

Company number: 09816358

**THE COMPANIES ACT 2006  
PRIVATE COMPANY LIMITED BY GUARANTEE**

**ARTICLES OF ASSOCIATION  
OAKS CHILDCARE CLUBS COMMUNITY  
INTEREST COMPANY**

**(adopted by the Company on 29 November 2021)**

FRIDAY



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10/12/2021  
COMPANIES HOUSE

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## 1 DEFINITIONS AND INTERPRETATION

1.1 In these Articles, unless the context requires, the following words and expressions shall have the following meaning:

<b>Act</b>	means the Companies Act 2006;
<b>Appointor</b>	has the meaning given in Article 18.1;
<b>Articles</b>	means the Company's articles of association for the time being in force;
<b>Asset – locked body</b>	means (i) a community interest company, a charity or a Permitted Industrial and Provident Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
<b>Business Day</b>	means any day (other than a Saturday, Sunday or public holiday in the United Kingdom) on which clearing banks in the City of London are generally open for business;
<b>Community</b>	is to be construed in accordance with section 35(5) of the Company's (Audit Investigations and Community Enterprise) Act 2004;
<b>Conflict</b>	means a situation in which a director has or can have, a direct or indirect interest that conflicts or possibly may conflict, with the interests of the Company;
<b>Eligible Director</b>	means a director who would be entitled to vote on the matter at a meeting of directors (but excluding in relation to the authorisation of a Conflict pursuant to Article 1414, any director whose vote is not to be counted in respect of the particular matter);
<b>Local Community Schools</b>	Mortimer Federation of St John's and St Mary's, Burghfield St Mary's Primary School, Silchester C of E Primary School (or their successors) and such other schools in the West Berkshire District Council or neighbouring District or County Councils at which the Company may from time to time provide childcare and play facilities in line with the objects set out in Article 5;
<b>Member</b>	means a member of the Company;
<b>Model Articles</b>	means the model articles for private companies limited by guarantee contained in Schedule 2 of the Companies (Model Articles) Regulations 2008 (SI 2008/3229) as amended prior to the date of adoption of these Articles and reference to a numbered <b>Model Article</b> is a reference to that article of the Model Articles;

**Permitted Industrial and Provident Society** means an industrial and provident society which has a restriction on the use of its assets in accordance with Regulation 4 of the Community Benefit Societies (Restriction on the Use of Assets) regulations 2006 or Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006; and

**the Regulator** means the Regulator of Community Interest Companies.

- 1.2 Save as otherwise specifically provided in these Articles, words and expressions which have particular meanings in the Model Articles shall have the same meanings in these Articles, subject to which and unless the context otherwise requires, words and expressions which have particular meanings in the Act shall have the same meanings in these Articles.
- 1.3 Headings in these Articles are used for convenience only and shall not affect the construction or interpretation of these Articles.
- 1.4 A reference in these Articles to an **article** is a reference to the relevant article of these Articles unless expressly provided otherwise.
- 1.5 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of:
- 1.5.1 any subordinate legislation from time to time made under it; and
  - 1.5.2 any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.
- 1.6 Any phrase introduced by the terms **including, include, in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
- 1.7 The Model Articles shall apply to the Company, except in so far as they are modified or excluded by these Articles.
- 1.8 Model Articles 2, 8, 9(1) and (3), 11(2) and (3), 13, 14(1), (2), (3) and (4), 17(2), 22, 35, 38 and 39 shall not apply to the Company.
- 1.9 Model Article 7 shall be amended by:
- 1.9.1 the insertion of the words "for the time being" at the end of article 7(2)(a); and
  - 1.9.2 the insertion in article 7(2) of the words "(for so long as he remains the sole director) after the words and the director may".
- 1.10 Model Article 20 shall be amended by the insertion of the words "(including alternate directors) and the secretary" before the words "properly incur".

## **2 COMMUNITY INTEREST COMPANY**

The company is to be a community interest company.

