



Annual Report - 2020-21





Board Report and update on our activities

This report covers the period since our last annual general meeting that was held in 2019. As most of you will be aware, the impact of the Covid pandemic affected us all and that ultimately has resulted in our annual general meeting being delayed.

Now, in 2021, the position for us has changed significantly which we will cover later in this report.

We have been busy with many tasks and involved ourselves in various exchanges and discussions, which we set out below. The activities have been very challenging at times.

We also have had great challenges in respect of the Leicester City Council tender for the “out of hours” Funeral Administration.

The board members had detailed discussions in respect of how we would structure ourselves going forward. In order to hold the position at Mortia Ltd, Suleman and Adam resigned as directors and trustees of MBCOL and this was confirmed in September 2019. Notification was duly delivered to Companies House and Charity Commission. Most of you are aware of the reasons behind Mortia Ltd and primarily it was set in place for proper succession planning.

Most of you will also be aware that the new company that was set up, Mortia Ltd is a limited company that was a special purpose vehicle. This was done in order to put forward a commercial bid on the tender process. This company was successful in securing the tender and would deliver its services through MBCOL Limited. There was a legal

challenge that followed and the lawyers at the Leicester City Council dealt with the legal issues.

We were not advised as to the basis of the challenge nor were we given any information. The contract that MBCOL did have therefore, had to continue in order to provide service for “out of hours” Administration. Accordingly the Leicester City Council continued to provide us with the “out of hours” administration rolling over on a 3 monthly cycle until they had made a final decision as to whether we would be awarded the contract or whether they would make a different decision going forward.

This organisation only had one paid employee. This was our office manager, Salim Mangera, who handed his notice and left our service on 29th November 2019. We are of course not at liberty to disclose any further information than this.

Following the departure of our office manager, the board duly delegated the task and responsibility of dealing with the day-to-day management of the office to Suleman and Adam. They would undertake the office work and administer the “out of hours” administration. They reluctantly accepted this and we are grateful for them to step in at the last minute. We had to ensure that we carried on with the “out of hours” administration service otherwise we would have been in breach of our contract. The clear intent of the board was this was going to be a temporary measure and was not going to be a long-term solution, however with the arrival of Covid19 the dynamics changed.

In light of the challenges, Suleman had to play a more active role and he agreed to terminate his retainer as an independent training consultant in order to commit more time to work with the board and MBCOL at a loss of some personal income. We are grateful to him for his sacrifice and we pray that the Almighty rewards him.

The board envisaged that MBCOL would submit for the tender if the city council decided to do a rerun. Additionally, we also placed reliance on the recorded commitment and decision made at our previous annual general meeting that no other organisation would put in a competing bid on the “out of hours” administration. There was of course a possible competing bid from other external non-Muslim organisations.

Unfortunately, the City Council chose to rerun the tender and it was agreed by the board that we would maintain our position until the fresh tender went in and thereafter we would make appropriate plans going forward for staffing our office. There was optimism and confidence amongst everyone at MBCOL that we would be successful on the tender with the City Council.

There was a reasonable and legitimate expectation that we would not be facing any competition from other Muslim organisations drawn from our own community. This was on the premise that we work together and do not seek to divide us. Division is contrary to our overall philosophy as we subscribe to the philosophy and teaching of our beloved Prophet Muhammad peace be upon him that we operate as “one body” as the Ummah and in accordance with our agreement at our AGM in 2019.

It was anticipated that MBCOL would put in a tender on its own right with a new Articles of Association and that the specific company, Mortia Ltd that was set up would be closed. It was also anticipated that when MBCOL secured the tender we would then look at employing staff to continue our work. To our deep disappointment, MBCOL was unsuccessful on the tender bid. We were absolutely staggered that on the same dataset, and with substantially the same issues and questions, we scored substantially less than the score we had achieved

when the bid went in under the banner of Mortia Ltd. We do not know why this was and can only speculate.

We understand that a freedom of information request was made, and they were notified that there were only 2 organisations that bid for this. MBCOL was one and the other organisation was a company called Crescent Funeral Ltd. You are all at liberty to look up the information at Companies House. We do not choose to say any more than this and you are all free to draw whatever view and opinion you would wish to make on this matter.

The result of this has had a substantial impact on our organisation and we are now looking to map a way forward. This is an agenda item for today's meeting. We would welcome everyone's views and ideas as to how we can now sustain our organisation. We need to continue delivering the services rather than decline and finally cease to exist. Indeed, we have taken soundings from various individuals and affiliates and in particular one of our largest affiliates expressed that it would be a "crime" for the organisation to be allowed to drift and disappear after all it has done for over two decades.

We would notify you that we took legal advice in respect of our unsuccessful tender application. We instructed a leading barrister in London to advise us on the merits of the case against the City Council. The advice that we received, and without wishing to waive legal professional privilege, was that we had a perfectly legitimate and good claim to be able to instigate legal proceedings in the High Court by way of Judicial Review. We were obliged to take further investigative steps by reason of the fact that as a charity we had a duty to protect the financial interests of our organisation. This is in accordance with our obligations under the law and also obligations that we have from a moral and ethical perspective. We would advise that following detailed discussions, we decided not to take further legal action and the main reason for this was that the legal costs that our organisation would

have to cover and the legal costs that we would be exposed to would be substantial and financially heavy. This is the burden that we could not carry.

However, having decided not to pursue the legal route we nevertheless carried our concerns to others. We wrote to our constituency MP Mr Jon Ashworth and also the City Mayor, Sir Peter Soulsby. Additionally, we also wrote to all the Muslim councillors. We also exchanged communications with the Chief Operating Officer from the Leicester City Council. After all our efforts and enquiries that we undertook, we were unable to persuade the Leicester City Council to shift its position. Accordingly we are confident that the directors and the board have discharged their duty and responsibility to protect the financial position of our organisation and under the circumstances nothing more can be done.

The overwhelming event was the Covid pandemic. This challenged our future plans substantially. MBCOL held a joint meeting with the FMO at Madani Schools to discuss when we first heard about the pandemic the Sunday before the PM's Friday first lockdown notice. Whilst this was beyond the scope of our organisation, we took the view that this was something that was necessary for us to address and to deal with.

MBCOL called up an urgent meeting with all those that have Ghusal facilities in the City to a meeting at its office about the health and safety risks and how to put in place a proper infection control protocol. As part of this we also connected with and shared views with a number of Mufti's for guidance, locally and internationally. We could only seek and offer advice based on the information we received from the Health authorities and not what our preference as Muslims was. We must remember that at the early stages, there was no blueprint and we could only work with the information we had in hand and we were prepared to change guidance if and when it became available at any given time.

We continued tapping into the resources of the National Burial Council to whom we owe our appreciation, as part of this group we were also able to learn what was happening nationally.

MBCOL also recognise the valuable work carried out by Adam Sabat in early March 2020. The task of gathering volunteers to help Masjids that provided transport and washing facilities and to help with burials.

The key events and points are:

- A zoom call with Suleman bhai, Adam bhai, Molana Dr Dadhiwala and Dr Sarfaraz was put into place.
- The first public message for seeking volunteers was sent out on 23/03/2020.
- The Whatsapp group was set up named Funeral Training on 24/03/2020.

Ahmed Kasu has achieved a brilliant outcome in his involvement ensuring that volunteers were vetted properly and screened to ensure that they could volunteer safely by reference to their age, underlying medical conditions and other factors. He was instrumental in marshalling the volunteers and ultimately this led to the listing of 160 volunteers that had come forward. This was achieved by 29th of March 2020.

Please see below examples of some of the early messages during the early part of the pandemic.

- Following a discussion with Suleman bhai Nagdi an hour ago it seems hospitals will only release bodies in a sealed bag. Also as the virus is pandemic potentially every death in the community

that may have a different underlying illness (eg someone who dies from cancer) will have to be assumed to be potentially infected with Corona virus too.

- Suleman bhai mentioned that every death in the community may also then be transferred to the hospital mortuary and placed in a bag.
- Opening a sealed bag with Corona virus is very high risk and everyone present would need full PPE including an FFP3 mask. Muftis have been consulted and we may have a situation where no bag is opened and either a dry tayammum is performed or water sprayed over the bag. This depends on the final fatwa.
- Either way we will still need gloves, aprons, gowns and masks for those involved in transporting and transferring the body.

Opening a sealed bag that allows natural gasses to escape would be an AGP.

- The pathologist Doctor at LRI also said the same. They don't know enough about the virus so will continue to use the bag and I believe the advice they will strongly be giving is not to open the bag.

This will not be acceptable to some masjids in Leicester but I have said as much as I can.

- As you know we have for over two weeks been giving the same message, all we can do is tell people what scientific information we have and pray that they pay attention to it, after that we leave it in the hands of a higher authority. Allah protect us all. Ameen—Molana Dr. Dadhiwala

- Suleman bhai any update from the hospital. The last conversation I had with the mortuary manager on Thursday he said they were still using sealed bags but it's under review as many other cities are not using it (according to new PHE guidelines). This is a Leicester decision to be more precautionary, I did say to him that you do realise some people will want to open the bag regardless due to what is happening elsewhere, and this will put them at risk as they don't have the adequate PPE. He said they would be working with the community groups but wants to ensure we have a safe way to deal with this. - Yusuf Sidat Microbiologist LRI
- As you know we have for over two weeks been giving the same message, all we can do is tell people what scientific information we have and pray that they pay attention to it, after that we leave it in the hands of a higher authority. Allah protect us all. Ameen - Suleman Nagdi
- I have received the following... is it correct. The community may need to be informed properly what the PPE safety wear is when doing the ghusal. Would strongly suggest minimum people fully protected following NHS guidelines. - Yusuf Sidat Microbiologist LRI
- We have the first MUSLIM death in Manchester due to Covid 19. In Sha Allah tomorrow we will issue an A4 guidance. What we have established is that there is a risk of contracting the virus from a deceased body but no restrictions at the moment on washing the body. You will have to ensure that you wear the necessary safety wear as per the public health guidance sent to you earlier this week. What is being recommended is that after the Ghusul and Kafan you need to place the deceased in a sealed body bag. We are waiting for further guidance as things are changing very rapidly. Please

share this message widely through your groups - National Burial Council

- We are aware of the community's concern over Corona virus in relation to funeral matters. We would like to reassure you that we are liaising with the relevant agencies and the ulema on a range of issues including body transportation, ghusl and burial paperwork. We must prepare as much as we can owing to the challenging circumstances we face. We ask for your patience and understanding whilst we work with partners. Once we have all the information we will issue guidance. - MBCOL

More volunteers then came forward and wanted to work on Covid cases under the umbrella of MBCOL. As we did not have Insurance cover for volunteers we had to decline from playing a substantial role, however our involvement was still such that we were able to facilitate a group of volunteers that would be able to undertake funerals and burials during a very difficult time. Our trustees Sikander Bhai Sattar, Luman Ali and Mussa Saleh remained on the board of volunteers in an advisory role throughout.

Around this time the group of volunteers that Adam Sabat and Ahmed Kasu formed were joined by others and were looking at different venues where they could wash the deceased. One of the suggestions was to put up a marquee at Saffron Hill Cemetery. Suleman Nagdi was tasked to follow this up with the cemeteries department of the LCC, which he did and this was denied. Other suggestions were made to use the car park of Central Mosque. This was not workable and also as MBCOL is an incorporated body we could not take the risk for lack of insurance cover. The organisation then started to work under the name "Covid19 Leicestershire Muslim Support". Members of MBCOL remained as volunteers to this group and MBCOL also provided and donated over a thousand pounds of PPE to be used by the volunteers of this group.

