



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From: 1/04/2024 Period start date To: 31/03/2025 Period end date

Charity name: Milton Keynes Ananda Club

Charity registration number: 1152284

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>We are a non-profit, socio cultural organisation with the main objectives of engaging in educational, cultural, sports and promoting charitable initiatives benefiting the wider as well as targeted communities.</p> <p>One of our main objectives is to preserve, promote, and celebrate the multi-cultural ethos of India.</p> <p>Our goal is to infuse our rich cultural heritage into the vibrant local community across five neighbouring counties which is a conglomeration of cultures and traditions; and to showcase the tradition and depth of Indian culture to foster better understanding and appreciation.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>FY24-25 was the 2nd and final year for the current Executive committee.</p> <p>The Executive Committee and Trustees re-introduced a "Poila Boisakh" event at Shenley Brook End school to celebrate the Bengali New Year – which is observed by the Bengali community originating from India and Bangladesh. The event was highlighted by cultural programmes with artistes from across the UK performing during the day alongside in-house performances from the club members. This was followed by traditional Bengali snacks and dinner prepared by the in-house team.</p> <p>The Executive team delivered its second community inclusive event by organising Sports day and Barbeque at The Sherington Pavilion in July 2024. BBQ was done by our</p>

		<p>volunteers, Fun games and impromptu cultural events were organised for all age groups. All members were encouraged to participate in order to promote an active and healthy lifestyle. It also promoted mental well-being through openhearted social interaction.</p> <p>The Club engaged members by organising regular indoor and outdoor events for all age groups namely, weekly Table Tennis, Badminton and Yoga and meditation sessions.</p> <p>Club members also participated in the annual India Day festival organized by ID:MK on 22nd June at Campbell Park, Milton Keynes. This event was attended by over 15000 visitors.</p> <p>Our next public benefit event was our signature community festival Durga Puja (Dussehra) celebration which ran for a period of five days from 09/10/2024 to 13/10/2024 at Caldecotte Xperience, Simpson, Milton Keynes, for the immediate local community as well as for the benefit of people from the Indian subcontinent residing in the neighbouring Counties of Bedfordshire, Northamptonshire, Buckinghamshire, Oxfordshire and Hertfordshire. This festival, over five days, saw more than 5000 people visit to celebrate and participate in a mix of religious rituals, cultural programmes and experience the vibrant food of Bengal through food stalls. Our volunteers cooked meals for around 5000 attendees in those five days. The theme of the event was “Patachitra” (Bengali folk art) highlighting the works of famous painter Jamini Roy. The event was a shining example of social inclusion of the ethnic and mainstream population in fostering communal harmony by highlighting the rich cultural heritage of Eastern India and raising awareness in the next generation of British Asian youth about their cultural heritage.</p> <p>The next event was Lokkhi Puja – which celebrates the Goddess of Wealth. This event was organized on 19th October at Heronsbrook Community Centre.</p> <p>MKAC also coordinated the celebration of Kali Puja / Diwali at Woughton Leisure Centre, Milton Keynes, with around 400 people attending and comprising all age groups from different communities from Milton Keynes and neighbouring towns.</p> <p>In February 2025, the Spring festival of Saraswati Puja, which celebrates knowledge,</p>
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		<p>Art, Music and Culture was organised at Woughton Leisure Centre. This festival is specifically for younger people and Students. Our younger generation participated with full enthusiasm and showcased their talents by their performances in Art, Music and Drama.</p> <p>Our other two important accomplishments which help us fulfil our core values include featuring vocal, instrumental or performing arts talents from India and from within the MKAC community.</p> <p>MKAC volunteers who play cricket and table tennis also participated in various tournaments with local and neighbouring County teams.</p>
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Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm that the Trustees of MK Ananda Club are fully cognisant of the Commission's public benefit guidance and ensured compliance in the course of conducting our activities and events delivered during the year. The Trustees are satisfied that all our activities continue to be relevant and for the public benefit.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	MKAC constitution
Policy on social investment including program related investment	Para 1.38	MKAC constitution