## **3 ASSET LOCK**

- 3.1 The Company shall not transfer any of its assets other than for full consideration.
- 3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:
- 3.2.1 the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and

3.2.2 the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum and Articles of the Company.

#### **4 NOT FOR PROFIT**

The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the Local Community Schools and families whose children attend them.

#### **5 OBJECTS**

The objects for which the Company is established are to conduct activities which benefit the community, in particular the Local Community Schools and families whose children attend them and in particular (without limitation):

- 5.1 to provide the necessary facilities for the daily care and recreation of children; and
- 5.2 to advance the education and training of Members, employees and workers (whether paid or unpaid) in the provision of such care and recreational facilities; and
- 5.3 to generally serve the Local Community Schools and families whose children attend them in relation to the above facilities.

#### **6 POWERS**

In pursuance of the objects set out in Article 5, the Company has the power to:

- 6.1 buy, lease or otherwise acquire and deal with any property real or personal and any rights or privileges of any kind over or in respect of any property real or personal and to improve, manage, develop, construct, repair, sell, lease, mortgage, charge, surrender or dispose of or otherwise deal with all or any part of such property and any and all rights of the Company;
- 6.2 borrow and raise money in such manner as the directors shall think fit and secure the repayment of any money borrowed, raised or owing by mortgage, charge, lien or other security on the Company's property and assets;
- 6.3 invite, obtain, collect and receive contributions from any other persons (whether incorporated or not) by way of donation, grant, legacy or otherwise;
- 6.4 invest and deal with the funds of the Company not immediately required for its operations in or upon such investments, securities or property as may be thought fit;
- 6.5 subscribe for, take, buy or otherwise acquire, hold, sell, deal with and dispose of, place and underwrite shares, stocks, debentures, debenture stocks, bonds, obligations or securities issued or guaranteed by any government or authority in any part of the world;
- 6.6 lend and advance money or give grants or credit on such terms as may seem expedient and with or without security to users of the facilities and others, to enter into guarantees, contracts of indemnity and suretyships of all kinds to receive money on deposit or loan upon such terms as the Company may approve and to secure or guarantee the payment of any sums of money or the performance of any obligation by any company, firm or person including any holding company or subsidiary;
- 6.7 lobby, advertise, publish, educate, examine, research and survey in respect of all matters of law, regulation, economics, accounting, governance, politics and/or other issues and to hold meetings, events and other procedures and co-operate with or assist any other body or organisation in each case in such way or by such means as may, in the opinion of the directors, affect or advance the principal object in any way;

- 6.8 pay all or any expenses incurred in connection with the promotion, formation and incorporation of the Company and to contract with any person, firm or company to pay the same;
- 6.9 employ or engage on such terms and conditions as the directors in their discretion consider appropriate any paid or voluntary worker(s) to assist in the attainment of the Company's objects;
- 6.10 co-operate with and to enter into contracts to provide services to or on behalf of other bodies;
- 6.11 provide and assist in the provision of money, materials or other help;
- 6.12 carry out research and to publish and distribute the results;
- 6.13 make and accept small gifts from time to time;
- 6.14 offer discounts (not exceeding 20%) to staff, members and voluntary workers who use the Company's facilities;
- 6.15 open and operate bank accounts and other facilities for banking and draw, accept, endorse, issue or execute promissory notes, bills of exchange, cheques and other instruments;
- 6.16 incorporate or acquire subsidiary companies or to acquire, merge with or enter into any partnership or joint venture arrangement with any other body; and
- 6.17 do all such other lawful things as are incidental or conducive to the pursuit or to the attainment of any of the objects set out in Article 5.