The very first Covid 19 Ghusal was organised by Adam Sabat, with help from the volunteers wearing PPE at Jame Masjid following agreement with Hafez Iqbal Bhai Mandala, we are extremely grateful to him and Jame Masjid, may the Almighty reward them all for all their support at this most crucial time.

MBCOL are also very grateful to Jame Masjid who put in place funeral prayers (Salat al Jazaizah) following the main salat in their institution. The community appreciated this.

Our Chair, Sikander Bhai was approached by another group of volunteers who wanted to set up volunteering under MBCOL. Our Chair suggested that this would only confuse the situation and there was no need to have two groups, rather the new groups should join with the existing volunteers.

As part of infection protocol control, transportation also had to be reviewed and we were involved in this together with others. Of the four vans we identified two for Covid and two for non-Covid, MBCOL's van was used before non-covid cases, as the vehicle was not suitable for Covid cases.

Also at this time, MBCOL had been in communication with Jon Ashworth MP (Shadow Health Secretary) and Baroness Sayeeda Warsi on the issue of Schedule 27 of the Coronavirus Bill 2019-21, that would allow designated local authorities to disregard section 46(3) of the Public Health (Control of Disease) Act 1984, which is designed to prevent a local authority from being able to cremate a body against the wishes of the deceased. We have stressed that the sanctity of the dead body and the importance of religious burial is an integral component of religious practice for Muslims, and, therefore, all reasonable steps must be taken to avoid the possibility of forcing a cremation upon the loved ones of these communities. This was a

substantial achievement for us and has demonstrated that we as an organisation have influence and respect to be able to steer particular legislation in a desired direction.

Additionally, MBCOL was also part of the Government Task force on “NHS Track and Trace” and attended meetings with Baroness Dido Harding, Head of the NHS Test and Trace system looking at and monitoring clusters of cases so they do not become outbreaks. There has been some criticism about the system regarding PPE shortages and reduced access to local test centres. Shortcomings include concerns about vulnerable people in our communities and that the Government has missed opportunities and has been too slow in engaging faith institutions and infrastructure to enhance the response to the pandemic.

Government attention was drawn to the Lockdown having a particular impact on numbers at funerals in certain communities –including competition for space in places of worship. This can have a significant impact on their access to social networks and mental health.

MBCOL continued to engage with government departments on many occasions regarding their concerns. In some instances this was leading to fatigue and questions regarding whether their recommendations will be taken forwards.

That there should be greater focus on ensuring messages related to Coronaviruses are:

- Clear;
- Consistent and evidence-based;
- The evidence underpinning a policy change is published;
- There is consultation with community leaders prior to the decision so that they are prepared;
- able to provide reassurance;

- Guidance and encouragement to their communities;
- There is a further need to make it explicitly clear how data related to track and trace is used as there remains a lot of scepticism regarding this within these communities.

In regard to the Covid pandemic, we had sent out various messages and we set out below one such communication that was sent out to our community, which hopefully will illustrate our approach and the information that we were giving to our community.

Dear brothers & Sisters in Islam.

We find ourselves in exceptionally difficult and trying times. There has been much discussion and debate amongst various institutions and individuals in respect of infection control protocols relating to the handling and preparing a body that has passed away due to the covid-19 virus.

We have of course been monitoring the position very carefully and we have noted various points of view and different opinions being given in relation to the infection risks that this may pose.

Please be aware and understand that MBCOL is not a regulatory body nor is it an organisation that seeks to provide definitive advice and guidance. This is not our purpose and role.

Accordingly, our position is that all institutions must undertake their own enquiries and seek their own advice regarding infection control protocols. In this regard guidance from the NHS and from central government may be useful to you. You must therefore make your own decisions and come to your own conclusions in respect of how you handle and manage the issue and what steps, if any, you put in in relation to infection control protocols.

We at MBCOL have no doubt that you will do the best you can under these trying circumstances and we must all continue to be careful and of course supplicate to Allah that we get through these trying times safely.

Duas and salaams

MBCOL Team

There were also matters of concern in relation to limiting the number of mourners that could attend a funeral. This of course was a matter of great distress for bereaved families. Unfortunately, there were misleading and confusing information regarding this. We were able to clarify the matter, which was that under the Health Protection (Coronavirus Restrictions)(England) Regulations 2020 it was now an offence for any person to leave a place where they are living without reasonable excuse. Article 6(g) states that a reasonable excuse includes to attend the funeral of:

- A member of the person's household;
- A close family member, or
- If no-one within sub-paragraphs (i) or (ii) are attending, a friend (friends may not attend as well as family)

Any person who did not meet this was committing an offence. There were practical issues as to enforcement and we were in regular and close contact with Mr Alan Brown from Leicester City Council to ensure that we did not fall into difficulties in this regard.

It is also at this time that we would like to pause in our report and express our deep sympathies and condolences to all those families that had suffered a bereavement and the loss of their loved ones during the pandemic. Additionally, we also supplicate that the Almighty grant all of those that have passed a place of high abode in the gardens of

paradise and also to reward all those people that were involved in giving service and Khidmah during this difficult time.

Apart from the actual practical arrangements of “out of hours” funerals and administration, Registration had a key role to play and even then there had to be an understanding of how this would work and what changes were in place. We received information that we were able to distribute to all those in relation to the changes in respect of death registration procedures. We did encounter problems during some of this time as the registrar staffs were not always available as some of them were either working from home or alternatively self-isolating. This was of course a practical issue that was beyond everyone’s control, nevertheless we continued to make representation with the Registration Service to try and bring weekend registration back on as soon as practically possible. We are grateful for all the assistance given to us by Bharti Desai and her team, including HM Coroner, Cathie Mason and her department.

We were also in communication with the bereavement services and looked at providing more burial slots, this was a challenge for them, as they needed extra capital from the central local funds for an extra digger and other equipment and to look at health and safety for gravediggers. We are grateful that the two hours slot between burials was reduced to one and half hours, thereby getting extra burial slots in any given date.

MBCOL also looked at the issue of running out of land for burial during this emergency, we looked at how we could mitigate this.

We also looked that in the event of mass fatalities, we may have to dig a long trench to accommodate more burials along each other naturally with space between two bodies. Thank the Almighty that we did not have to undergo with it, as the situation did not present itself. Nevertheless plans had to be in place.

There was an emergency Bill which put in place legislation to remove the need for face-to-face interaction for registration of death and registrations for stillbirths. The main changes that came into being are as follows:

1. MCCD's will be scanned to the Registrar's office direct by GP's surgeries or hospitals. Family members will not be permitted to collect.
2. Provided that the death does not need to be referred to the coroner, Registrar would register by telephone on an appointment basis.
3. At the point of registration, the Registrar would need to know which cemetery was being used, or where the burial is taking place, whichever applies.
4. We had to ensure that the family were aware of the above to enable the paperwork for burial to be emailed by a registrar to the funeral director and the Council. This information for the family included the appropriate contact details and email addresses to be used.
5. Following revised guidance received from the General Register Office on 30th March, the copy Form 9 or 'the green' would be sent by email to the funeral director.

We therefore had to ensure that we were able to notify families accordingly to ensure that the process was followed. We found that this worked very well without too many problems or difficulties.

Additionally, the office was closed and so all paperwork was done by remote means and Adam Sabat worked from home as he was shielding

by reason of his pre-existing medical conditions. Paperwork was processed through his window and door at his home and we would like to thank him and recognise his help in this regard. May the Almighty reward him abundantly.

We would also like to thank Peak Windows who kindly made arrangements for the service window to be installed at our office free of charge so that we were able to meet people without them physically walking into our main working office. This has been greatly appreciated by all of us.

MBCOL also made a funding application in respect of equipment to enable us to work remotely. We are delighted to advise that our Ward Application to Stoneygate and Wycliffe was successful and we are grateful for this support.

As you will see, we have been tested most strenuously in relation to our work and the challenges have been immense. Alhamdu-lillah we have been able to meet those challenges and we continue to play a pivotal role in the area of death and bereavement. The main obstacle and loss that we have suffered has been the loss of the tender of our "out of hours" administration. This has cut off a substantial and important funding stream for us and has posed a real and challenging question as to what we do next and how we survive going forward. In this regard, we ask each and every one of you to try to come forward to support us in any way you can and to contribute to our work and also to assist us in any fundraising strategies or ideas that you might be able to assist us with. Going forward there are a number of challenges our community will need to consider including the securing of private cemetery land, changes to legislation, like work of the Medical Examiners and other matters. To this end Suleman and Adam attended a meeting with the Medical Examiner and other stakeholders.

We also continue in our other work as we have done in previous years, which included the chaplaincy training by Suleman at the Markfield Institute. MBCOL also took part in the "Dying Matters" initiative with Rainbows Hospice. We also attended the launch of a specific organisation set up to support people who have been affected by suicide of their loved ones, named SoBS.

Suleman on behalf of MBCOL attended an event held at the Leicester Royal Infirmary to mark the retirement of Revd. Mark Burleigh who served the chaplaincy department for 27 years. In attendance were many who took part in wishing him the best in his retirement. Attendees included, Rebecca Brown, acting Chief Executive; Kartar Singh Bring, Chaplain; Samantha Bishop, Senior Bereavement Services Officer for the University Hospitals of Leicester; to mention a few. Many of the people who attended have been pivotal in supporting MBCOL and have worked closely with our main funeral arranger Hafiz Adam Sabat from MBCOL. We would like to thank in particular, Samantha and Rebecca Broughton, Head of Learning from Death and responsible for Medical Examiners and bereavement services. They have been brilliant in their support and without their assistance we would not be as successful. We owe both them and the whole UHL team a great debt of gratitude. Mark Burleigh was always a great supporter of MBCOL over two decades ago. When we required early body release from the hospitals; Mark was pivotal in making this arrangement for the community. We also recall that he introduced the first multi faith chaplaincy in the hospitals in Leicester and contributed to the setting up of Multi faith rooms (salat rooms) at the three hospitals and Chaplaincy Training at Markfield Institution of Higher Education where I teach a module on death and bereavement. We wish Mark a long and peaceful retirement.

MBCOL also contributed to a discussion with Loughborough Council of Faiths and we were able to share useful information with one another about our work.

Some of you may also be aware of the passing of a Muslim brother who was in Leicester who originated from Italy. He had no family here and we made all the relevant arrangements including liaising with his family in Italy. We are grateful to those that donated towards the costs of the shortfall, may the Almighty reward all those contributed.

We continued our involvement with Leicester City Council's Faith Engagement group, in particular around the Covid pandemic where we attended various meetings to help the local authority to plan for the impact of Covid on our community.

MBCOL was also regularly represented at the Leicester City Council Faith Cell that looked at the impact of the pandemic and what it would mean for us as Muslims for body storage and burial. We were assured that extra storage was made available at Leicester General Hospital and in the event of mass deaths; we could use facilities in Nottingham.

We also took part in various media interviews regarding Covid19 in Highfields and Evington and we are also pleased to confirm that our publication (book) still continues to get regular interest even more so, with the national resilience force in their planning. We continue to circulate this publication both locally and nationally to hospitals, police and other institutions.

