the Society in or upon any of the securities referred to in Section 31 of the Industrial and Provident Societies Act 1965, but not otherwise.

## **GENERAL MEETINGS**

### **16. Ordinary General Meetings.**

The Annual General Meetings and other Ordinary General Meetings shall be held at such times as the Committee or a General Meeting shall determine.

### **17. Special General Meetings.**

A Special General Meeting shall be held whenever the Committee of Management think expedient or whenever a written requisition for such a meeting signed by 5 members is delivered to the Secretary. Should the Secretary fail to convene a Special General Meeting within four weeks after delivery to him of such requisition, the members signing the requisition may convene such meeting by giving such notice as is mentioned in rule 18.

### **18. Notice of General Meetings.**

At least seven days' notice in writing of every General Meeting, stating the business to be transacted at such meeting, shall be sent to every member at his address entered in the register of members, to the member's plot, or by email and no other business than that stated in the notice shall be transacted at such meeting.

### **19. Voting at General Meetings.**

Every member present at a General Meeting and not otherwise disqualified shall have one vote and where the votes cast in any matter are equal the then presiding officer shall have a casting vote in addition to his vote as a member.

### **20. Presiding Officer at General Meetings.**

At all General Meetings the Chairman, or if he be not present, a chairman elected by the meeting, shall preside.

### **21. Quorum at General Meetings.**

Unless otherwise determined by a previous General Meeting, a quorum at General Meetings shall consist of five members.

### **22. Discussions at Meetings.**

No political or sectarian issue shall be raised, or resolutions of that character proposed, either at any Committee or General Meeting of the Society.

## **OFFICERS AND COMMITTEE OF MANAGEMENT**

### **23. Officers.**

The Society shall have the following officers:- a Chairman, a Secretary and a Treasurer and such Committee members as may be determined by a resolution of a General Meeting and any other officers, or Committee Members, who may appear to the Committee of Management to be necessary for the conduct of the Society's business.

### **24. Committee of Management.**

The Committee of Management shall consist of the Chairman, Secretary, Treasurer and the Committee members.

### **25. Election of Chairman.**

The Chairman shall be elected by the Annual General Meeting and shall hold office for one year, until the first Committee Meeting following the Annual General Meeting, but shall be eligible for re-election.



#### **26. Election of Secretary.**

The Secretary shall be elected by the Annual General Meeting and shall hold office for one year but shall be eligible for re-election. Also, in so far as not otherwise determined by these rules, the Committee defines the Secretary's duties.

#### **27. Election of Treasurer**

The Treasurer shall be elected by the Annual General Meeting and shall hold office for one year but shall be eligible for re-election. Also, in so far as not otherwise determined by these rules, the Committee defines the Treasurer's duties.

#### **28. Election of Committee Members.**

Committee members shall be elected from amongst the members of the Society by a vote of the majority of members present and entitled to vote at an Annual General Meeting and the Society in General Meeting may from time to time determine the period for which Committee shall remain in office, the order in which they shall retire and whether on retirement they shall be eligible for re-election. If any Officer or Committee Member shall die, resign, be removed, or become unfit to act, the Committee may fill the vacancy until the next Annual General Meeting, unless the vacancy has already been filled at a Special General Meeting.

#### **29. Removal from Office.**

Any Officer or member of the Committee may be removed at any time by a resolution of the majority of the members present at any General Meeting called for that purpose, which may proceed to fill the vacancy.

#### **30. Powers of the Committee of Management.**

The Committee of Management shall have full power to superintend and conduct the business of the Society according to the rules.

### **MEETINGS OF COMMITTEE OF MANAGEMENT**

#### **31. Quorum at Committee Meetings.**

Unless otherwise determined by a General Meeting, a quorum at Committee Meetings shall consist of three members.

#### **32. Regular Committee Meetings.**

Regular meetings of the Committee shall be held at intervals decided by the Committee and in accordance with the demands of the time of year.

#### **33. Special Meetings of the Committee.**

A Special Meeting of the Committee shall be held on the requisition in writing of a least three Committee Members.