## **7 INCOME**

- 7.1 The income and property of the Company shall be applied solely in promoting the objects of the Company as set out in Article 5.
- 7.2 No funds may be applied for the benefit of any director and no dividends or bonus may be paid or capital otherwise returned to the Members, provided that nothing in these Articles shall prevent any payment in good faith by the Company of:
  - 7.2.1 reasonable and proper remuneration to any Member, director, officer or servant of the Company for any services rendered to the Company;
  - 7.2.2 any interest on money lent by any Member or any director at a reasonable and proper rate;
  - 7.2.3 reasonable and proper rent for premises demised or let by any Member or director;
  - 7.2.4 reasonable out-of-pocket expenses properly incurred by any director;
  - 7.2.5 small gifts referred to in Article 6.13 above; or
  - 7.2.6 discounts (not exceeding 20%) referred to in Article 6.14 above.
- 7.3 To the extent income exceeds the Company's operating expenses the directors may from time to time redistribute the surplus in some way in accordance with the Company's objects in Article 5.

## **8 WINDING UP**

On the winding-up or dissolution of the Company, any assets or property that remains available to be distributed or paid, shall not be paid or distributed to the Members but shall be transferred to another asset-locked body or bodies with objects similar to those of the Company. At the date of adoption of these Articles the following asset-locked bodies being charities connected to the Local Community Schools are intended to be potential recipients of the Company's assets:-

ST MARY'S JUNIOR SCHOOL PARENT TEACHER ASSOCIATION (PTA), MORTIMER:  
(Charity registration number 1059221);

SILCHESTER SCHOOL PTA (Charity registration number 1067109); and

BURGHFIELD ST MARY'S SCHOOL ASSOCIATION (Charity registration number 1127324),

or in each case their successors or other charities or alternative Asset linked body or bodies connected to the Local Community Schools in equal shares as may be nominated by the head teacher for the time being of the relevant school at the time of winding up or dissolution or if any such school is no longer in existence, by the head teachers of the remaining schools.

## **9 LIABILITY OF MEMBERS**

The liability of each Member is limited to £1, being the amount that each Member undertakes to contribute to the assets of the Company in the event of its being wound up while he is a Member or within one year after he ceases to be a Member, for

- 9.1 payment of the Company's debts and liabilities contracted before he ceases to be a Member,
- 9.2 payment of the costs, charges and expenses of the winding up, and
- 9.3 adjustment of the rights of the contributories among themselves.

## **DIRECTORS**

## **10 UNANIMOUS DECISIONS**

- 10.1 A decision of the directors is taken in accordance with this Article when all Eligible Directors indicate to each other by any means that they share a common view on a matter.
- 10.2 Such a decision may take the form of a resolution in writing, where each Eligible Director has signed one or more copies of it, or to which each Eligible Director has otherwise indicated agreement in writing.
- 10.3 A decision may not be taken in accordance with this Article if the Eligible Directors would not have formed a quorum at such a meeting.

## **11 CALLING A DIRECTORS' MEETING**

- 11.1 Any director may call a directors' meeting by giving not less than five Business Days' notice of the meeting (or such lesser notice as all the directors may agree) to the directors or by authorising the company secretary (if any) to give such notice.
- 11.2 Notice of a directors' meeting shall be given to each director but need not be in writing.
- 11.3 A director who is absent from the UK and who has no registered address in the UK shall not be entitled to notice of the directors' meeting.
- 11.4 Meetings of the board of directors shall take place not less than four times per year.

## **12 QUORUM FOR DIRECTORS' MEETINGS**

- 12.1 Subject to Article 12.2, the quorum for the transaction of business at a meeting of directors is a majority of the Eligible Directors then in office.
- 12.2 For the purposes of any meeting (or part of a meeting) held pursuant to Article 11 to authorise a Conflict, if there is only one Eligible Director in office other than the Interested Director(s) (defined in Article 14.1), the quorum for such meeting (or part of a meeting) shall be one Eligible Director.
- 12.3 If the total number of directors in office for the time being is less than the quorum required, the directors must not take any decision other than a decision:

- 12.3.1 to appoint further directors;
- 12.3.2 to call a general meeting so as to enable the Members to appoint further directors;  
or
- 12.3.3 to call a general meeting so as to enable the Members to reduce the quorum requirements either on a permanent or temporary basis.