On behalf of all of my fellow board members and on my own behalf I would like to thank Alan Brown, Bereavement Services Manager and the rest of his team for the supportive way that the service has been delivered for two decades. This would not have been possible without commitment and a determination to fulfil our service objectives to our service users. This, as you will already know, has been a very lengthy relationship that we have enjoyed with the City Council and we have always had tremendous support and understanding in the dynamics of our work. MBCOL would also have no difficulty with sharing the content

of this report with senior managers of the management team so that they are aware of our appreciation and recognition of the tremendous achievements that we have been able to secure since this service started. We are proud, and the city council should be also, of the fact that we had been able to put in place an arrangement that was the first of its kind and has in fact been replicated in other places in this country and also internationally.

In addition, MBCOL makes a special mention of the Bereavement office staff and the gravedigger team operating at the cemetery. They have been very understanding and accommodating and have dealt with matters, with appropriate sensitivity and support. MBCOL is aware that there have been many challenges and demands made of everyone involved, however we can safely say that we have done well to meet these challenges and we wish to record our gratitude and thanks for all their hard work and best wishes for the future.

As I have mentioned above, the council should take credit and be proud of the achievement in the way that this service has been put together and has been replicated elsewhere. The credit therefore goes to everyone within the organisation associated with this which include our City Mayor, Sir Peter Soulsby and Cllr Piara Singh Clare, for their awareness of our consideration including and thanks for all the work that we have achieved in the past decades together.

This report is not meant to be a complete and comprehensive record of our activities but merely a summary of the key areas of work that we have undertaken. It is our hope that this will be helpful to you in understanding the tasks and responsibilities that we take on and that you continue to support us going forward. In closing, MBCOL would like to thank all those that have supported us through their supplications, donations, vehicle service. This includes Leicester Auto Diagnostic Services Ltd, A S Autos Car Salvage, The Leicester City Council, the Registration Service, Coroner's Department, NHS Trust, Leicestershire

Police, Central Government including many individuals, organisations and affiliates. I hope that you will join me in supplicating to the Almighty that we are all rewarded abundantly for the work that we do in the service of our Ummah.

Sikander Sattar, Chair and the Board of Directors of MBCOL Ltd.

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Thursday, 25 February 2021

Dear Suleman

You suggested that we might give you an update on the work of the Medical Examiners (MEs) at University Hospitals of Leicester (UHL) following the consultation meetings we had with the Muslim Burial Council of Leicester (MBCOL) in 2019. I am very happy to do so. Since we met, the Department of Health and Social Care, with NHS England, have been promoting the national roll-out of medical examiner services. This has so far been on a non-statutory basis, but with the intention to put this on a mandatory statutory basis as soon as practical considerations allow.

The ME process has been in place across all 3 sites at UHL for several years now.

In respect of UHL's deaths, all of these must be discussed with the ME prior to the Hospital Death Certificate (MCCD) being written and scanned over to the Registrar, or referral made to the Coroner. Professor Mason, Leicester's Senior Coroner, has reported a considerable decrease in the number of deaths referred to her office since the implementation of medical examiners in UHL.

The ME process includes the ME speaking to the doctor who will be completing the MCCD (or referring to the Coroner), in order to agree the cause of death. The ME will also contact the next of kin, before we scan the MCCD to the Registrar, to explain to them what is on the MCCD and to ask if they have any questions about the cause of death or care provided. Wherever possible, this discussion will be after the ME has had the opportunity to look at the case notes of the deceased; but if these are not readily available and the next of kin has questions that cannot be answered, one of our Bereavement Nurses will follow up accordingly.

I am of course aware of the concern in your community that release of the body, death certification and burial should take place as soon as possible after death. I hope that we are facilitating this process, at least in relation to deaths at Leicester Royal Infirmary. I am aware of occasional delays, but I hope we can work together to minimise these.

We have also recently undertaken pilots of delivering an ME service at the LOROS hospice and in a couple of GP Practices in Primary Care, in accordance with the stated Government intention that the ME service should eventually cover all deaths not investigated by the Coroner. Both pilots were successful but due to capacity constraints and the impact of the Covid pandemic we have temporarily suspended providing the full ME process outside UHL. So far, the medical examiner process in primary care has been completed in all cases within a few

hours of death. I am not aware of any delays sufficient to cause concern and in one case a referral to the coroner was avoided. We will of course continue to monitor this when the pilot re-starts.

The ME process also covers deaths where urgent release of the deceased is requested at weekends and bank holidays, with support from the Hospital Duty Managers for deaths within UHL. As you know we have worked with MBCOL to try and ensure there is timely release of the deceased wherever possible, particularly in these difficult months of the COVID pandemic.

The number of deaths requiring urgent release out of hours is relatively small and as a result we have not yet achieved a stable approach to funding the out of hours medical examiner service. Despite this, most of the medical examiners have volunteered to take and make telephone calls out of office hours, including weekends, up to 9pm, currently without extra payment. We have managed to put the relevant doctor in touch with a medical examiner in the large majority of cases where we are aware of a request for out of hours release. We are aware of some teething problems with the rota and we investigated the use of a communication service called 'Consultant Connect', with less than perfect results. We continue to work on this and welcome your feedback and suggestions.

We have not managed to agree how to fund medical examiners physically attending the hospital out of hours, and in the current financial climate I suspect that this will not be possible. But I think it should be possible to deliver the service electronically from a distance, especially with the ongoing improvements in electronic medical records and the recent amendments to certification regulations made for the duration of the Covid pandemic, allowing electronic transmission of the MCCD.

Our out of hours medical examiner service is available for considerably longer hours than the out of hours availability of the Registrar of Deaths. This is because we are aware of the wish to remove the body of the deceased to the mosque for preparation, even if certification and burial cannot proceed until the Registrar's services are available.

On that subject, I have only today received a draft proposal for comment from the Office of the National Medical Examiner. In brief it suggests that if a medical examiner has been involved, it ought to be possible for hospitals to release the body on the medical examiner's authority even if an MCCD has not yet been completed. I replied expressing agreement and I hope we can implement this alteration soon.

You mentioned the changes to the death certification regulations implemented under the Coronavirus Act 2020, and you asked for how long they will last. I do not know. The stated intention of the government, as I understand it, was to repeal the regulations and return to the previous rules when the pandemic is over – a point in time which may be hard to define. However, it is my opinion that some of the emergency changes are actually improvements and the possibility of keeping them permanently should be considered. First among these, in my opinion, is the possibility that the medical examiner, having reviewed the (electronic) medical record, spoken to an attending doctor by telephone and spoken to a member of the family, is allowed directly to issue an MCCD (instead of authorising the attending doctor to issue it). We used this option in our recent pilot with the LOROS hospice. The MCCD was sent electronically directly from the medical examiner to the registrar's office once the ME process was complete. This proved considerably quicker and more efficient than having to contact the certifying doctor once more to authorise release of the MCCD. In practice, it seems to me to be analogous to the coroner having the authority to authorise registration of a death, but it applies to natural deaths. I do hope we will eventually be empowered to do this on a permanent basis.

In my opinion the temporary removal of the requirement to view the body of the deceased is also an improvement, at least in hospital practice. I see no risk from this change because even a short period in hospital should be accompanied by the external surface of the body being examined by professional nurses and doctors

prior to the death. In that setting I have never yet seen an external examination of the body add useful information. That situation may be different in primary care.

The option to deliver the MCCD to the registrar by electronic transmission, rather than in person, is another 'emergency' change which I hope can be retained, as in our experience it certainly facilitates a quicker process. Under the current regulations we have had the medical examiner send the MCCD directly to the Registrar from the medical examiner's home address, greatly facilitating the out of hours process.

As part of our ongoing commitment to making improvements with the ME process, we would like to arrange a follow up meeting with MBCOL, perhaps later in the summer if the Covid crisis abates and if that would be agreeable to yourselves?

I look forward to meeting you again to discuss this project.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Peter Furness', with a stylized, cursive script.

Peter Furness

Lead Medical Examiner, UHL

MEETING MINUTES – AGM – 3rd November 2019

Tilawat from Holy Quran

A recitation from the Holy Quran was given by Sheikh Abdullah to initiate the meeting.

Registration & Apologies

A list of apologies was read out and was duly noted.

Welcome by the Chairman

Our Chairman, Sikander Sattar, welcomed members to MBCOL's AGM.

Due to ill health the Chair, Sikander Sattar requested Suleman Nagdi (SN) deal with matters.

SN began by informing the membership that Yakoob Dassu had resigned from the board a few weeks ago due to business commitments. On behalf of the board he thanked Yakoob Dassu for his contribution to the organisation over the years and his on-going support and asked the membership to remember him in their Duaa.

SN went on to say he would first like to address the issue of members of the community applying undue pressure on statutory authorities and their respective officers. He said that the office had received reports of family members pressurising staff at the coroner's office requesting release of bodies before the office had completed their investigations.

There were also reports of bereaved family members harassing local GPs, pressurising them to issue a Medical Certificate of Cause of Death (MCCD) and to make matters worse this was being done late at night at the GP's home.

He advised members that this practice must be stopped and he urged their support in doing this. He went on to say that if this is wasn't addressed we run the risk of GP's not cooperating or not supporting families in an out of hours setting.

SN then concluded introducing the next agenda item being the secretary's report.

Secretary's Report - Minutes of the Previous Meeting

The minutes of the previous meeting were presented.

Proposed by: M Saleh
Seconded: M A Karim

Matters Arising

None

Treasurer's Report

Luman Ali provided a brief overview of the organisation's financial state.

Approval of Accountants & Auditors

The Accountants & Auditors for the year ending 31st March 2020 were duly approved. Proposed by Z Hassam

MBCOL Future

Ebrahim Jasat (EJ) asked why the accounts were not being presented in the Annual Report.

Luman Ali responded saying that a decision was made some time ago that the accounts would not be presented in the annual report.

SN added saying that he will address this issue also later under agenda item 9

A representative of Sumra Association asked the Chair to be excused due to a family bereavement. He also mentioned for the record saying how much he respected and needed the work of MBCOL was.

EJ read out a paragraph from the annual report in relation to information and filtering communicating that information to the wider community.

He went on to say that when he was board member of MBCOL he often felt that the affiliate members did not do their best in passing on valuable information to their respective membership. It was for this reason he said that MBCOL itself should hold public meetings to disseminate information and progress updates.

SN responded saying that the affiliate members and the general public needs to understand the role of MBCOL. He reiterated once again saying that the primary services of MBCOL was "out of hours" paper work, however its charity arm would help where possible, but must be noted that the money we get from LCC is for "out of hours" paperwork only for all communities irrespective of faith and not for other work.

He went on to say that MBCOL has been disseminating information to the general public through the website, the app, appearances on the radio, leaflets and MBCOL's awareness sessions which have been held in several Masjid's.

Furthermore, he added that for the past two AGM's the Board has appealed to the membership to consider hosting an awareness session for their congregations. Some masjids did invite MBCOL

and a request was made that going forward MBCOL affiliates should consider inviting MBCOL for awareness programs, this would be good way to engage our community and at the same time share good practice.

EJ felt that a direct invitation to the general public should be made to arrange and attend awareness sessions, as his experience has been that going through the affiliates is not always productive. SN responded that we have tried to engage with members of the communities through literature and radio programmes but the best way is for affiliates to invite MBCOL to their organisations so we could continue with the awareness programmes.