Contribution made by volunteers	Para 1.38	<p>It consists of members who believe in the values and goals of the Association as laid down in the Constitution and have actively embraced it by voluntarily agreeing to pay an annual donation towards supporting and promoting its objectives. Our entire staff consists of volunteers with no compensated management or staff.</p> <p>The executive functions of the organisation are performed by an elected Executive Committee. Elections are conducted every two years with nominations drawn exclusively from the volunteer members. Several functions require specific levels of expertise and knowledge to deliver activities. For this sub-committees are appointed by the Executive Committee. All that expertise is offered without any compensation for time and effort.</p> <p>There is a Board of Trustees that governs the policy matters of the Association.</p> <p>Our member volunteers, other than supporting core values/objectives of the charity, also support various community activities at an individual level on behalf of MKAC, such as delivering health education sessions for the targeted community, supporting health screening sessions for hard to reach groups (rough sleepers), extending support to other community organisations/charities in their objectives (marathon/walks)</p>
Other		

Achievements and Performance



	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>□ We have achieved our core objectives of delivering all three festivals Dussehra, Diwali (Autumn) and Saraswati Puja (Spring) for its members and South East Asian community of Milton Keynes and neighbouring four counties with the aim of promoting culture and heritage with the main stream population and create multicultural acceptance by different communities.</p> <p>□ Our sport activities to promote mental and physical wellbeing with the aim of social inclusion with sport groups from different backgrounds.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Children were trained (through Follow Your Passion) to perform and showcase various Performing Arts events with the aim of promoting and raising awareness of Bengali/Indian cultural heritage and learn from best of both worlds (East and West). The highlight of this was the "Save the animals" drama present</p> <p>□ during Durga Puja – which was performed by over 40 children ranging from 3 years to 17 years in age. This not only helped build their performing skills but also imbued a lesson in the importance of caring for the environment.</p> <p>□ Cultural Heritage: A dance drama was directed by a member where our club members (including children) participated and showcased their talents through live stage show as well as world wide web release. This was done with the aim to highlight the influence of Tagore family in the fashion of early 20th century Bengal.</p>
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>2024-2025 Financial Statements has been examined by an Independent Accountant, approved and adopted by the members at the AGM.</p> <p>Independent Examiner's report</p>  <p>MKAC Accounts 2024_25.pdf</p>  <p>IER_MKAC_2025.pdf</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Base line reserve is held to meet essential expenses as well as delivering at least one of the Annual festivals for the benefit of the Asian/British Hindu Bengali communities across five counties of England.
Amount of reserves held	Para 1.22	£ 25,511
Reasons for holding zero reserves	Para 1.22	NA
Details of fund materially in deficit	Para 1.24	NA
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	NA


Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<ul style="list-style-type: none"> • Annual donation by the members • Donations by visitors at festivals and events • Fund raising through local business supporting the cause and the events • Request of grants from community foundations for delivering its core objectives and values.
Investment policy and objectives including any social investment policy adopted	Para 1.46	NA
A description of the principal risks facing the charity		In the current 'cost of living' and uncertain economic climate donations from members may go down, fund raising and receipt of

	Para 1.46	grants may be impacted which in turn may have an impact on delivering all of the objectives and events.
Other		

Structure, Governance and Management

Description of charity's trusts:		It has a membership predominantly from Bengali community or from other parts of south East Asian countries residing in Milton Keynes and its neighbouring counties. It has both single and family memberships and all members are volunteers who donate and raise funds to deliver core objectives.
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution of Milton Keynes Ananda Club 2024 (attached)  MKAC Constitution V5 12052024 pdf
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Governed by the Trustees
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	MKAC members appoint some or all of the charity trustees (who will serve for fixed terms and require re-electing by the members) and are involved in the work of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees are inducted on the constitution of the organisation, they are also made aware of Charity Commission guidance on Public benefits
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Charity has a team of three Trustees. The chair is the President elect and other two are selected by the members. Organisation has 6 elected members as Executive team. President, Finance Secretary, Puja secretary, Site and Logistics secretary, Catering secretary, Cultural & wellbeing secretary. President of the Executive team is a chair.