### **13 VOTES**

- 13.1 Questions arising at a directors' meeting shall be decided by a majority of votes.
- 13.2 In all proceedings of directors each director must not have more than one vote.
- 13.3 If the numbers of votes for and against a proposal at a meeting of directors are equal, the chair of directors shall have a casting vote.

### **14 DIRECTORS CONFLICTS OF INTEREST**

- 14.1 The directors may, in accordance with the requirements set out in this Article, authorise any Conflict proposed to them by any director which would, if not authorised, involve a director (an Interested Director) breaching his duty under section 175 of the Act to avoid conflicts of interest.
- 14.2 Any authorisation under this Article 14 shall be effective only if:
  - 14.2.1 to the extent permitted by the Act, the matter in question shall have been proposed by any director for consideration in the same way that any other matter may be proposed to the directors under the provisions of these Articles or in such other manner as the directors may determine;
  - 14.2.2 any requirement as to the quorum for consideration of the relevant matter is met without counting the Interested Director; and
  - 14.2.3 the matter was agreed to without the Interested Director voting or would have been agreed to if the Interested Director's vote had not been counted.
- 14.3 Any authorisation of a Conflict under this Article 14 may (whether at the time of giving the authorisation or subsequently):
  - 14.3.1 extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the matter or situation so authorised;
  - 14.3.2 provide that the Interested Director be excluded from the receipt of documents and information and the participation in discussions (whether at meetings of the directors or otherwise) related to the Conflict;
  - 14.3.3 provide that the Interested Director shall or shall not be an Eligible Director in respect of any future decision of the directors in relation to any resolution related to the Conflict;
  - 14.3.4 impose upon the Interested Director such other terms for the purposes of dealing with the Conflict as the directors think fit;
  - 14.3.5 provide that, where the Interested Director obtains, or has obtained (through his involvement in the Conflict and otherwise than through his position as a director of the Company) information that is confidential to a third party, he shall not be obliged to disclose that information to the Company, or to use it in relation to the Company's affairs where to do so would amount to a breach of that confidence; and
  - 14.3.6 permit the Interested Director to absent himself from the discussion of matters relating to the Conflict at any meeting of the directors and be excused from reviewing papers prepared by, or for, the directors to the extent they relate to such matters.



- 14.4 Where the directors authorise a Conflict, the Interested Director shall be obliged to conduct himself in accordance with any terms and conditions imposed by the directors in relation to the Conflict.
- 14.5 The directors may revoke or vary such authorisation at any time, but this shall not affect anything done by the Interested Director prior to such revocation or variation in accordance with the terms of such authorisation.
- 14.6 A director is not required, by reason of being a director (or because of the fiduciary relationship established by reason of being a director), to account to the Company for any remuneration, profit or other benefit which he derives from or in connection with a relationship involving a Conflict which has been authorised by the directors in accordance with these Articles or by the Company in general meeting (subject in each case to any terms, limits or conditions attaching to that authorisation) and no contract shall be liable to be avoided on such grounds.
- 14.7 Subject to sections 177(5) and 177(6) and sections 182(5) and 182(6) of the Act, and provided he has declared the nature and extent of his interest in accordance with the requirements of the Act, a director who is in any way, whether directly or indirectly, interested in an existing or proposed transaction or arrangement with the Company:
- 14.7.1 may be a party to, or otherwise interested in, any transaction or arrangement with the Company or in which the Company is otherwise (directly or indirectly) interested;
  - 14.7.2 shall be an Eligible Director for the purposes of any proposed decision of the directors (or committee of directors) in respect of such existing or proposed transaction or arrangement in which he is interested;
  - 14.7.3 shall be entitled to vote at a meeting of directors (or of a committee of the directors) or participate in any unanimous decision, in respect of such existing or proposed transaction or arrangement in which he is interested;
  - 14.7.4 may act by himself or his firm in a professional capacity for the Company (otherwise than as auditor) and he or his firm shall be entitled to remuneration for professional services as if he were not a director;
  - 14.7.5 may be a director or other officer of, or employed by, or a party to a transaction or arrangement with, or otherwise interested in, any body corporate in which the Company is otherwise (directly or indirectly) interested; and
  - 14.7.6 shall not, save as he may otherwise agree, be accountable to the Company for any benefit which he (or a person connected with him (as defined in section 252 of the Act)) derives from any such transaction or arrangement or from any such office or employment or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the grounds of any such interest or benefit nor shall the receipt of any such remuneration or other benefit constitute a breach of his duty under section 176 of the Act.