Haji Sidik Giga stated our community is only vocal at certain points. He explained that he had some concerns, which he brought to MBCOL in a meeting. He invited hundreds of people across his network of contacts but only 2 turned up. He said MBCOL trustees gave up an hour of their time and were very transparent but it is a shame more people from the community did not show up for the meeting. SN explained that this is nothing new. We have had the same situation in the past where the issue of increased burial charges used to be brought up at AGMs but when meetings were called in relation to this only four affiliates turned. It appears after the AGM we do not get feedback from our affiliates until the next AGM.

Ibrahim Dassu stated that in relation to the AGM we need to send leaflets and invite the wider community. SN thanked Mr Dassu for the suggestion but stated that the AGM is not an open meeting, it is for the affiliates and a few independent observers.

Mussa Saleh asked if the minutes are normally circulated earlier. SN advised that this is the case normally just before an AGM however we had exceptional circumstances this year with our office manager being on holiday and we only had one week to prepare. We will be looking to publish minutes electronically in the future and email them to our affiliates just before an AGM.

Minutes were proposed by Mussa Saleh and seconded by M A Kayum.

SN then went on to discuss point 9 of the AGM. He apologised for repeating himself for points he has made many times over the past few years. MBCOL historically received a grant of £18,000 and also a redirection of internment fees depending on how many “out of hours funerals” we did. 4 years ago, a new EU directive came out to say the services would have to go out to tender. MBCOL applied for the open tender.

However, as time progressed there were problems in how MBCOL was perceived by some from the non-Muslim community. The extreme far right raised an objection to the council stating that the Muslim community should not receive taxpayer funding for funerals. Then members of another faith community did a BBC TV interview outside Saffron Hill raising objections to Muslims getting special funding. His gripe was that other faith communities were not getting funding for their faith even though this had nothing to do with MBCOL.

During a mixed faith and cultural hustings for the City Mayor elections, a Muslim audience member submitted a question stating that there is no requirement in Islam for an early burial so why is MBCOL receiving funding. Peter Soulsby defended MBCOL, stating it was providing much needed service to the residents of our city. When this individual was approached privately, the individual who had submitted the question said other Muslims in the community had put him up to it. SN explained that it is clear we have the problem of having an enemy from within. When he spoke to Peter Soulsby about the issue, it was explained by the Mayor that the council had been receiving letters of objection for several years and what had happened in public at the

hustings was a wider reflection of what had been happening for years in private. It was suggested to the Mayor that an alternative organisation could be formed without “Muslim” in the name/title as we are aware that the “out of hours” is NOT exclusively for the Muslim community and is open to all faiths and no faith who can access service from MBCOL. SN again explained that the out of hour’s process applies to everyone, not just Muslims. Even the Janazgah is city council property and is open to all taxpayers. Due to these issues, a new company should be formed that can apply for the Tender and is not identified as Muslim to avoid confusion and complaints against the Muslim community. If this new company secured funding then the preferred organisation for the sub-contracting of services would be MBCOL. This is why Mortia was formed and this was explained in a telephone conversation with Zubeir Hassam. MBCOL has been told by the city council that tax payers’ money cannot be used for charity work and also for in hours paperwork. We have explained that when distressed family members come to us it is hard to turn them away as it is our Muslim duty to help those in need, so this is done by our charity arm and we will need to look at how we resource this. We could implement a service charge; affiliate fees and/or fundraising going forward.

The MBCOL board decided that a sub-group would be formed from the MBCOL Board to decide a way forward. The sub-group came back and said the only way forward was to form a new organisation. Secretary Adam Sabat (AS) decided he would be willing to run this company and it was requested of him that he should find someone to assist him. AS approached SN who initially declined and said he could not do it but finally relented because the board felt that due to his years of experience he would be an asset, SN agreed to serve as second in command to AS with Mortia. Mortia applied for the Tender, so did other Muslim and non-Muslim organisations. Going forward it was agreed by the affiliates that no Muslim organisations should apply for the tender as this just undermines our communities standing.

Members of the Muslim and non-Muslim communities wrote anonymous letters of complaint against MBCOL to the Leicester Mercury and the City Council. We filed a freedom of information disclosure in relation to the tendering process. Mortia has been the only company, which has stated that it will work with MBCOL whereas the other Muslim or non-Muslim organisations applying did not state that they would work with MBCOL. This proves that the new company (Mortia) was the only Tender applicant that was willing to work with MBCOL. Members of the public would not see any change in service. The other Tender applicants that applied would work independently, therefore resulting in the beginning of the end of MBCOL, as we know it.

After Mortia was informed and it was successful in winning the tender, a ten-day cooling period was given and, in that time, a Muslim organisation legally challenged the decision of the Leicester City Council for the award of the tender to us. A Whatsapp campaign started and a group of Muslims and possible organisations called up separate meeting to discuss MBCOL, once we become aware of this, a request was made by Adam Sabat as it seemed odd to discuss an organisation with it not being present, it is only right that both parties be present at such a meeting. This kind of division is self-harming for our community, both religiously and morally as this campaign group wanted to discuss MBCOL with it being absent, the law of natural justice requires the accused to be present.

The city council has decided to re-run the tender. In the meantime, the existing contract with MBCOL will carry on.

Our accountant had previously advised us that as a limited company by guarantee and the new funding from a Grant to a Tender we do not have to present the accounts at the AGM. The funding is from the City Council, to be used for “out of hours” and not charity work; therefore, we are accountable and answerable to the City Council as the funding agent and not the affiliates. It must also be understood the power to make decisions is vested in the elected board. We have stated this at every AGM over the past few years and it appears we are repeating ourselves. This could be because some may have missed a number of past AGM’s and therefore have lost the thread. For the record, our accounts are audited and are on Companies House if people wanted to see them as they can, as they are free to do so with any Company.

AOB

The floor was opened for questions:

Haji Giga asked where the name Mortia came from and asked why Quran burials do not take place any more. SN explained Mortia means death in Latin, a name suggested by Faizal. We did not want to give a Muslim sounding name because of the negative publicity we have received and it is best to have a natural name. In relation to Quran burials, MBCOL used to send flyers explaining what could and could not be buried however people disregarded this by sending sandals, new Qurans etc. On one occasion some brothers left boxes of material after the burial period had passed and subsequently material ended up all across the graveyard. The gravediggers raised this with their superiors and the council explained that by-laws prevented the burial of paper in burial grounds.

Zubair Hassam explained that he spoke to SN and that during the call he said that Mortia is “stabbing” MBCOL in the back but after the process, he understood that Mortia’s intentions were sincere. Zubair was also concerned with some of the attacks on MBCOL and a potential conflict of interest if MBCOL board members are also members of Mortia. Zubair did not want any fingers of blame pointed at him.

SN explained that he has mentioned Zubair’s name for transparency purposes to chronicle the chain of events, SN explained that the conflict of interest has been addressed with a new Chair in place and the legal adviser to MBCOL has been very vocal on the matter which is why SN and AS have not been present when MBCOL trustees have had discussions about Mortia.

EJ asked if SN is still a trustee of MBCOL. SN explained that he is trustee of the charity and director of the company. EJ asked if the Charity Commission is ok with this. SN said yes and Mohammed Salim Esat added that most charities are also limited companies by guarantee. EJ asked for clarification on why Mortia does not have a Muslim name. SN reiterated that this was to show that we were not an exclusive Muslim organisation, though the majority of our service was for Muslims because of our religious needs and that our tender contract does not state the word “Muslim”. EJ stated he was not happy with the name Mortia because we are hiding away from the Islamic ethos. SN stated the name is irrelevant and what matters is the intention. EJ stated that we can and need to be self-sufficient, as the masjids have done so. SN stated we have spoken of affiliate fees and service charges in the past few years but this has not been accepted by the membership. This is something EJ will not have been aware of this because he has not attended AGMs in the past 3 or 4 years. On the issue of lobbying we suggested forming a separate lobbying group but there were not enough volunteers that came forward to assist Ghulam Hussain of Masjid Umar who agreed to form a group.

Ghulam Hussain stated that choosing the name Mortia is wise as it avoids being the target of Islamophobia.

SN pointed out that in last years AGM, a member of Masjid Bilal explained how they were struggling for funding. SN explained we are living in a changed world where the older generation believe in Khidmah whereas the younger generation believe in a more professional approach where we need to employ paid workers.

We do have an Islamic ethos as shown by MBCOL (charity arm) successfully approaching the coroner for CT scanning to come out of their budget, to assist those less well off, which is in contrast to other parts of the country where people have to pay for a private service.

SN provided an update on opt in/opt out on organ donations. MBCOL has been involved in several consultations over the years. Wales has already decided on presumed opt in and this will be rolled out in England next year. MBCOL has challenged the MOJ's attempts to add another layer of bureaucracy by having a second medical examiner in the certification process. This will create delays. MBCOL is thus doing much more than just out of hours. We are doing a lot more work in monetary terms than what we get in the tender. A lot of this is due to our legal adviser providing a free service, which would otherwise costs thousands of pounds.

SN emphasised the need for Muslims to unite to address all the challenges we face.

Hashim Duale explained that MBCOL and Mortia need to be supported and that we need to resolve issues by direct conversations in private and not spread misinformation publicly. We should all work to support our long-standing organisation MBCOL. SN reiterated his call for unity.

Ashraf Patel spoke as a concerned member of the community. He has attended several AGMs and stated he was sad of attempts to attack MBCOL. MBCOL is doing a fantastic job and must be supported.

Ghulam Hussain asked if others could join Mortia. SN explained this would be considered if the individuals brought added value, and were also aware of their liability.

Iqbal Mandala thanked the directors of Mortia for taking the initiative to form the company to overcome an obstacle in the future. He also asked what the legal challenge means and where it came from. SN explained this has come from a Muslim organisation that applied for the same tender which has a cooling off period of 10 days. This organisation had not indicated that it would work with MBCOL.

EJ emphasised he is not against the work carried out by MBCOL and that young people need to come forward to help MBCOL. He also emphasised that accounts should be presented at the AGM. SN re-emphasised that we are acting on advice from the auditors and accounts are freely available in the public domain by going to Companies House. SN also advised that he has mentioned the need for youth involvement in the Chair's report. EJ asked why MBCOL board members couldn't join Mortia. SN explained that Mortia has to be a separate legal entity and also people had to take legal responsibility and that the MBCOL board members do not have the time to commit to the work of Mortia. EJ asked the floor if they were happy with Mortia only having 2 directors. There was no dissenting voice.

A representative of Leicester Muslim Kokani Association asked if we are doing “in hour’s funeral” and what is the progress with the purchase of burial land. SN advised we are doing “in hours funerals” even though we have limited resources, as the funds from the Tender is for “out of hours” only. We are looking for private land and have also spoken to the council who have identified 2 pieces of land. We have said if approval is received for both then we are happy to take one and pay for this privately. Land is expensive in the city but people are reluctant to move further out in the county.

The Chair asked for approval of Smith Hannah as auditors. The floor approved the auditors.

Someone asked anonymously via a text that if the organisation that has raised the challenge to the tender retracts then would Mortia have the tender. SN advised Mortia would, if the tender was withdrawn, however this was a matter for the opposing tender applicant to consider.

The identity of the organisation that has raised the challenge was asked. SN advised, MBCOL was aware and this can be found through a FOI request to the Leicester City Council.