		<p>There are 5 subcommittees who are responsible for operational arrangements of the activities and events. They have the autonomy in operation planning.</p> <p>We also work with other local charities to support delivering common objectives and goals.</p>
Relationship with any related parties	Para 1.51	NA
Other		

Reference and Administrative details

Charity name	Milton Keynes Ananda Club
Other name the charity uses	
Registered charity number	1152284
Charity's principal address	13 Tiverton Crescent Kingsmead Milton Keynes MK4 4BZ

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
ARUP BHATTACHARYA	President	April2025-March 2027	MKAC membership, elected by elections
SUBIR CHATTERJEE	Trustee	April2024-March 2026	MKAC membership, selected by members
SOMA GAREWAL	Trustee	April2023-March 2026	MKAC membership, selected by members

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Corporate trustees – names of the directors at the date the report was approved **NA**

Director name		

Name of trustees holding title to property belonging to the charity **NA**

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	NA
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NA
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NA

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure


Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ARUP BHATTACHARYA	
Position (e.g. Secretary, Chair, etc)	PRESIDENT	

Date

27/01/2026



MK ANANDA CLUB
Regd. Charity No. 1152284

INCOME STATEMENT - PERIOD ENDED 31st MARCH 2025

Income	2024-25	2023-24
Membership subscriptions	12,675	10,800
Members' additional contributions	1,405	3,391
Match Funding & Gift Aid - LocalGiving/HMRC	5,217	6,519
Non-member sponsorships/donations	355	225
Advertising, Business donations & Stalls	5,501	5,722
MKCF funding & Grants	3,000	2,836
Puja gate receipts + Street Food	14,444	11,985
Cultural Functions & Members' Events	9,605	3,970
Interest income	441	297
Miscellaneous income	3,374	0
Total income	56,017	45,745
Expenditure		
Venue hire	25,546	12,272
Insurance	589	580
Puja jogar provisions	830	526
Priest - Fees & Dakshina	1,893	1,372
Charitable donations	1,001	0
Decorations & Cleaning	4,583	3,020
Transportation & Communications	1,379	1,392
Food, sweets & catering supplies	12,340	7,830
Stationery, postage & packaging	63	161
Storage	1,210	840
AGM & ad hoc meetings	40	116
Brochure production & distribution	475	430
Cultural functions & Members' Events	6,806	2,846
Repairs, renewals & maintenance	50	68
Equipment depreciation	332	271
Finance charges	375	697
Miscellaneous expenditure	450	450
Total expenditure	57,962	32,871
Surplus / (Deficit) for the year	(1,945)	12,874

ASSETS & LIABILITIES AT 31st MARCH 2025

Members' Funds	2024-25	2023-24
Surplus / (Deficit) for the year	(1,945)	12,874
Retained earnings/Reserve Fund brought forward	27,456	14,582
Retained earnings/Reserve Fund carried forward	25,511	27,456
Represented by		
Book value of Equipment capitalised	660	428
HSBC Business Money Manager A/c #11503731	25,306	24,190
HSBC Community A/c #81189387	2,230	1,107
Cash in hand	178	1,612
Amounts receivable & Advance payments	1,095	702
Amounts payable & Advance receipts	(3,958)	(583)
	25,511	27,456

Pankaj Chowdhury
Finance Secretary, 29 March 2025

Appendix 2_ Independent Examiner's report 2019-2020



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Milton Keynes Ananda Club

On accounts for the
year ended

31/03/2025

Charity no
(if any)

1152284

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2025**

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's
statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 24/11/2025

Name:

Prasanth Ganguly

Address:

TaxAssist Accountants Milton Keynes

Luminous House, 300 South Row

Milton Keynes; MK9 2FR



Milton Keynes Ananda Club

Constitution

12th May 2024

Version:5.0

[The constitution is in 2 parts. Part 1 covers the purposes of the charity and how its money and other property can be used. It also contains the powers to change the constitution and to wind the charity up. Part 2 sets out the administrative provisions, including membership, the appointment of charity trustees, members' and trustees' meetings and the powers available to the trustees in running the charity. The provisions in part 1 can only be changed by a 2/3rds majority of members present and voting at a meeting whereas those in part 2 can be changed by a simple majority of them]

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PART 1

Adoption of the constitution

The association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

Name

The association's name is **Milton Keynes Ananda Club**
(And in this document, it is called the charity)

Objectives

The Charity's objectives are to engage and promote Indian culture and Hindu religious activities primarily for the Bengali community in addition to sports & wellbeing, educational and charitable initiatives for the public benefit.