#### **34. Conduct of Committee Meetings.**

At all meetings of the Committee every question shall be decided by a majority of votes and if the votes are equal the presiding officer shall have a casting vote in addition to his vote as a member. The Chairman, or if he be not present, a Chairman elected at the Committee meeting, shall preside.

### **ALLOTMENTS SEPARATE ACCOUNT**

#### **35. Allotments Separate Account.**

A separate account shall be kept by the Society of all income and expenditure of the Society.

The income shall be applicable as may be determined by the Committee of Management for the following purposes and for no other purpose whether during the existence of the Society or on dissolution:



(a) For payment of the expenses of managing land, buildings and equipment including, replacement, improvements or maintenance of such buildings, equipment or land and including payment of rent, rates, taxes and other like outgoings.

(b) For prizes for the encouragement of the proper cultivation of the land; and

(c) For the benefit of the tenants generally, in such manner as the Committee may determine.

Nothing in this rule shall be deemed to prohibit an arrangement between the Society and a tenant for the repayment or rebatement of part of the rent payable by him to the Society.

Nothing in this rule shall prejudice or affect any right or remedy of any creditor of the Society.

## **AUDITOR**

### **36. Appointment and Removal of Auditor.**

(1) An Audit where necessary in law, or where the membership require it, will be carried out by a registered auditor or one or more lay auditors where the conditions for appointing lay auditors prevail.

(2) Save as provided in paragraph (3) of this rule every appointment of an auditor shall be made by resolution of a General Meeting of the Society.

(3) The Committee may appoint an auditor to fill any casual vacancy occurring between General Meetings of the society. Any auditor appointed by the Committee who is not a qualified auditor shall hold the appointment until the conclusion of the first or next annual general meeting as the case may be.

(4) A resolution at a General Meeting of the Society (i) appointing another person as auditor in place of a retiring qualified auditor or (ii) providing expressly that a retiring auditor shall not be re-appointed shall not be effective unless notice of the intention to move it has been given to the Society not less than twenty-eight days before the meeting at which it is moved. When notice of the intention to move any such resolution has been given to the Society the Society shall give notice of the resolution to the members and to the retiring auditor in accordance with section 6 of the Friendly and Industrial and Provident Societies Act 1968, and shall give notice to the members in accordance with that section of any representations made or intended to be made by the retiring auditor.

(5) None of the following persons shall be appointed as auditor of the Society.

(a) an officer or servant of the Society

(b) a person who is a partner of or in the employment of or who employs an officer or servant of the Society

### **37. Audit.**

The Auditors of the Society shall make a report to the Society on the accounts examined by them and on the revenue account or accounts and the balance sheet of the society for the year of account in respect of which they are appointed.

## **ANNUAL RETURNS AND BALANCE SHEET**

### **38. Submission of Returns.**

Every year within the time allowed by legislation, the Secretary shall send to the Registrar of the relevant Department, determined by Law, the annual return relating to its affairs for the period required together with

(a) if available, a copy of the report of the Auditor on the Society's Accounts for the period included in the return and

(b) a copy of each balance sheet made during that period and of any report of the auditor on that balance sheet.

### **39. Copies of Annual Returns.**

The Secretary shall be supplied with copies of the last annual return together with the report of the Auditor on the accounts and balance sheet contained in the return and shall supply such a copy gratuitously to every member or person having an interest in the funds of the Society, on demand.



#### **40. Balance Sheet.**

(a) The Society shall not publish any balance sheet which has not previously been audited by the Society's Auditor and any copy of a balance sheet published by the Society shall incorporate the report made thereon by the Auditor.

(b) The Committee shall lay before the annual meeting the accounts and annual return as audited together with the report made therein by the Society's Auditor.

(c) The Society shall keep a copy of the last balance sheet for the time being together with the report made thereon by the Society's Auditor always hung up in a conspicuous place as its registered office.

(d) A copy of each balance sheet made during the period included in an annual return shall be sent by the Secretary to the Registrar together with the said annual return and each copy shall incorporate the report made thereon by the Society's Auditor.