Election of Trustees

Faizal Essat (Legal Advisor) who was the Election Commissioner explained there were 2 vacancies and 5 candidates:

- Mojnu Bashir
- Mohammed Sidik Giga
- Munavar Jamal
- Junaid Rashid
- Mussa Saleh

Munavar Jamal and Mussa Saleh were duly elected following dua by the Secretary and the close of the meeting.

PRESENT on 3rd November 2019

1. Anjum-E-Islam Tadfīn – S Abdulhimd
2. Baitul Mukarram Mosque Trust – A Hussin
3. Belgrave Muslim Welfare Association –K Jamal, M Jamal
4. Central Mosque - S Chughtai
5. Chasa Muslim Welfare Society - M Saleh,
6. Dawoodi Bohra Welfare Society (Leicester) – N Vanat, M Sulemanji
7. Goodwood Community & Islamic Education Centre – Najeeb Patel
8. Gujarati Muslim Association – Umar
9. Islah Trust – (can not read name)
10. Islamic Centre – S Chughtai
11. Islamic Education Centre Trust (Masjid Al Falah) – A Y Sabat

12. Jame Masjid Welfare Trust - H Bahadur, Ismail Seedat,
13. Jame Masjid-E-Bilal – Mohamed Jamel
14. Leicester Mosque Trust (Darus Salam Mosque) - M Bashir, MA Jabar
15. Leicester Muslim Kokni Association – AA Mukadam, Abdullah Chogley
16. Leicester Muslim Society (Masjid-An-Noor) – A Rashid
17. Somali Burial Trust – Hashim Duale, Abdulrehman Ali Mite
18. Masjid al Husayn – B Kassam, Arif Kassam
19. Majlis –E - Dawat-UI Haq (UK) Masjid At-Taqwa – Yusuf Safia
20. Mangochi Muslim Jamat (UK) society (can not read name)
21. Masjid Al- Huda – Abdulkadir Hussein, Omar
22. Masjid Ar-Rahman – Yusuf Gangate, Gulamrasul
23. Masjid At-Taqwa – Omaer Amjad, Zubaher Waraich
24. Matwad Community Association – Gulam Issat
25. Masjid-Umar - A Master
26. Memon Association – S Sattar, Zunaaid Rashid
27. Mombasa Khalifa Welfare Trust - M F Karim, Aeyoob E Hussein
28. Muslim Khatri Association – Mumtaz Suleman, Shakil Amin
29. Muslim Rahat Centre Trust – MA Shah
30. North Evington Deeni Cultural Centre (Masjid UI Furqan) – M Sidat
31. Oadby & Wigston Muslim Asc.- BZ Hassam
32. Quba Education and Cultural Association – Abdulla Mohamud, Ahmed Gurely
33. Sitpon Welfare Organisation – Yakub Patel
34. Sumra Community Association A Alley
35. Surati Muslim Khalifa Society – Zahir Hussein / Mohammed Iqbal Mangaria
36. Tajdaar-E-Madina - M S Giga Mohahmed Faruk Aziz
37. The Khalifa Muslim Society - G M Husain
38. United Families Welfare Trust – A Ravat, Ahmed Ravat
39. Varakund Community Asc - Z Ahmadje, Jalauddin Dali
40. Zia Ul-Islam V.D.K. Group - A Bhikha, B Bhikha

Observers / Guests

Ibrahim Desai (Sitpon Welfare Organisation)

Ashraf Patel

Yasmin Surti (FMO)

Habiba Patel (FMO)
Fayyaz Ahmed (FMO)
Ebrahim Jasat (MBCOL Action Group)
Salmaan Patel (Kettering Muslim Association)
Ashraf Joosub (Masjid – Bilal)
Umar Shuld
Abdul Aziz Ismael
Zeerak Nasim (Faizane E Madina)
Imran Patel (Faizane E Madina)
Mahmed Gudawala
Zainal Abedin
Iqbal Mandala
Yakoob Dassu (OWMA)
Mussa Hajat (Khidmah)
Moulana Omar Ganchi
Mubarak (Islah Trust)
Maulana Ashraf Mukadam

APOLOGIES on 3rd November 2019

1. H Rahman
2. M Hussein
3. L Bikha
4. A Makda



Articles of Association of MBCOL Limited

- 1** The company's name is MBCOL Limited (and in this document it is called the 'charity').

Company Number 5406938 (England)

Charity Number 1087143 (England)

Interpretation

- 2** In the Articles:

'address' means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the charity;

'the articles' means the charity's articles of association;

'the charity' means the company intended to be regulated by the articles; 'clear days' in relation to the period of a notice means a period excluding:

- the day when the notice is given or deemed to be given; and
- the day for which it is given or on which it is to take effect;

'the Commission' means the Charity Commission for England and Wales;

'Companies Acts' means the Companies Acts (as defined in section 2 of the Companies Act 2006) insofar as they apply to the charity;

'the directors' means the directors of the charity. The directors are charity trustees as defined by section 177 of the Charities Act 2011;

'document' includes, unless otherwise specified, any document sent or supplied in electronic form;

'electronic form' has the meaning given in section 1168 of the Companies Act 2006;

Adopted at a Special Board Meeting convened on 5th January 2021

Sikander Sattar – Chairman.....



'the memorandum' means the charity's memorandum of association;

'officers' includes the directors and the secretary (if any);

'the seal' means the common seal of the charity if it has one;

'secretary' means any person appointed to perform the duties of the secretary of the charity;

'the United Kingdom' means Great Britain and Northern Ireland; and

words importing one gender shall include all genders, and the singular includes the plural and vice versa.

Unless the context otherwise requires words or expressions contained in the articles have the same meaning as in the Companies Acts but excluding any statutory modification not in force when this constitution becomes binding on the charity.

Apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

Liability of members

3 The liability of the members is limited to a sum not exceeding £10, being the amount that each member undertakes to contribute to the assets of the charity in the event of its being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member, for:

- (1) payment of the charity's debts and liabilities incurred before he, she or it ceases to be a member;
- (2) payment of the costs, charges and expenses of winding up; and
- (3) adjustment of the rights of the contributories among themselves.

Objects

4

- (1) The objects of the charity ('Objects') shall be the provision and support work in respect of burial procedures of the deceased

Adopted at a Special Board Meeting convened on 5th January 2021

Sikander Sattar – Chairman.....



and to meet the needs of the diverse communities in relation to the procedures and practices relating to burial of the deceased.

Without prejudice to the generality of the foregoing, this may include:

(a) Advancement of the religious needs and non-faith needs of the diverse communities in relation to the procedures and practices relating to the burial of the deceased.

(b) To provide out of hours administration of burials in line with contractual arrangement any Local Authority & in conjunction with all other Statutory Agencies and organisations in relation to burial and related work.

(c) The charity will attempt to provide support and assistance in relation to bereavement to service users. The service is open to all regardless of faith creed colour or religion.

(d) To advance the education of general public in relation to burial procedures of the deceased.

(e) To relieve poverty and advance the education of individuals in Leicestershire & the rest of the UK through the provision of welfare advice in relation to burials.

(f) To appoint and constitute such working groups or subcommittees and volunteers as the directors shall deem appropriate for the carrying out delivery of the objects.

(g) To give assistance and such other charitable purpose or purposes as the Governing Body shall from time to time determine.

(2) Nothing in the articles shall authorise an application of the property of the charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and/or section 2 of the Charities Act (Northern Ireland) 2008.

Adopted at a Special Board Meeting convened on 5th January 2021

Sikander Sattar – Chairman.....



Powers

5 The charity has power to do anything which is calculated to further its Object(s) or is conducive or incidental to doing so. In particular, the charity has power:

- (1) to raise funds. In doing so, the charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
- (2) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) to sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the charity must comply as appropriate with sections 117 and 122 of the Charities Act 2011.
- (4) to borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The charity must comply as appropriate with sections 124 - 126 of the Charities Act 2011 if it wishes to mortgage land;
- (5) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- (6) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
- (7) to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity;
- (8) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- (9) to employ and remunerate such staff as are necessary for carrying out the work of the charity. The charity may employ or remunerate a director only to the extent it is permitted to do so by article 7 and provided it complies with the conditions in that article;
- (10) to:

Adopted at a Special Board Meeting convened on 5th January 2021

Sikander Sattar – Chairman.....



- a) deposit or invest funds;
 - b) employ a professional fund-manager; and
 - c) arrange for the investments or other property of the charity to be held in the name of a nominee;
 - d) in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- (11) to provide indemnity insurance for the directors in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011;
- (12) to pay out of the funds of the charity the costs of forming and registering the charity both as a company and as a charity.

Application of income and property

6

- 1) The income and property of the charity shall be applied solely towards the promotion of the Objects.
- (2) (a) A director is entitled to be reimbursed from the property of the charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity.
- (b) A director may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (c) A director may receive an indemnity from the charity in the circumstances specified in article 51.
- (d) A director may not receive any other benefit or payment unless it is authorised by article 7.
- (3) Subject to article 7, none of the income or property of the charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the charity. This does not prevent a member who is not also a director receiving:

Adopted at a Special Board Meeting convened on 5th January 2021

Sikander Sattar – Chairman.....



(a) a benefit from the charity in the capacity of a beneficiary of the charity;

(b) reasonable and proper remuneration for any goods or services supplied to the charity.

Benefits and payments to charity directors and connected persons

7

(1) General provisions

No director or connected person may:

- (a) buy any goods or services from the charity on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the charity;
- (c) be employed by, or receive any remuneration from, the charity;
- (d) receive any other financial benefit from the charity;

unless the payment is permitted by sub-clause (2) of this article, or authorised by the court or the prior written consent of the Charity Commission has been obtained.

In this article a 'financial benefit' means a benefit, direct or indirect, which is either money or has monetary value.

(2) Scope and powers permitting directors' or connected persons' benefits

- (a) A director or connected person may receive a benefit from the charity in the capacity of a beneficiary of the charity provided that a majority of the directors do not benefit in this way.
- (b) A director or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the charity where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act 2011.

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- (c) Subject to sub-clause (3) of this article a director or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by the director or connected person.
- (d) A director or connected person may receive interest on money lent to the charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A director or connected person may receive rent for premises let by the director or connected person to the charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The director concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A director or connected person may take part in the normal trading and fundraising activities of the charity on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The charity and its directors may only rely upon the authority provided by sub-clause (2)(c) of this article if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the charity or its directors (as the case may be) and the director or connected person supplying the goods ('the supplier') under which the supplier is to supply the goods in question to or on behalf of the charity.
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

- (c) The other directors are satisfied that it is in the best interests of the charity to contract with the supplier rather than with

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someone who is not a director or connected person. In reaching that decision the directors must balance the advantage of contracting with a director or connected person against the disadvantages of doing so.

- (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the charity.
 - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of directors is present at the meeting.
 - (f) The reason for their decision is recorded by the directors in the minute book.
 - (g) A majority of the directors then in office are not in receipt of remuneration or payments authorised by article 7.
- (4) In sub-clauses (2) and (3) of this article:
- (a) 'charity' includes any company in which the charity:
 - i. holds more than 50% of the shares; or
 - ii. controls more than 50% of the voting rights attached to the shares; or
 - iii. has the right to appoint one or more directors to the board of the company.
 - (b) 'connected person' includes any person within the definition in article 55 'Interpretation'.

Declaration of directors' interests

- 8** A director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not previously been declared. A director must absent himself or herself from any discussions of the charity directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal

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interest (including but not limited to any personal financial interest).