[Nothing in this constitution 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.]

Application of income and property

- 1) The income and property of the charity shall be applied solely towards the promotion of the objects.
 - a) Charity trustees or officers are 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) Charity trustees or officers may benefit from trustee indemnity insurance cover purchased at the charity's expense and in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- 2) 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 trustee from receiving:

 - 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 trustees and connected persons

1) General provisions

No charity trustees or officers or connected person may:

- a) buy or receive 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 clause, or authorised by the court or the Charity Commission ('the Commission').

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

2) Scope and powers permitting trustees' or officers or connected persons' benefits

- a) A charity trustee/officer 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 trustees do not benefit in this way.
- b) A charity trustee/officer 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, section 185 of the Charities Act 2011.
- c) Subject to sub-clause (3) of this clause a charity trustee/officer or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by the charity trustee/officer or connected person.
- d) A charity trustee/officer 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 charity trustee/officer or connected person may receive rent for premises let by the trustee/officer or connected person to the charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee/officer or connected person 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 charity trustee/officer 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 charity trustees/officers may only rely upon the authority provided by sub-clause (2)(c) of this clause 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 and the charity trustee/officer 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 charity trustees/officers are satisfied that it is in the best interests of the charity to contract with the supplier rather than with someone who is not a charity trustee/officer or connected person. In reaching that decision the charity trustees/officers must balance the advantage of contracting with a charity trustee/officer 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 charity trustees/officers is present at the meeting.
- f) The reason for their decision is recorded by the charity trustees/officers in the minute book.
- g) A majority of the charity trustees/officers then in office are not in receipt of remuneration or payments authorised by clause 5.

4) In sub-clauses (2) and (3) of this clause:

- a) 'the 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 trustees to the board of the company.
- b) 'connected person' includes any person within the definition set out in clause 34 (Interpretation).

Dissolution

- 1) If the members resolve to dissolve the charity the trustees will remain in office as charity trustees and be responsible for winding up the affairs of the charity in accordance with this clause.
- 2) The trustees must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.
- 3) The trustees must apply any remaining property or money:
 - a) directly for the objects;
 - b) by transfer to any charity or charities for purposes the same as or similar to the charity;
 - c) in such other manner as the Charity Commission for England and Wales ('the Commission') may approve in writing in advance.
- 4) The members may pass a resolution before or at the same time as the resolution to dissolve the charity specifying the manner in which the trustees are to apply the remaining property or assets of the charity and the trustees must comply with the resolution if it is consistent with paragraphs (a) – (c) inclusive in sub-clause (3) above.
- 5) 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).
- 6) The trustees must notify the Commission promptly that the charity has been dissolved. If the trustees are obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the charity's final accounts.

Amendment of constitution

- 1) The charity may amend any provision contained in Part 1 of this constitution provided that:
 - a) no amendment may be made that would have the effect of making the charity cease to be a charity at law;
 - b) no amendment may be made to alter the objects if the change would undermine or work against the previous objects of the charity;
 - c) no amendment may be made to clauses 4 or 5 without the prior written consent of the Commission;
 - d) any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- 2) Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority of the members present and voting at a general meeting.
- 3) A copy of any resolution amending this constitution shall be sent to the Commission within twenty one days of it being passed.