## **15 RECORDS OF DECISIONS TO BE KEPT**

Where decisions of the directors are taken by electronic means, such decisions shall be recorded by the directors in permanent form, so that they may be read with the naked eye.

## **16 NUMBER OF DIRECTORS**

Unless otherwise determined by ordinary resolution, the number of directors (other than alternate directors) shall not be more than nine nor less than two.

## **17 DEATH OR BANKRUPTCY OF SOLE MEMBER DIRECTOR**

In any case where, a Member dies or becomes bankrupt and the Company has no Members and no directors, the personal representatives or trustee in bankruptcy of the last Member to have died/become bankrupt has the right, by notice in writing, to appoint a natural person (including the appointor himself), who is willing to act and permitted to do so, to be a director of the Company.

## **18 APPOINTMENT AND REMOVAL OF ALTERNATE DIRECTORS**

18.1 Any director (other than an alternate director) (Appointor) may appoint as an alternate any other director, or any other person approved by resolution of the directors, to:

18.1.1 exercise that director's powers; and

18.1.2 carry out that director's responsibilities,

in relation to the taking of decisions by the directors, in the absence of the alternate's Appointor.

18.2 Any appointment or removal of an alternate director must be effected by notice in writing to the Company signed by the Appointor, or in any other manner approved by the directors.

18.3 The notice must:

18.3.1 identify the proposed alternate; and

18.3.2 in the case of a notice of appointment, contain a statement signed by the proposed alternate that he is willing to act as the alternate of the director giving the notice.

## **19 RIGHTS AND RESPONSIBILITIES OF ALTERNATE DIRECTORS**

19.1 An alternate director may act as alternate director to more than one director and has the same rights in relation to any decision of the directors as the alternate's Appointor.

19.2 Except as the Articles specify otherwise, alternate directors:

19.2.1 are deemed for all purposes to be directors;

19.2.2 are liable for their own acts and omissions;

19.2.3 are subject to the same restrictions as their Appointors; and

19.2.4 are not deemed to be agents of or for their Appointors

and, in particular (without limitation), each alternate director shall be entitled to receive notice of all meetings of directors and of all meetings of committees of directors of which his Appointor is a Member.

19.3 A person who is an alternate director but not a director:

19.3.1 may be counted as participating for the purposes of determining whether a quorum is present (but only if that person's Appointor is not participating);

19.3.2 may participate in a unanimous decision of the directors (but only if his Appointor is an Eligible Director in relation to that decision, but does not participate); and

19.3.3 shall not be counted as more than one director for the purposes of Articles 19.3.1 and 19.3.2.

19.4 A director who is also an alternate director is entitled, in the absence of his Appointor(s), to a separate vote on behalf of each Appointor, in addition to his own vote on any decision of the directors (provided that an Appointor for whom he exercises a separate vote is an Eligible Director in relation to that decision), but shall not count as more than one director for the purposes of determining whether a quorum is present.

19.5 An alternate director may be paid expenses and may be indemnified by the Company to the same extent as if he were a director but shall not be entitled to receive any remuneration from the Company for serving as an alternate director except such part (if any) of the remuneration otherwise payable to the alternate's Appointor as the Appointor may by notice in writing to the Company from time to time direct.

## **20 TERMINATION OF ALTERNATE DIRECTORSHIP**

An alternate director's appointment as an alternate (in respect of a particular Appointor) terminates:

- 20.1 when the alternate's Appointor revokes the appointment by notice to the Company in writing specifying when it is to terminate;
- 20.2 on the occurrence, in relation to the alternate, of any event which, if it occurred in relation to the alternate's Appointor, would result in the termination of the Appointor's appointment as a director;
- 20.3 on the death of the alternate's Appointor; or
- 20.4 when the alternate director's Appointor ceases to be a director for whatever reason.