Conflicts of interests and conflicts of loyalties

9

(1) If a conflict of interests arises for a director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:

(a) the conflicted director is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;

(b) the conflicted director does not vote on any such matter and is not to be counted when considering whether a quorum of directors is present at the meeting; and

(c) the unconflicted directors consider it is in the interests of the charity to authorise the conflict of interests in the circumstances applying.

(2) In this article a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a director or to a connected person.

Members

10

(1) Membership is open only to the directors, is automatic upon a person becoming a director and is terminated if the member concerned ceases to be a director.

(2) Membership is not transferable.

(3) The directors must keep a register of names and addresses of the members.

Classes of membership

11

(1) The directors may establish one or more classes of supporters who are not members (but who may

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nevertheless be termed 'members') and set out their respective rights and obligations in rules made under article 52.

- (2) The rights attached to a class of supporter may be varied from time to time by the directors.

General meetings

12

- (1) The charity may, but need not, hold an annual general meeting in each year.
- (2) The directors may call a general meeting at any time.

Notice of general meetings

13

- (1) The minimum periods of notice required to hold a general meeting of the charity are:
- (a) twenty-one clear days for an annual general meeting or a general meeting called for the passing of a special resolution;
 - (b) fourteen clear days for all other general meetings.
- (2) A general meeting may be called by shorter notice if it is so agreed by a majority in number of members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights
- (3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and article 20.
- (4) The notice must be given to all the members and to the directors and auditors.

- 14** The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the charity.

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Proceedings at general meetings

15

- (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum at a general meeting shall be three, or the number nearest to one-third, of the total number of directors, whichever is the greater, or such larger number as may be decided from time to time by the directors.

16

- (1) If:
 - (a) a quorum is not present within half an hour from the time appointed for the meeting; or
 - (b) during a meeting a quorum ceases to be present; the meeting shall be adjourned to such time and place as the directors shall determine.
- (2) The directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- (3) If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting.

17

- (1) General meetings shall be chaired by the person who has been appointed to chair meetings of the directors.
- (2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting, a director nominated by the directors shall chair the meeting.
- (3) If no director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.

18

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- (1) The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- (2) The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- (3) No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- (2) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

19

- (1) Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded:
 - (a) by the person chairing the meeting; or
 - (b) by at least two members present in person or by proxy and having the right to vote at the meeting; or
 - (c) by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
- (2) The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
- (3) The result of the vote must be recorded in the minutes of the charity, but the number or proportion of votes cast need not be recorded.
- (4)
 - (a) A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
 - (b) If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.
- (5)
 - (a) A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not

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be members) and who may fix a time and place for declaring the results of the poll.

(b) The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.

(6) (a) A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.

(b) A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs.

(c) The poll must be taken within thirty days after it has been demanded.

(d) If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

(e) If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

Content of proxy notices

20

(1) Proxies may only validly be appointed by a notice in writing (a 'proxy notice') which:

(a) states the name and address of the member appointing the proxy;

(b) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;

(c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and

(d) is delivered to the charity in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.

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- (2) The charity may require proxy notices to be delivered in a form and may specify different forms for different purposes.
- (3) Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (4) Unless a proxy notice indicates otherwise, it must be treated as -
 - (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

Delivery of proxy notices

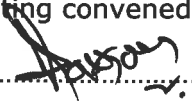
21

- (1) A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the charity by or on behalf of that person.
- (2) An appointment under a proxy notice may be revoked by delivering to the charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- (3) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (4) If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

Written resolutions

22

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- (1) A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:
- a) a copy of the proposed resolution has been sent to every eligible member;
 - b) a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution; and
 - c) it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.

A resolution in writing may comprise several copies to which one or more members have signified their agreement.

Votes of members

- 23** Every member shall have one vote.
- 24** Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.

Directors

25

- (1) A director must be a natural person aged 16 years or older.
- (2) No one may be appointed a director if he or she would be disqualified from acting under the provisions of article 33.

- 26** The minimum number of directors shall be 5 but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

- 27** A director may not appoint an alternate director or anyone to act on his or her behalf at meetings of the directors.

Powers of directors

28

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- (1) The directors shall manage the business of the charity and may exercise all the powers of the charity unless they are subject to any restrictions imposed by the Companies Acts, the articles or any special resolution.
- (2) No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the directors.
- (3) Any meeting of directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the directors.

Appointment of directors

- 29** Directors shall be appointed by a resolution passed at a meeting of the directors.
- 30** Directors shall hold office for a term of five years.
- 31** A director whose term of office has expired may be reappointed provided that no director shall be permitted to serve for more than two consecutive terms of office. A director who has served for two consecutive terms of office shall only be eligible for reappointment as a director after a period of one year has elapsed.
- 32** The appointment of a director must not cause the number of directors to exceed any number fixed as the maximum number of directors.

Disqualification and removal of directors

- 33** A director shall cease to hold office if he or she:
 - (1) ceases to be a director by virtue of any provision in the Companies Acts or is prohibited by law from being a director;
 - (2) is disqualified from acting as a charity trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of those provisions);
 - (3) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;

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- (4) resigns as a director by notice to the charity (but only if at least two directors will remain in office when the notice of resignation is to take effect);
- (5) is absent without the permission of the directors from all their meetings held within a period of six consecutive months and the directors resolve that his or her office be vacated; or
- (6) is removed by resolution passed by the directors present and voting at a meeting of the directors but only after the meeting has invited the written views of the director concerned and considered the matter in the light of any such views.

Remuneration of directors

- 34** The directors must not be paid any remuneration unless it is authorised by article 7.

Proceedings of directors

35

- 1) The directors may regulate their proceedings as they think fit, subject to the provisions of the articles.
- 2) Any director may call a meeting of the directors.
- 3) The secretary (if any) must call a meeting of the directors if requested to do so by a director.
- 4) Questions arising at a meeting shall be decided by a majority of votes.
- 5) In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
- 6) A meeting may be held by suitable electronic means agreed by the directors in which each participant may communicate with all the other participants.

36

- (1) No decision may be made by a meeting of the directors unless a quorum is present at the time the decision is purported to be made. 'Present' includes being present by suitable electronic means agreed by the directors in which a participant or participants may communicate with all the other participants.
- (2) The quorum shall be two or the number nearest to one-third of the total number of directors, whichever is the greater, or such larger number as may be decided from time to time by the directors.

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- (3) A director shall not be counted in the quorum present when any decision is made about a matter upon which that director is not entitled to vote.

38 If the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting.

37

(1) The directors shall appoint a director to chair their meetings and may at any time revoke such appointment.

(2) If no-one has been appointed to chair meetings of the directors or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the directors present may appoint one of their number to chair that meeting.

(3) The person appointed to chair meetings of the directors shall have no functions or powers except those conferred by the articles or delegated to him or her by the directors.

38

(1) A resolution in writing or in electronic form agreed by all of the directors entitled to receive notice of a meeting of the directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the directors duly convened and held.

(2) The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more directors has signified their agreement.

Delegation

39

(1) The directors may delegate any of their powers or functions to a committee of two or more directors but the terms of any delegation must be recorded in the minute book.

(2) The directors may impose conditions when delegating, including the conditions that:

(a) the relevant powers are to be exercised exclusively by the committee to whom they delegate;

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(b) no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the directors.

(3) The directors may revoke or alter a delegation.

(4) All acts and proceedings of any committees must be fully and promptly reported to the directors.

Validity of directors' decisions

40

(1) Subject to article 41(2), all acts done by a meeting of directors, or of a committee of directors shall be valid notwithstanding the participation in any vote of a director:

(a) who was disqualified from holding office;

(b) who had previously retired or who had been obliged by the constitution to vacate office;

(c) who was not entitled to vote on the matter, whether by reason of a conflict of interests otherwise; if without:

a) the vote of that director; and

b) that director being counted in the quorum; the decision has been made by a majority of the directors at a quorate meeting.

(2) Article 41(1) does not permit a director or a connected person to keep any benefit that may be conferred upon him or her by resolution of the directors or of a committee of directors if, but for article 41(1), the resolution would have been void, or if the director has not complied with article 8.

Seal

41 If the charity has a seal it must only be used by the authority of the directors or of a committee of directors authorised by the directors. The directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a director and by the secretary (if any) or by a second director.

Minutes

42 The directors must keep minutes of all:

(1) appointments of officers made by the directors;

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- (2) proceedings at meetings of the charity;
- (3) meetings of the directors and committees of directors including:
 - (a) the names of the directors present at the meeting;
 - (b) the decisions made at the meetings; and
 - (c) where appropriate the reasons for the decisions.

Accounts

43

- 1) The directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
- 2) The directors must keep accounting records as required by the Companies Act.

Annual Report and Return and Register of Charities

44

- (1) The directors must comply with the requirements of the Charities Act 2011 with regard to the:
 - (a) transmission of a copy of the statements of account to the Commission;
 - (b) preparation of an Annual Report and the transmission of a copy of it to the Commission;
 - (c) preparation of an Annual Return and its transmission to the Commission.
- (2) The directors must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities.

Means of communication to be used

45

- (1) Subject to the articles, anything sent or supplied by or to the charity under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the charity.

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(2) Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.

46 Any notice to be given to or by any person pursuant to the articles:

- (1) must be in writing; or
- (2) must be given in electronic form.

47

(1) The charity may give any notice to a member either:

- a) personally; or
- b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
- c) by leaving it at the address of the member; or
- d) by giving it in electronic form to the member's address.
- e) by placing the notice on a website and providing the person with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a company meeting and must specify the place date and time of the meeting.
- f) A member who does not register an address with the charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the charity.

48 A member present in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

49

- (1) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
 - a. Proof that an electronic form of notice was given shall be conclusive where the company can demonstrate that it was

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properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.

- b. In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:
- (a) 48 hours after the envelope containing it was posted; or
 - (b) in the case of an electronic form of communication, 48 hours after it was sent.

Indemnity

50

- 1) The charity shall indemnify a relevant director against any liability incur in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act 2006.
- 2) In this article a 'relevant director' means any director or former director of the charity.

Rules

51

- (1) The directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the charity.
- (2) The bye laws may regulate the following matters but are not restricted to them:
 - (a) the admission of members of the charity (including the admission of organisations to membership) and the rights and privileges of such members;
 - (b) fees, subscriptions and other fees or payments to be made by members;
 - (c) the conduct of members of the charity in relation to one another, and to the charity's employees and volunteers;
 - (d) the setting aside of the whole or any part or parts of the charity's premises at any particular time or times or for any particular purpose or purposes;

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(e) the procedure at general meetings and meetings of the directors in so far as such procedure is not regulated by the Companies Acts or by the articles;

(f) generally, all such matters as are commonly the subject matter of company rules.

- (3) The charity in general meeting has the power to alter, add to or repeal the rules or bye laws.
- (4) The directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the charity.
- (5) The rules or bye laws shall be binding on all members of the charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the articles.

Disputes

- 52** If a dispute arises between members of the charity about the validity or propriety of anything done by the members of the charity under these articles, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

Dissolution

53

- (1) The members of the charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the charity be applied or transferred in any of the following ways:

- a) directly for the Objects; or
- b) by transfer to any charity or charities for purposes similar to the Objects; or
- c) to any charity or charities for use for particular purposes that fall within the Objects.