Part 2

Membership

- 1) Membership is open to individuals over eighteen. It is expected that they have participated in some MKAC events and support the objectives of the Charity stated in clause (3). New membership applications will be duly vetted by the Executive team and Trustees, and the outcome of the process communicated within a month of application.
- 2) Membership fees are applicable for the full financial year from 1st of April to 31st March of the next year.
- 3) Refusal of membership:
 - a. The trustees/officers/members may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the charity to refuse the application.
 - b. The trustees/officers/members must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
 - c. The trustees/officers/members must consider any written representations the applicant may make about the decision.
 - d. The trustees/officers/members decision following any written representations must be notified to the applicant in writing but shall be final.
- 4) Membership is not transferable to anyone else.
- 5) The trustees/officers must keep a register of names and addresses of the members which must be made available to any member upon request, subject to the provisions of the General Data Protection Regulation, UK.

Code of conduct

- a) Members/Volunteers should maintain the highest standards of behaviour in the performance of their duties as set out in the Members' Code of conduct.
- b) Members are expected to actively participate in all the events organised by the charity and contribute to the best of their abilities.
- c) Members are expected to volunteer to share tasks, to take ownership and accountabilities to make all the events more welcoming, enjoyable and add value to the cause of the Charity.
- d) Members should act honestly, responsibly and with integrity, treating fellow members and guests with fairness, equality, dignity, and respect.
They should not do anything which may bring disrepute to the Club. If in doubt, they should consult the Executive Team.



The Code of Conduct
for members_MKAC.doc

Termination of membership

Membership is terminated if:

- 1) the member dies or, if it is an organisation, ceases to exist;
- 2) the member resigns by written notice to the charity unless, after the resignation, there would be less than two members;
- 3) any sum due from the member to the charity is not paid in full within one year of it falling due;
- 4) the member is removed from membership by a resolution of the trustees that it is in the best interests of the charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - a) the member has been given at least twenty-one days' notice in writing of the meeting of the trustees at which the resolution will be proposed and the reasons why it is to be proposed;
 - b) the member or, at the option of the member, the member's representative (who need not be a member of the charity) has been allowed to make representations to the meeting.

General meetings

1) Meeting

- a) The charity must hold a general meeting within twelve months of the date of the adoption of this constitution.

- b) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- c) All general meetings other than annual general meetings shall be called special general meetings.
- d) The trustees/officers may call a special general meeting at any time.
- e) A special general meeting may be called by the secretary, if so wished by one-third of the members to discuss any particular matter.
- f) General meetings shall be chaired by the person who has been elected as the President.
- g) If the President is not present within fifteen minutes of the time appointed for the meeting the Vice President shall chair the meeting.
- h) If there is only one trustee/officer present and willing to act, he or she shall chair the meeting.
- i) If no trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their numbers to chair the meeting.

2) Notice

- a) The minimum period of notice required to hold any general meeting of the charity is fourteen clear days from the date on which the notice is deemed to have been given.
- b) A general meeting may be called by shorter notice, if it is so agreed by majority of the members.
- c) 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.
- d) The notice must be given to all the members and to the trustees/officers.

3) Quorum

- a) No business shall be transacted at any general meeting unless a quorum is present.
- b) A quorum is 30 or One Third (whichever is smaller) of the total members.
- c) The authorised representative of a member organisation shall be counted in the quorum.
- d) If:
 - i. a quorum is not present within half an hour from the time appointed for the meeting; or
 - ii. during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the trustees/officers shall determine.
- e) The trustees/officers must re-convene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- f) If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

4) Adjournments

- a) The members present at a meeting may resolve that the meeting shall be adjourned.
- b) The person who is chairing the meeting must decide the date, time and place at which the meeting is to be re-convened unless those details are specified in the resolution.
- c) No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting, had the adjournment not taken place.
- d) 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 re-convened meeting stating the date, time, and place of the meeting.

5) Votes

Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

6) Minutes

All the meetings should be recorded accurately and the minutes should include:

- 1) appointments of officers and trustees;
- 2) proceedings at meetings of the charity;

- 3) meetings of the trustees/officers and committees of trustees/officers including:
 - a) the names of the trustees/officers/members present at the meeting;
 - b) the decisions made at the meetings; and
 - c) where appropriate the reasons for the decisions.

The minutes will be circulated by email to all the members and a copy of the minutes will be maintained by the trustees/officers.