## **21 SECRETARY**

The directors may appoint any person who is willing to act as the secretary for such term, at such remuneration and upon such conditions as they may think fit and from time to time remove such person and, if the directors so decide, appoint a replacement, in each case by a decision of the directors.

## **22 CHANGE OF COMPANY NAME**

The name of the Company may be changed by:

- 22.1 a decision of the directors; or
- 22.2 a special resolution of the 23.1,
- 22.3 or otherwise in accordance with the Act.

## **23 APPLICATION FOR MEMBERSHIP**

- 23.1 The subscribers to the Memorandum are the first Members of the Company.
- 23.2 Such other persons as are admitted to membership in accordance with the Articles shall be Members of the Company.
- 23.3 No person shall be admitted a Member of the Company unless he or she is approved by the directors.
- 23.4 Every person who wishes to become a Member shall deliver to the Company an application for membership in such form (and containing such information) as the directors require and executed by him or her.
- 23.5 A letter shall be sent to each successful applicant confirming their membership of the Company and the details of each successful applicant shall be entered into the Register of Members.
- 23.6 Applicants must be proposed by a director and such proposal must be seconded by a second director.
- 23.7 The directors may, in their absolute discretion, decline to accept any application for membership and need not give reasons for doing so, provided that the applicant shall have the right to be heard by the board of directors before a final decision is made.
- 23.8 The directors may prescribe criteria for membership of the Company but shall not be obliged to accept persons fulfilling those criteria as Members.
- 23.9 The directors may establish different classes of Members and set out their respective rights and obligations.

## **24 TRANSFER OF MEMBERSHIP**

- 24.1 A Member may withdraw from membership of the Company by giving 7 days' notice to the Company in writing.
- 24.2 Membership is not transferable to anyone else.
- 24.3 Membership is terminated if:
- 24.3.1 the Member dies or ceases to exist;
  - 24.3.2 the Member becomes bankrupt; or
  - 24.3.3 otherwise in accordance with the Articles.

## **25 EXPULSION OF MEMBER**

- 25.1 The directors may terminate the membership of any Member without his consent by giving him written notice if, in the reasonable opinion of the directors:
- 25.1.1 he is guilty of conduct which has or is likely to have a serious adverse effect on the Company or bring the Company or any or all of the Members and directors into disrepute; or
  - 25.1.2 he has acted or has threatened to act in a manner which is contrary to the interests of the Company as a whole; or
  - 25.1.3 he has failed to observe the terms of these Articles; or
  - 25.1.4 termination of Membership is otherwise considered appropriate.

Following such termination, the Member shall be removed from the Register of Members.

- 25.2 The notice to the Member must give the Member the opportunity to be heard in writing or in person as to why his membership should not be terminated. The directors must consider any representations made by the Member and inform the Member of their decision following such consideration. There shall be no right to appeal from a decision of the directors to terminate the membership of a Member.

## **DECISION MAKING BY MEMBERS**

### **26 VOTES OF MEMBERS**

- 26.1 Subject to the Act, at any general meeting every Member who is present in person (or by proxy) shall on a show of hands have one vote and every Member present in person (or by proxy) shall on a poll have one vote.
- 26.2 The directors, in their discretion, may invite any person, not being a Member, to attend and speak at any general meeting, who may participate in any discussions at the meeting.
- 26.3 A person who is not a Member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.

### **27 POLL VOTES**

- 27.1 A poll may be demanded at any general meeting by any qualifying person (as defined in section 318 of the Act) present and entitled to vote at the meeting.
- 27.2 Article 30(3) of the Model Articles shall be amended by the insertion of the words "A demand so withdrawn shall not invalidate the result of a show of hands declared before the demand was made" as a new paragraph at the end of that article.