- (2) Subject to any such resolution of the members of the charity, the directors of the charity may at any time before and in expectation of its dissolution resolve that any net assets of the charity after all

Adopted at a Special Board Meeting convened on 5th January 2021

Sikander Sattar – Chairman.....



its debts and liabilities have been paid, or provision made for them, shall on or before dissolution of the charity be applied or transferred:

- (a) directly for the Objects; or
 - (b) by transfer to any charity or charities for purposes similar to the Objects; or
 - (c) to any charity or charities for use for particular purposes that fall within the Objects.
- (3) In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity) and if no resolution in accordance with article 54(1) is passed by the members or the directors the net assets of the charity shall be applied for charitable purposes as directed by the Court or the Commission.

Interpretation

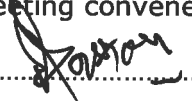
54 In article 7, sub-clause (2) of article 9 and sub-clause (2) of article 41 'connected person' means:

- (1) a child, parent, grandchild, grandparent, brother or sister of the director;
- (2) the spouse or civil partner of the director or of any person falling within sub-clause (1) above;
- (3) a person carrying on business in partnership with the director or with any person falling within sub-clause (1) or (2) above;
- (4) an institution which is controlled –
 - (a) by the director or any connected person falling within sub-clause (1), (2), or (3) above; or (b) by two or more persons falling within sub-clause 4(a), when taken together
- (5) a body corporate in which –
 - (a) the director or any connected person falling within sub-clauses (1) to (3) has a substantial interest; or
 - (b) two or more persons falling within sub-clause (5)(a) who, when taken together, have a substantial interest.
 - (c) Sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this article.

Adopted at a Special Board Meeting convened on 5th January 2021

Sikander Sattar – Chairman.....

Adopted at a Special Board Meeting convened on 5th January 2021

Sikander Sattar – Chairman.....

1a Moat Road, Leicester LE5 5EF Tel: 0116 273 0141 Email: admin@mbcol.org.uk



MBCOL Limited

Company Number 5406938 (England)

Charity Number 1087143 (England)

At a special General Meeting of the above Company, duly convened and held virtually and in person at its offices at 1a Moat Road Leicester LE5 5EF

On Friday, 5th January 2021 at 1:00 PM

The following Special Resolution was passed at the special general meeting:

That the Articles of Association be altered so as to take the form of the Articles of Association attached hereto in substitution for, and to the exclusion of, any Articles of Association of the Company previously registered with the Registrar of Companies.

Signature.....

Mr Sikander Sattar – Chairman

Date:.....

Registered number
05406938

Charity number
1087143

MBCOL Limited
(Limited by Guarantee)

Report and Accounts

31 March 2021

MBCOL Limited
Company Information

Directors

Dr L A Ali
M S Esat
Dr K Hoque
M Jamal
M Jamil
S A Sattar
M A Saleh

Auditors

Smith Hannah Limited
50 Woodgate
Leicester
LE3 5GF

Bankers

Barclays Bank Plc
Highfields
Leicester

National Westminster Bank Plc
East Park Road
Leicester

Registered office

50 Woodgate
Leicester
LE3 5GF

Registered number

05406938

MBCOL Limited**Registered number: 05406938****Directors' Report**

The directors present their report and accounts for the year ended 31 March 2021.

Objective and activities

MBCOL Limited, known as Muslim Burial Council of Leicestershire, is limited by guarantee (number 5406938) and a registered charity (number 1087143). Its principal address is 1a Moat Road, Leicester LE5 5EF.

The company's objective and principal activity during the year continued to be the provision of out of hours burial services for the inhabitants of Leicestershire irrespective of which faith or belief they follow.

Future developments

The company is reliant on funding from the local council to carry out its day to day activities. The funding contract was awarded in 2015 and expired in September 2019, and this was temporarily extended to 30 September 2021. LCC funding will not continue beyond this date as MBCOL was unsuccessful in its tender bid.

Directors

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as directors.

The following persons served as directors during the year:

Dr L A Ali
M S Esat
Dr K Hoque
M Jamil
M Saleh
S A Sattar
M Jamal

The company is limited by guarantee and has no share capital. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of trustees

MBCOL Limited is governed by a board of trustees drawn from the local community. This is to ensure that the board has the skills and experience required to oversee the management of the charity and its operations.

All trustees are elected by a majority vote at an Annual General Meeting who then hold office from the conclusion of that meeting up to a term of five years.

MBCOL Limited**Registered number:****05406938****Directors' Report****Trustee Induction and Training**

All new trustees receive a planned induction programme before taking up their place on the board. This includes an explanation of their roles and responsibilities, an introduction to other trustees, an overview of recent business and an explanation of board format and process, plus a personal meeting with the Chair.

Risk Management

The directors have a risk management strategy which includes an annual review of the risks the charity faces and the establishment of systems and procedures to mitigate those risks and implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

Review of activities for the year

The charity's surplus was £4,752 (2020: deficit of £1,614) for the year.
The detailed results are set out in the attached financial statements.

Reserves policy

The directors aim to ensure that sufficient funds are maintained to enable the charity to carry out its activities.

Disclosure of information to auditors

Each person who was a director at the time this report was approved confirms that:

- so far as he is aware, there is no relevant audit information of which the company's auditor is unaware; and
- he has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditor is aware of that information.

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime. The directors confirm that they have complied with the duty in Section 4 of the charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit.

This report was approved by the board on 30 November 2021 and signed on its behalf.



Dr L A Ali
Director

MBCOL Limited
Statement of Directors' Responsibilities

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

MBCOL Limited
Independent auditor's report
to the members of MBCOL Limited

Opinion

We have audited the accounts of MBCOL Limited for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the accounts, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the accounts:

- give a true and fair view of the state of the company's affairs as at 31 March 2021 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out below, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Material uncertainty related to going concern

We draw attention to note 1 in the financial statements, which indicates that the company's major contract will not be renewed beyond 30 September 2021. The non renewal of the contract will significantly affect the ability of the company to carry out its activities and continue as a going concern. Our opinion is not modified in respect of this matter.

Other information

The other information comprises the information included in the report and accounts, other than the accounts and our auditor's report thereon. The directors are responsible for the other information. Our opinion on the accounts does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the directors' report for the financial year for which the accounts are prepared is consistent with the accounts; and
- the directors' report has been prepared in accordance with applicable legal requirements.

MBCOL Limited
Independent auditor's report
to the members of MBCOL Limited

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the accounts in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of directors

As explained more fully in the directors' responsibilities statement, the directors are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

M I Umar
(Senior Statutory Auditor)
for and on behalf of
Smith Hannah Limited
Accountants and Statutory Auditors
30 November 2021

50 Woodgate
Leicester
LE3 5GF

MBCOL Limited
Statement of Financial Activities
for the year ended 31 March 2021

	2021 £	2020 £
Incoming resources		
Income from charitable activities and generated funds	54,055	45,862
Income from investments	14	68
Total incoming resources	<u>54,069</u>	<u>45,930</u>
Resources expended		
Other direct costs	(7,270)	(3,406)
Administrative expenses	(42,047)	(44,138)
Total resources expended	<u>(49,317)</u>	<u>(47,544)</u>
Net incoming/(outgoing) resources for the year	<u>4,752</u>	<u>(1,614)</u>

MBCOL Limited
Registered number:
Balance Sheet
as at 31 March 2021

05406938

	Notes	2021 £	2020 £
Current assets			
Stocks		820	820
Debtors	5	944	609
Cash at bank and in hand		98,996	94,217
		<u>100,760</u>	<u>95,646</u>
Creditors: amounts falling due within one year	6	(7,972)	(7,610)
Net current assets		<u>92,788</u>	<u>88,036</u>
Net assets		<u>92,788</u>	<u>88,036</u>
Unrestricted funds			
Designated	7	30,797	30,797
General	8	61,991	57,239
Net funds		<u>92,788</u>	<u>88,036</u>

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The Statement of Financial Activities has not been delivered to the Registrar of Companies.



S A Sattar
 Director

Approved by the board on 30 November 2021

MBCOL Limited
Notes to the Accounts
for the year ended 31 March 2021

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

The accounts have also been prepared with the Statement of Recommended Practice (SORP) - "Accounting and Reporting by Charities" issued by the Charity Commissioners in England and Wales.

Going concern

The company is reliant on funding from the local council to carry out its day to day activities. Following expiry of the contract in September 2019, the local council extended the contract with MBCOL Limited until 30 September 2021. LCC funding will not continue beyond this date as MBCOL was unsuccessful in its tender bid. In view of this, material uncertainty exists over the ability of the company to continue its operations.

MBCOL has had interactions with some affiliates who feel strongly that MBCOL must continue with its advocacy work in spite of no longer doing out of hours funerals. To fund this work new revenue streams will be explored including membership fees; general community fundraising; and applications made for funding pots. This will was at the AGM held on 7 November 2021 and document was put forward for discussion.

Income

Grant income represents amounts received and receivable from Leicester City Council. Donations, interment fees and other income are accounted for when received.

Resources expended

Resources expended are accounted for as a liability is incurred. Expenditure includes irrecoverable VAT which is reported as part of the expenditure to which it relates.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulative depreciation. The costs of minor additions or those costing below £3,000 are not capitalised. Depreciation is provided at rates calculated to write off of each asset over its estimated useful life of 4 years.

Stocks

Stocks are measured at the lower of cost and net realisable value.

Funds

Funds comprise of unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. The directors use part of the unrestricted funds for various specific projects and have set up a designated fund to reflect this. The funds held in each of the relevant categories are disclosed in the notes to the accounts.

MBCOL Limited
Notes to the Accounts
for the year ended 31 March 2021

2 Audit information

The audit report is unqualified.

Senior statutory auditor:

M I Umar

Firm:

Smith Hannah Limited

Date of audit report:

30 November 2021

3 Employees

	2021 Number	2020 Number
Average number of persons employed by the company	-	1

4 Tangible fixed assets

	Plant and machinery etc £
Cost	
At 1 April 2020	3,893
At 31 March 2021	3,893
Depreciation	
At 1 April 2020	3,893
At 31 March 2021	3,893
Net book value	
At 31 March 2021	-

5 Debtors

	2021 £	2020 £
Trade debtors	310	-
Other debtors	634	609
	944	609

6 Creditors: amounts falling due within one year

	2021 £	2020 £
Other creditors	7,972	7,610

7 Designated Funds

	2021 £	2020 £
At 1 April 2020	30,797	30,797
At 31 March 2021	30,797	30,797

Designated funds comprise :-

	£	£
Multi Faith Bereavement Book Project	5,500	5,500
20th Anniversary Celebration Fund	5,000	5,000
Centralised Services	20,297	20,297
Total	30,797	30,797

MBCOL Limited
Notes to the Accounts
for the year ended 31 March 2021

8 General Funds	2020
	£
At 1 April 2020	57,239
Surplus for the year	4,752
Transfer to designated funds	-
At 31 March 2021	<u>61,991</u>

9 Other information

MBCOL Limited is a private company limited by guarantee and incorporated in England. Its registered office is:

50 Woodgate
 Leicester
 LE3 5GF

The principal place of operation is:

1A Moat Road
 Leicester
 LE5 5EF

MBCOL Limited
Detailed income and expenditure account
for the year ended 31 March 2021