7) Irregularities in proceedings

- 1) Subject to sub-clause (2) of this clause, all acts done by a meeting of Trustees/officers, or of a committee of trustees/officers, shall be valid notwithstanding the participation in any vote of a trustee/officer:
 - a) who was disqualified from holding office;
 - b) who had previously retired or who had been obliged by the constitution to vacate the office;
 - c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise; if, without:
 - d) the vote of that trustee/officer; and
 - e) that trustee/officer being counted in the quorum, the decision has been made by a majority of the trustees/officers at a quorate meeting.
- 2) Sub-clause (1) of this clause does not permit a trustee/officer to keep any benefit that may be conferred upon him or her by a resolution of the trustees/officers or of a committee of trustees/officers if the resolution would otherwise have been void.
- 3) No resolution or act of
 - a) the trustees/officers
 - b) any committee of the trustees/officers
 - c) The charity in general meeting shall be invalidated by reason of the failure to give notice to any trustee/officer or member or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member or the beneficiaries of the charity.

Officers : Executive committee

- 1) The charity and its property shall be managed and administered by an Executive committee comprising Six elected officers and Three to Five trustees (one is the President by default) selected in accordance with this constitution. The executive committee will be formed by election (if multiple candidates apply for any post) following nomination from the members every two years interval. The trustees will conduct the election process in order to have transparency and neutrality of the process. Only one member from the same household can run for any of the executive committee posts or Trustees. This is to offer all members the opportunity to participate and avoid the perception of a concentration of power within a family. Any executive committee member could be nominated for a maximum of two consecutive terms upon re-election after which he/she need to step down for two years before being re-elected. It is recommended part of the executive committee (max 50%) to continue to second term for continuity and to exercise efficiency improvements.
- 2) Officers : The charity shall have the following officers:
 - a) A **President** with following responsibilities
 - a. Chair all the meetings.
 - b. Co-ordinate between all different functions and with external agencies.
 - c. Ensure compliances and quality standards of all events.
 - d. Manage major communications.
 - e. Manage conflict resolution along with fellow Trustees.
 - b) A **Finance Secretary** with following responsibilities and accountabilities
 - a. Prepare forecast and deliver Annual Budget
 - b. Revenue generation
 - c. Manage collections & payments
 - d. Manage Accounting & prepare annual report
 - e. Liaise with HMRC, Local Giving, Banking activities
 - c) A **Puja Secretary** with following responsibilities
 - a. Accountable for all Puja rituals.
 - b. Connect, discuss and finalize priests.
 - c. Arrange, plan and formalize Puja Timings.
 - d. Manage Pujas as per Priest's recommendations.

- e. Coordinate between Puja Jogar Team and other functions.
- d) A **Site and Logistics Secretary** with following responsibilities
 - a. Accountable for exploring and booking event venues
 - b. Negotiate and book event stage and backdrop
 - c. Setup decorations
 - d. Arrange, set up and manage all light and sound equipment
 - e. Manage transport & storage,
- e) A **Catering Secretary** with following responsibilities and accountabilities
 - a. Discuss and finalize Menu for each event with K team lead
 - b. Plan and manage event Catering
 - c. Manage procurement of necessary items
 - d. Plan and manage food distribution
 - e. Manage Street Food counters
 - f. Kitchen and Venue Cleaning
- f) A **Culture & Wellbeing Secretary** with following responsibilities and accountabilities
 - a. Plan, prepare, schedule and execute cultural & wellbeing programmes, IT, Media for the whole year along with the respective leads.
 - b. Explore, arrange and liaise with external and internal content providers.
 - c. Manage the whole program on the day(s).

The Trustees :

The trustees will have the following operational responsibilities-

- a) To be accountable to The Charities Commission and other governing bodies.
- b) Grievance redressal if not resolved by the Executive team.
- c) To conduct the election for new Executive team every two years.