## **28 PROXIES**

- 28.1 Article 31(1)(d) of the Model Articles shall be deleted and replaced with the words "is delivered to the Company in accordance with the Articles not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in accordance with any instructions contained in the notice of the general meeting (or adjourned meeting) to which they relate".
- 28.2 Article 31(1) of the Model Articles shall be amended by the insertion of the words "and a proxy notice which is not delivered in such manner shall be invalid, unless the directors, in their discretion, accept the notice at any time before the meeting" as a new paragraph at the end of that article.

## **ADMINISTRATIVE ARRANGEMENTS**

### **29 MEANS OF COMMUNICATION TO BE USED**

- 29.1 Any notice, document or other information shall be deemed served on or delivered to the intended recipient:
- 29.1.1 if properly addressed and sent by prepaid United Kingdom first class post to an address in the United Kingdom, two Business Days after it was posted (or five Business Days after posting either to an address outside the United Kingdom or from outside the United Kingdom to an address within the United Kingdom, if (in each case) sent by reputable international overnight courier addressed to the intended recipient, provided that delivery in at least five Business Days was guaranteed at the time of sending and the sending party receives a confirmation of delivery from the courier service provider);
  - 29.1.2 if properly addressed and delivered by hand, when it was given or left at the appropriate address;
  - 29.1.3 if properly addressed and sent or supplied by electronic means, one hour after the document or information was sent or supplied; and
  - 29.1.4 if sent or supplied by means of a website, when the material is first made available on the website or (if later) when the recipient receives (or is deemed to have received) notice of the fact that the material is available on the website.

For the purposes of this Article, no account shall be taken of any part of a day that is not a Business Day.

- 29.2 In proving that any notice, document or other information was properly addressed, it shall suffice to show that the notice, document or other information was addressed to an address permitted for the purpose by the Act.

### **30 RULES**

The directors may establish rules governing matters relating to Company administration that are required from time to time for the effective operation of the Company (for example, the provisions relating to classes of Members and the admission criteria for Members). If there is a conflict between the terms of these Articles and any rules established under this Article, the terms of these Articles shall prevail.

### **31 INDEMNITY AND INSURANCE**

- 31.1 Subject to Article 31.2, but without prejudice to any indemnity to which a relevant officer is otherwise entitled:
- 31.1.1 each relevant officer shall be indemnified out of the Company's assets against all costs, charges, losses, expenses and liabilities incurred by him as a relevant officer:

- (a) in the actual or purported execution and/or discharge of his duties, or in relation to them; and
- (b) in relation to the Company's (or any associated company's) activities as trustee of an occupational pension scheme (as defined in section 235(6) of the Act),

including (in each case) any liability incurred by him in defending any civil or criminal proceedings, in which judgment is given in his favour or in which he is acquitted or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his part or in connection with any application in which the court grants him, in his capacity as a relevant officer, relief from liability for negligence, default, breach of duty or breach of trust in relation to the Company's (or any associated company's) affairs; and

- 31.1.2 the Company may provide any relevant officer with funds to meet expenditure incurred or to be incurred by him in connection with any proceedings or application referred to in article 28(1)(a) and otherwise may take any action to enable any such relevant officer to avoid incurring such expenditure.
- 31.2 This Article does not authorise any indemnity to the extent that such indemnity would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law and any such indemnity is limited accordingly.
- 31.3 The directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant officer in respect of any relevant loss.
- 31.4 In this Article:
  - 31.4.1 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
  - 31.4.2 a **relevant loss** means any loss or liability which has been or may be incurred by a relevant officer in connection with that relevant officer's duties or powers in relation to the Company, any associated company or any pension fund or employees' share scheme of the Company or associated company; and
  - 31.4.3 a **relevant officer** means any director or other officer or former director or other officer of the Company or an associated company (including any company which is a trustee of an occupational pension scheme (as defined by section 235(6) of the Act) , but excluding in each case any person engaged by the Company (or associated company) as auditor (whether or not he is also a director or other officer), to the extent he acts in his capacity as auditor).