#### **INSPECTION OF BOOKS**

##### **41. Inspection of Books.**

Any member or person having an interest in the funds of the Society shall be allowed to inspect his own account and the books containing the names of the members, including all the particulars in the duplicate register of members, at all reasonable hours at the registered office of the Society, or at any place where the same are kept subject to such regulations as to the time and manner of such inspection as may be made from time to time by the General Meetings of the Society.

#### **NOMINATIONS AND PROCEEDINGS ON DEATH OR BANKRUPTCY**

42. Upon a claim being made by the personal representative of a deceased member or the trustee in bankruptcy of a bankrupt member to any property in the Society belonging to the deceased or bankrupt member, the Committee shall transfer or pay such property, to which the personal representative or trustee in bankruptcy has become entitled as the personal representative or trustee as bankruptcy may direct them.

A member may in accordance with the Industrial and Provident Societies Act 1965 nominate any person or persons, to whom (subject to the provisions of the Act as to amount and the persons to whom a valid nomination may be made) any of his property in the Society at the time of his death shall be transferred. On receiving satisfactory proof of death of a member who has made a nomination, the Committee shall, if and to the extent that the nomination is valid under the said Act, either transfer or pay in accordance with the Act, the full value of the property comprised in the nomination to the person entitled thereunder.

#### **STATUTORY APPLICATIONS TO THE REGISTRAR**

##### **43. Inspection of Books.**

Any ten members of the Society each of whom has been a member of the Society for not less than twelve months immediately preceding the date of the application, may appoint an actuary or accountant to inspect the books of the Society and to report thereon, pursuant to Section 47 of Industrial and Provident Societies Act 1965.

##### **44. Inspection of Affairs.**

It shall be the right of one tenth of the whole number of members,

(a) To apply for the appointment of an inspector or inspectors to examine into the affairs of the Society and to report thereon, or

(b) To apply for the calling of a Special Meeting of the Society.

#### **ARBITRATION**

##### **45. Arbitration.**

In case any dispute arises between the Society or any of its offices and any member or persons claiming on account of a member or under the Rules, or in case of any complaint against any member, application may be made to the Committee for redress, and should the Committee not bring the parties to agreement, the matter in dispute may be submitted to arbitration. One arbitrator shall be appointed by each of the parties concerned, and one by the Local Authority. The award of the arbitrators shall be final and the costs of such arbitration shall be

borne by the disputing parties in such proportion as the arbitrators may determine. In this rule the word "member" includes any person aggrieved who has for not more than six months ceased to be a member.

#### **DISSOLUTION OF THE SOCIETY**

##### **46. Dissolution.**

The Society may at any time be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution in the form prescribed by the Treasury Regulations, or by winding-up in the manner provided for by the Industrial and Provident and Societies Acts.

#### **COPIES OF RULES**

##### **47 Copies of Rules.**

A copy of the Rules of the Society shall be delivered by the Secretary to every person on demand on payment of a sum not exceeding 10p and the Committee of Management shall provide the Secretary with sufficient copies of the said rules for this purpose.

#### **AMENDMENT OF RULES**

##### **48 Mode of Amending Rules.**

The Rules may be amended by a resolution of three-fourths majority at a Special General Meeting.

#### **BYE-LAWS**

##### **49 Bye-Laws.**

The Committee may from time to time make bye-laws relating to the tenancy of allotment gardens, provided that no such bye-laws shall be inconsistent with these rules.

I.F. Stewart . (Chairman)

C. James (Secretary)

W. G. G. G.

P. H. G. G.





## Mutual Societies Application Form Amendment of rules for a society or credit union Form

### Full name of society or credit union:

Ashbourne Road District Allotments Asociation Ltd

### Important information you should read before completing this form

You must not use this form if the society is a building society or is registered under the Friendly Societies Act 1992 or is a branch of a society registered under the Friendly Societies Act 1974.

You will need to use this form if your society is an industrial and provident society, credit union or a friendly society registered under the Friendly Societies Act 1974 if it is changing its rules either by a partial or complete amendment (substitution of a new rule book in place of the existing rule book).

Please keep a copy of the form and the supporting documents for future reference.

The notes that accompany this form will help you complete the form correctly.

Please be aware that any personal details entered on the form will be placed on the society's or credit union's public file.