1) Appointment of trustees

- a) The number of trustees shall be not less than three but no more than five.
- b) President will be one of the Trustees by default.
- c) The other Trustees to be nominated and selected by the running Executive committee. It is recommended to have fair gender balance in selecting the Trustees. Prospective Trustees need to be member of the charity at least for the last 10 years before being selected for the post.
- d) Trustees to hold office for two years.
- e) Trustees will be selected every alternate year so as not to coincide with the change of Executive team. (If executive team is elected on year 1, then new Trustees will be selected on year2. Executive team will step down in year3 and the Trustees will conduct the election for the new executive team for year3)
- f) Family member(s) of the running Executive team should not be selected as Trustees.
- g) A Trustee may not appoint anyone to act on their behalf at meetings of the Trustees.

2) Powers of trustees

- 1) The trustees must manage the business of the charity and have the following powers to further the objects:
 - a) to raise funds. In doing so, the trustees must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
 - b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - c) to sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the trustees must comply as appropriate with sections 117 - 122 of the Charities Act 2011;
 - d) 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. The trustees must comply as appropriate with sections 124 - 126 of the Charities Act 2011, if they intend to mortgage land;
 - e) to cooperate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;

- f) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the objects;
 - g) to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for any of the objects;
 - h) to set aside income as a reserve against future estimated expenditure;
 - i) to obtain and pay for such goods and services as are necessary for carrying out the work of the charity;
 - j) to open and operate such bank and other accounts as the trustees consider necessary and to invest funds and to delegate the management of funds 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;
 - k) to do all such other lawful things as are necessary for the achievement of the objects.
- 2) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the trustees.
 - 3) Any meeting of trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the trustees.
 - 4) Trustees are empowered to conduct special General body meeting to seek wider member's opinion if they feel the current Executive team is not able to conduct the day-to-day operation for any reason

3) Disqualification and removal of trustees

A trustee shall cease to hold office if he or she:

- 1) is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
- 2) ceases to be a member of the charity;
- 3) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- 4) resigns as a trustee by notice to the charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or

4) Proceedings of trustees

- 1) The trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- 2) Any trustee may call a meeting of the trustees.
- 3) The secretary must call a meeting of the trustees if requested to do so by a trustee.
- 4) Questions arising at a meeting must be decided by a majority of the votes.
- 5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- 6) No decision may be made by a meeting of the trustees unless a quorum is present at the time the decision is purported to be made.
- 7) The quorum shall be two or the number nearest to one-third of the total number of trustees, whichever is the greater or such larger number as may be decided from time to time by the trustees.
- 8) A trustee shall not be counted in the quorum present when any decision is made about a matter upon which that trustee is not entitled to vote.
- 9) If the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.
- 10) The person elected as the chair of the trustees shall chair meetings of the trustees.
- 11) If the chair of the trustees is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the trustees present may appoint one of their number to chair that meeting.
- 12) The person appointed to chair meetings of the trustees shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the trustees.
- 13) A resolution in writing signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the trustees or (as the case may be) a committee of trustees duly convened and held.
- 14) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more trustees.

5) Saving provisions

- 1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of the charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:
 - a) who is disqualified from holding office;
 - b) who had previously retired or who had been obliged by this constitution to vacate office;
 - c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;
 If, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.
- 2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 22 (Conflicts of interests and conflicts of loyalties).

6) Delegation

- 1) The trustees/officers may delegate any of their powers or functions to a committee of two or more trustees/officers but the terms of any such delegation must be recorded in the minute book.
- 2) The trustees/officers 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;
 - b) no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the trustees/officers.
- 3) The trustees/officers may revoke or alter a delegation.
- 4) All acts and proceedings of any committees must be fully and promptly reported to the trustees/officers.

7) Accounts, Annual Report, Annual Return

- 1) The trustees/officers must comply with their obligations under the Charities Act 2011 with regard to:
 - a) the keeping of accounting records for the charity;
 - b) the preparation of annual statements of account for the charity;
 - c) the transmission of the statements of account to the Commission;
 - d) the preparation of an Annual Report and its transmission to the Commission;
 - e) the preparation of an Annual Return and its transmission to the Commission.
- 2) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the trustees/officers are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

8) Registered particulars

The trustees must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities.