	2021 £	2020 £
Income		
LCC funding	40,469	40,469
Timber sales	6,080	3,730
Funeral income	3,405	449
Donations	4,101	1,214
	<u>54,055</u>	<u>45,862</u>
Direct costs		
Grave preparation and related costs (adjusted for stock)	<u>7,270</u>	<u>3,406</u>
Administrative expenses		
Employee costs:		
Wages and salaries	-	15,622
	<u>-</u>	<u>15,622</u>
Premises costs:		
Rent and rates	6,137	6,109
Light and heat	1,456	2,240
	<u>7,593</u>	<u>8,349</u>
General administrative expenses:		
Telephone and fax	1,743	2,346
Motor and travel	1,425	2,109
Stationery and printing	166	486
Computer, IT consumables and maintenance	1,503	317
Subscriptions	132	124
Bank charges	38	60
Insurance	1,863	2,005
Equipment expensed	602	417
Repairs and maintenance	398	1,046
Meeting and events	506	1,377
Donations - COVID 19 support group	1,102	-
Sundry expenses	40	40
	<u>9,518</u>	<u>10,327</u>
Legal and professional costs:		
Audit and accountancy fees	886	840
Consultancy fees	24,000	9,000
Other legal and professional	50	-
	<u>24,936</u>	<u>9,840</u>
Total administrative expenses	<u>42,047</u>	<u>44,138</u>

Registered number
05406938

Charity number
1087143

MBCOL Limited
(Limited by Guarantee)

Report and Accounts

31 March 2021

MBCOL Limited
Company Information

Directors

Dr L A Ali
M S Esat
Dr K Hoque
M Jamal
M Jamil
S A Sattar
M A Saleh

Auditors

Smith Hannah Limited
50 Woodgate
Leicester
LE3 5GF

Bankers

Barclays Bank Plc
Highfields
Leicester

National Westminster Bank Plc
East Park Road
Leicester

Registered office

50 Woodgate
Leicester
LE3 5GF

Registered number

05406938

MBCOL Limited**Registered number: 05406938****Directors' Report**

The directors present their report and accounts for the year ended 31 March 2021.

Objective and activities

MBCOL Limited, known as Muslim Burial Council of Leicestershire, is limited by guarantee (number 5406938) and a registered charity (number 1087143). Its principal address is 1a Moat Road, Leicester LE5 5EF.

The company's objective and principal activity during the year continued to be the provision of out of hours burial services for the inhabitants of Leicestershire irrespective of which faith or belief they follow.

Future developments

The company is reliant on funding from the local council to carry out its day to day activities. The funding contract was awarded in 2015 and expired in September 2019, and this was temporarily extended to 30 September 2021. LCC funding will not continue beyond this date as MBCOL was unsuccessful in its tender bid.

Directors

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as directors.

The following persons served as directors during the year:

Dr L A Ali
M S Esat
Dr K Hoque
M Jamil
M Saleh
S A Sattar
M Jamal

The company is limited by guarantee and has no share capital. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of trustees

MBCOL Limited is governed by a board of trustees drawn from the local community. This is to ensure that the board has the skills and experience required to oversee the management of the charity and its operations.

All trustees are elected by a majority vote at an Annual General Meeting who then hold office from the conclusion of that meeting up to a term of five years.

MBCOL Limited**Registered number:****05406938****Directors' Report****Trustee Induction and Training**

All new trustees receive a planned induction programme before taking up their place on the board. This includes an explanation of their roles and responsibilities, an introduction to other trustees, an overview of recent business and an explanation of board format and process, plus a personal meeting with the Chair.

Risk Management

The directors have a risk management strategy which includes an annual review of the risks the charity faces and the establishment of systems and procedures to mitigate those risks and implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

Review of activities for the year

The charity's surplus was £4,752 (2020: deficit of £1,614) for the year.
The detailed results are set out in the attached financial statements.

Reserves policy

The directors aim to ensure that sufficient funds are maintained to enable the charity to carry out its activities.

Disclosure of information to auditors

Each person who was a director at the time this report was approved confirms that:

- so far as he is aware, there is no relevant audit information of which the company's auditor is unaware; and
- he has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditor is aware of that information.

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime. The directors confirm that they have complied with the duty in Section 4 of the charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit.

This report was approved by the board on 30 November 2021 and signed on its behalf.



Dr L A Ali
Director

MBCOL Limited
Statement of Directors' Responsibilities

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

MBCOL Limited
Independent auditor's report
to the members of MBCOL Limited

Opinion

We have audited the accounts of MBCOL Limited for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the accounts, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the accounts:

- give a true and fair view of the state of the company's affairs as at 31 March 2021 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out below, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Material uncertainty related to going concern

We draw attention to note 1 in the financial statements, which indicates that the company's major contract will not be renewed beyond 30 September 2021. The non renewal of the contract will significantly affect the ability of the company to carry out its activities and continue as a going concern. Our opinion is not modified in respect of this matter.

Other information

The other information comprises the information included in the report and accounts, other than the accounts and our auditor's report thereon. The directors are responsible for the other information. Our opinion on the accounts does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the directors' report for the financial year for which the accounts are prepared is consistent with the accounts; and
- the directors' report has been prepared in accordance with applicable legal requirements.

MBCOL Limited
Independent auditor's report
to the members of MBCOL Limited

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the accounts in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of directors

As explained more fully in the directors' responsibilities statement, the directors are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

M I Umar
(Senior Statutory Auditor)
for and on behalf of
Smith Hannah Limited
Accountants and Statutory Auditors
30 November 2021

50 Woodgate
Leicester
LE3 5GF

MBCOL Limited
Statement of Financial Activities
for the year ended 31 March 2021

	2021	2020
	£	£
Incoming resources		
Income from charitable activities and generated funds	54,055	45,862
Income from investments	14	68
Total incoming resources	<u>54,069</u>	<u>45,930</u>
Resources expended		
Other direct costs	(7,270)	(3,406)
Administrative expenses	(42,047)	(44,138)
Total resources expended	<u>(49,317)</u>	<u>(47,544)</u>
Net incoming/(outgoing) resources for the year	<u>4,752</u>	<u>(1,614)</u>

MBCOL Limited
Registered number:
Balance Sheet
as at 31 March 2021

05406938

	Notes	2021 £	2020 £
Current assets			
Stocks		820	820
Debtors	5	944	609
Cash at bank and in hand		98,996	94,217
		<u>100,760</u>	<u>95,646</u>
Creditors: amounts falling due within one year	6	(7,972)	(7,610)
Net current assets		<u>92,788</u>	<u>88,036</u>
Net assets		<u>92,788</u>	<u>88,036</u>
Unrestricted funds			
Designated	7	30,797	30,797
General	8	61,991	57,239
Net funds		<u>92,788</u>	<u>88,036</u>

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The Statement of Financial Activities has not been delivered to the Registrar of Companies.



S A Sattar
 Director

Approved by the board on 30 November 2021

MBCOL Limited
Notes to the Accounts
for the year ended 31 March 2021

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

The accounts have also been prepared with the Statement of Recommended Practice (SORP) - "Accounting and Reporting by Charities" issued by the Charity Commissioners in England and Wales.

Going concern

The company is reliant on funding from the local council to carry out its day to day activities. Following expiry of the contract in September 2019, the local council extended the contract with MBCOL Limited until 30 September 2021. LCC funding will not continue beyond this date as MBCOL was unsuccessful in its tender bid. In view of this, material uncertainty exists over the ability of the company to continue its operations.

MBCOL has had interactions with some affiliates who feel strongly that MBCOL must continue with its advocacy work in spite of no longer doing out of hours funerals. To fund this work new revenue streams will be explored including membership fees; general community fundraising; and applications made for funding pots. This will was at the AGM held on 7 November 2021 and document was put forward for discussion.

Income

Grant income represents amounts received and receivable from Leicester City Council. Donations, interment fees and other income are accounted for when received.

Resources expended

Resources expended are accounted for as a liability is incurred. Expenditure includes irrecoverable VAT which is reported as part of the expenditure to which it relates.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulative depreciation. The costs of minor additions or those costing below £3,000 are not capitalised. Depreciation is provided at rates calculated to write off of each asset over its estimated useful life of 4 years.

Stocks

Stocks are measured at the lower of cost and net realisable value.

Funds

Funds comprise of unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. The directors use part of the unrestricted funds for various specific projects and have set up a designated fund to reflect this. The funds held in each of the relevant categories are disclosed in the notes to the accounts.

MBCOL Limited
Notes to the Accounts
for the year ended 31 March 2021

2 Audit information

The audit report is unqualified.

Senior statutory auditor:

M I Umar

Firm:

Smith Hannah Limited

Date of audit report:

30 November 2021

3 Employees

	2021 Number	2020 Number
Average number of persons employed by the company	-	1

4 Tangible fixed assets

	Plant and machinery etc £
Cost	
At 1 April 2020	3,893
At 31 March 2021	3,893
Depreciation	
At 1 April 2020	3,893
At 31 March 2021	3,893
Net book value	
At 31 March 2021	-

5 Debtors

	2021 £	2020 £
Trade debtors	310	-
Other debtors	634	609
	944	609

6 Creditors: amounts falling due within one year

	2021 £	2020 £
Other creditors	7,972	7,610

7 Designated Funds

	2021 £	2020 £
At 1 April 2020	30,797	30,797
At 31 March 2021	30,797	30,797

Designated funds comprise :-

	£	£
Multi Faith Bereavement Book Project	5,500	5,500
20th Anniversary Celebration Fund	5,000	5,000
Centralised Services	20,297	20,297
Total	30,797	30,797

MBCOL Limited
Notes to the Accounts
for the year ended 31 March 2021

8 General Funds	2020
	£
At 1 April 2020	57,239
Surplus for the year	4,752
Transfer to designated funds	-
At 31 March 2021	<u>61,991</u>

9 Other information

MBCOL Limited is a private company limited by guarantee and incorporated in England. Its registered office is:

50 Woodgate
 Leicester
 LE3 5GF

The principal place of operation is:

1A Moat Road
 Leicester
 LE5 5EF

MBCOL Limited
Detailed income and expenditure account
for the year ended 31 March 2021

	2021 £	2020 £
Income		
LCC funding	40,469	40,469
Timber sales	6,080	3,730
Funeral income	3,405	449
Donations	4,101	1,214
	<u>54,055</u>	<u>45,862</u>
Direct costs		
Grave preparation and related costs (adjusted for stock)	<u>7,270</u>	<u>3,406</u>
Administrative expenses		
Employee costs:		
Wages and salaries	-	15,622
	<u>-</u>	<u>15,622</u>
Premises costs:		
Rent and rates	6,137	6,109
Light and heat	1,456	2,240
	<u>7,593</u>	<u>8,349</u>
General administrative expenses:		
Telephone and fax	1,743	2,346
Motor and travel	1,425	2,109
Stationery and printing	166	486
Computer, IT consumables and maintenance	1,503	317
Subscriptions	132	124
Bank charges	38	60
Insurance	1,863	2,005
Equipment expensed	602	417
Repairs and maintenance	398	1,046
Meeting and events	506	1,377
Donations - COVID 19 support group	1,102	-
Sundry expenses	40	40
	<u>9,518</u>	<u>10,327</u>
Legal and professional costs:		
Audit and accountancy fees	886	840
Consultancy fees	24,000	9,000
Other legal and professional	50	-
	<u>24,936</u>	<u>9,840</u>
Total administrative expenses	<u>42,047</u>	<u>44,138</u>