It is important you provide accurate and complete information and disclose all relevant information. If you do not, it may take us longer to assess your application.

### Terms in this form

'FCA' 'PRA', 'us' and 'we' refer to the Financial Conduct Authority or Prudential Regulation Authority.

'You' refers to the person signing the form on behalf of the society or credit union.

### Filling in the form

1 If you are using your computer to complete the form:

- use the TAB key to move from question to question and press SHIFT TAB to move back to the previous question; and
- print out the completed form and arrange for it to be signed.

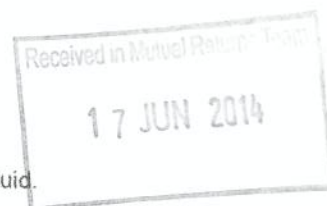
2 If you are filling in the form by hand:

- use black ink;
- write clearly; and
- arrange for it to be signed.

3 If you make a mistake, cross it out and initial the changes; do not use correction fluid.

4 Post the form and supporting documents to us at:

Mutuals Team  
Financial Conduct Authority  
25 The North Colonnade  
Canary Wharf  
LONDON E14 5HS



## 1

## Details of rule changes

## Society details

## 1.1 Society or credit union details

Register number	IPO 6237R
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## Proposed changes – Partial or complete?

## 1.2 Are you applying for a partial or complete amendment of rules?

- ☐ Partial      ▶ Continue to question 1.3  
☒ Complete      ▶ Continue to question 1.5

## Partial amendment of rules

## 1.3 You must attach the following:

Two printed copies of the amendment of rules, set out as per Annex A (see Notes), one marked 'X' and each signed by three members and the secretary of the society or credit union. ☐ Attached

A printed copy of the existing set of rules, marked to show where the amendments occur, and what they are. ☐ Attached

## 1.4 Is your society either:

- an industrial and provident society, or
- a credit union amending its membership qualification?

- ☐ Yes      ▶ Please confirm that you have completed the relevant appendix.  
                  Industrial and provident society      ▶ Appendix 1 Part 1      ☐ Completed  
                  Credit union      ▶ Appendix 2 parts 2&3      ☐ Completed  
☐ No      ▶ Continue to question 1.8.

Continue to question 1.8.



# 2

## Statutory declaration

### 2.1 An Officer of the society or credit union must sign below

Name	MR IAN FRASER STEWART
Of	401 DUFFIELD RD DERBY
Postcode	DE22 2EQ
Signature	<i>IF Stewart</i>
Position	CHAIRMAN
Date	dd/mm/yy 01/05/14

do solemnly and sincerely declare that the amendment of the rules of the said society or credit union, a copy of which is attached marked 'X', has been duly made by the society or credit union in the manner provided in its rules for the making, altering or rescinding of rules.

I make this solemn declaration conscientiously believing it to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.

#### Declared before:

- ☒ a solicitor; or  
☐ a commissioner for oaths; or  
☐ notary public; or  
☐ justice of the peace.

Name	GILLIAN FOXCROFT
Declared at	399 DUFFIELD ROAD DERBY
Signature	<i>Gillian Foxcroft</i>
Date	dd/mm/yy 1.5.14

End of form

## Complete amendment of rules

## 1.5 Please confirm that you have completed the relevant appendix:

Industrial and provident society ▶ Appendix 1 ☒ Completed  
 Credit union ▶ Appendix 2 ☐ Completed  
 Friendly society ▶ Appendix 3 ☐ Completed

## 1.6 You must attach the following:

Two identical printed copies of the new rule books, one marked 'X' and each headed 'All previous rules rescinded' and signed at the end by three members and the secretary of the society or credit union. ☒ Attached

## 1.7 Have you used model rules provided by a sponsoring body?

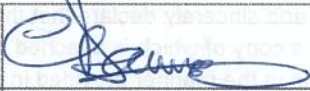
☐ No ▶ Continue to question 1.8.  
☒ Yes ▶ Enter the name of the model being used and the name of the sponsoring or trade body who provided the model.

These rules are based on the Model Rules provided by the National Society of Allotments and Leisure Gardens.

Continue to question 1.8.