9) Property

- 1) The trustees must ensure the title to:
 - a) all land held by or in trust for the charity that is not vested in the Official Custodian of Charities; and
 - b) all investments held by or on behalf of the charity, is vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.
- 2) The terms of the appointment of any holding trustees must provide that they may act only in accordance with lawful directions of the trustees and that if they do so they will not be liable for the acts and defaults of the trustees or of the members of the charity.
- 3) The trustees may remove the holding trustees at any time.

10) Notices

- 1) Any notice required by this constitution to be given to or by any person must be:
 - a) in writing; or
 - b) given using electronic communications.
- 2) 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 using electronic communications to the member's address.
- 3) 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.

- 4) 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.
- 5)
 - a) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
 - b) Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.
 - c) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

11) Rules

- 1) The trustees/officers may from time to time make rules or bye-laws for the conduct of their business.
- 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, and the entrance fees, and other fees or payments to be made by members;
 - b) the conduct of members of the charity in relation to one another, and to the charity's employees and volunteers;
 - c) 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;
 - d) the procedure at general meeting and meetings of the trustees/officers in so far as such procedure is not regulated by this constitution;
 - e) the keeping and authenticating of records. (If regulations made under this clause permit records of the charity to be kept in electronic form and requires a trustee/officer to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)
 - f) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- 3) The charity in general meeting has the power to alter, add to or repeal the rules or bye-laws.
- 4) The trustees/officers 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, this constitution.
- 6) An updated copy of the rules or bye-laws will be maintained by the trustees/officers.

Conflicts of interests and conflicts of loyalties

A charity trustee must:

- 1) 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 been previously declared; and
- 2) absent himself or herself from any discussions of the charity trustees 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 interest (including but not limited to any personal financial interest). Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.
- 3) No member, who is either a Trustee or office bearer of another Organisation, having similar activities may be selected/elected as either an Executive committee member or Trustee of the charity, to avoid conflict of interest.

Disputes

If a dispute arises between members of the charity about the validity or propriety of anything done by the members under this constitution, both the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to the Executive committee.

If both parties are unable to resolve the dispute, either of them may raise it with the Executive committee in written form.

Executive team will validate the dispute by contacting each parties independently.

Executive team will try to resolve the conflict by mediating through their best endeavours.

If the complainant is not happy with the outcome, the Executive team will involve the Trustees.

If the conflict is with executive team member(s), complainant can directly approach the trustees.

A joint team of Executive team and Trustees will try to resolve the conflict. This is the highest level a conflict could reach within the charity.

Interpretation

In this constitution 'connected person' means:

- 1) a child, parent, grandchild, grandparent, brother or sister of the trustee/officer;
- 2) the spouse or civil partner of the trustee/officer or of any person falling within sub-clause (1) above;
- 3) a person carrying on business in partnership with the trustee/officer or with any person falling within sub clause (1) or (2) above;
- 4) an institution which is controlled –
 - a) by the trustee/officer 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 charity trustee/officer 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.
- 6) Sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this clause.

Child Protection and Adult Safeguarding Policy

Milton Keynes Ananda Club is fully committed to safeguarding the welfare of all children and adults irrespective of vulnerable or not taking part in any activity organised by the club. It recognises the responsibility of all the members to promote safe practice and to protect children and adults from harm, abuse and exploitation.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This section outlines **Milton Keynes Ananda Club's** commitment to protecting children and safeguarding vulnerable adults.

These guidelines are based on the following principles:

- The welfare of children and vulnerable adults are the primary concern.
- All children and adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child & adult protection is everyone's responsibility.
- Children & Adults have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children and vulnerable adults.

Milton Keynes Ananda Club will:

- Promote the health and welfare of children and adults by providing opportunities for them to take part in all the events safely.

- Respect and promote the rights, wishes and feelings of children and vulnerable adults.
- Promote and implement appropriate procedures to safeguard the well-being of children vulnerable adults and protect them from abuse.
- Train, support and supervise its members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children and vulnerable adults in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children and vulnerable adults.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within **Milton Keynes Ananda Club**.
- Following any issues or concerns raised about the protection of children within **Milton Keynes Ananda Club**.

In all other circumstances, at least every three years.

Signatures



SARBENDU MANDAL

President



SHOMA GAREWAL

Trustee



BISWADIP ROY

Trustee