Signature

## 1.8 The secretary of the society or credit union must sign and date below

Signature	
Contact telephone	01332 557751
Date	dd/mm/yy 1/5/14

Continue to section 2.

Name	Gillian Foxcroft
Declared at	3rd District Room
Signature	
Date	1/5/14

End of form



## 1

## Appendix 1 – Part 2

This part of this appendix must only be completed by industrial and provident societies applying for a complete amendment of rules.

**2.1 You must complete the following table indicating the rule number in the column provided.**

Any references to 'the Act' below refer to the Industrial and Provident Societies Act 1965.

Matters to be provided for	Rule number
The name of the society.	1
The objects of the society.	4
The registered office of the society, to which all communications and notices to the society may be addressed.	2
The terms of admission of the members, including any society or company investing funds in the society under the provisions of the Act.	7 & 8
The mode of holding meetings, the scale and right of voting, and the mode of making, altering of rescinding rules.	16 - 22 incl & 48
The appointment and removal of a Committee of Management, (by the name of Ashbourne Road District Allotments Association Ltd ) and of managers or other officers and their respective powers and remuneration.	23 - 30 incl No remuneration
The maximum amount of interest in the shares of the society which may be held by any member otherwise than by virtue of section 6(1) (a) (b) (c) of the Act.	12 & 13
Whether the society may contract loans or receive money on deposit subject to the provisions of the Act from members or others; and, if so, under what conditions, under what security, and to what limits of amount.	14 & 15
Whether the shares or any of them shall be transferable, the form of transfer and registration of the shares, and the consent of the committee thereto; whether the shares or any of them shall be withdrawable, and the mode of withdrawal, and the payment of the balance due thereon on withdrawing from the society.	12 & 13
The audit of accounts by one or more auditors appointed by the society in accordance with the requirements of the Friendly and Industrial and Provident Societies Act 1968.	36 & 37
Whether and, if so, how members may withdraw from the society, and provision for the claims of the representatives of deceased members, or the trustees of the property of bankrupt members, or, in Scotland, members whose estate has been sequestrated, and for the payment of nominees.	9, 10 & 46
The mode of application of profits.	35; but not profit making
If the society is to have a common seal, provision for its custody and use.	N/A
Whether and, if so, by what authority, and in what manner, any part of the society's funds may be invested.	13

End of Appendix



## 1

## Appendix 1 – Part 1

Part 1 of this appendix must be completed by industrial and provident societies applying for either a partial or complete amendment of rules.

**1.1 Is membership of the society required to obtain the benefits / facilities offered by the society?**

☒ Yes

☐ No

**1.2 Type of industrial and provident society**

☒ A bona fide co-operative society

☐ A benefit of the community society

Please explain how this is demonstrated by referring to appropriate rules of the society

It is a bona fide society. The objectives, rule 4 and Allotments Separate Account, rule 35 (particularly 35 c) underline this.

**End of appendix if a bona fide cooperative society and applying for a partial amendment of rules. If you are a bona fide cooperative society applying for a complete amendment of rules you must continue to part 2 of this appendix.**

**Benefit of the community societies**

**1.3 Please give the special reasons why the society should remain registered as an industrial and provident society (rather than registering as a company) by specifying in the box below the community that the society benefits; what activities the society undertakes to benefit that community and how the activities of the society actually bring benefit to that community.**

The community that benefits from this Association is primarily its membership. Each member has a plot of land, an allotment, that is used for the growing of fruit, vegetables and flowers. This provides a relaxing alternative to an often busy lifestyle and fosters an appreciation of nature. There is also a strong belief that the feeling of wellbeing and health benefits which come from being part of the gardening community are worth maintaining, supporting and encouraging. The activities that the Association undertakes to benefit the community range from providing powered equipment to cultivate the plots and generally improving the amenities used by the community, to providing loads of manure and compost, for example, that enhances the cultivation of the members plots. Also, the forward looking committee recently secured lottery funding to refurbish and upgrade the facilities used by the membership such as the site meeting room in which it is now planned to hold informative and member interesting talks.

**If you are applying for a complete amendment of rules you must continue to part 2.**

**If you are applying for a partial amendment of rules this is the end of this appendix.**