



# We Build The future CIO

## Annual report 2021-2022

Period start date: 14 December 2021  
Period end date: 13 December 2022  
Charity name: We Build The Future CIO  
Charity no: 1176278  
Principal Address: 83 Hartfield Road, Forest row, East Sussex, RH18 5BZ

-

# Contents

## 1.0 Objectives and Activities

- 1.1 WBTF Objectives
- 1.2 WBTF History
- 1.3 Statement of trustee regard for guidance on public benefit

## 2. 0 Summary of Activities

- 2.1 Governance and administration
- 2.2 Our core activities in this reporting period

## 3.0 Achievements and Performance

- 3.1 Achievements, beneficiaries and wider benefits to society

## 4.0 Financial review

- 4.1 Financial position at end of reporting period
- 4.2 Reserves policy
- 4.3 Sustaining WBTF
- 4.4 Payments to connected persons

## 5.0 Structure, governance and Management

- 5.1 Type of governing document
- 5.2 Charity constitution
- 5.3 Appointment of Trustees
- 5.4 Conflicts of interest
- 5.5 Payments to trustees

## 6.0 Reference and Administrative Details

- 6.1 Charity name, number and address
- 6.2 Names of charity trustees who manage the charity
- 6.3 Corporate trustees at date report approved

## 7.0 Declarations

- Annex A** WBTF Constitution
- Annex B** WBTF payment and receipts accounts  
14 December 2021 to 13 December 2022

# 1.0 Introduction

## 1.1 WBTF Objectives

We Build The Future is a charity which will mobilise the UK construction sector in raising funds to combat cancer, and to provide support to those people in the built environment sector unfortunate enough to suffer from cancer, as well as their families, carers and friends.

At the same time, We Build The Future will act as a channel for outreach and education, to promote health and wellbeing amongst construction sector workers; to increase awareness and improve early detection of cancer leading to better survival rates; and to promote lifestyle changes which will help reduce the likelihood of developing cancer.

Our charitable objectives are:

- To relieve sickness particularly, but not exclusively, by funding or supporting organisations which work to improve the detection, treatment and development of cures for cancer; by supporting organisations which offer services to relieve the impact of cancer on individuals, families, friends and carers and by making provision (directly or through other organisations) for financial aid in hardship for people in the construction and built environment sectors affected by cancer.
- To preserve and protect the health of people in the construction and built environment sectors particularly but not exclusively, through advice and support programmes which help people to deal with the impact of cancer on their lives.
- To advance the education of the public in health, particularly but not exclusively through developing or supporting programmes (including commissioning of research) for the construction and built environment sectors to promote health and wellbeing particularly but not exclusively in order to reduce the risk of cancer.

To do this, We Build The Future aims to:

- Develop strong relationships with organisations able to deliver its charitable objectives through education, support and outreach programmes, including campaigns and events.
- Provide thought leadership within the built Environment sector to challenge health inequality and improve outcomes for people dealing with cancer.
- Be a recognised national charity with a track record of delivering significant public good within 10 years of being established
- Develop strong partnerships with Industry to help grow the charity.
- Raise funding to help accelerate progress in cancer research resulting in improved cancer survival rates.

## 1.2 WBTF History

We Build The Future was founded by (then) Architect and now Chartered Building Engineer Richard Harral in memory of his father John who died from bladder cancer in 2016. The concept of the charity is simple – to mobilise the 3.5 million people in the construction and built environment sector to raise substantial sums of money which will be used to help improve cancer survival rates and to mitigate the impacts of cancer.

We Build The Future was formally registered with the Charity Commission on 14 December 2017 at which time its governing document came into effect.

## 1.3 Statement of Trustee regard for public benefit

The Trustees of We Build The Future confirm that they have complied with the duty in Section 4 of the 2006 Act to have due regard to guidance on public benefit published by the Charity commission.

## 2.0 Summary of Activities

### 2.1 Governance and administration

#### 2.1.1 Trustees

We have one resignation as a trustee during this reporting period, Paul Everall who was one of our founding trustees. Paul played an invaluable role in helping We Build The future develop over recent years and his sage advice and insight will be greatly missed. The board would like to record their thanks and best wishes to John in his new ventures.

One Board member, David Ing was re-appointed during this reporting period.

The Board continues to seek Trustees with fundraising experience to support us in raising money to sustain our charitable activities but to date we have not been successful in recruiting into this role.

#### 2.1.2 Board Meetings

The charity was entirely run and governed by the board of trustees during this period. The Board met 4 times in the reporting period in line with business as usual following the Covid-19 Pandemic. Meetings were primarily held digitally and were fully minuted.

### 2.2 Our Core activities in this period

1. The charities main focus in this period has been to continue to build on our three core areas of activity:
  - a. **Sun-safe campaign**  
We have established a new partnership with Melanoma UK to promote awareness of UV risk and aid early diagnosis of skin cancer.
  - b. **Summit Project - Construction Health and Wellbeing**  
The summit project represents our thought leadership workstream. In this reporting period we have developed proposals for a construction industry Health and Wellbeing survey to establish an evidence base to help benchmark the industry against comparative sectors, and to measure improvements over time.
  - c. **Project Open-Door**  
We continue to build further on our learning from the site surgery project to explore how we can work with primary care providers to improve access and uptake of health

services in the building industry. This involved engaging with the NHS to build a formal collaboration and development of our 'Health Positive' campaign proposals.

### 2.2.1 Fundraising

Fundraising activities were severely affected by Covid-19 and moneys received dropped for the third year running to just £1558.00. The board continues to look for new approaches to ensure financial stability in the future.

## 3.0 Achievements and Performance

### 3.1 Achievements, beneficiaries and wider benefits to society

2021-22 built on previous initiatives in line with the board strategy.

#### Sun-Safe Campaign

Our sun-safe campaign is intended to help people working in the built environment reduce the risk of skin cancer and promote awareness so that if the worst comes to the worst skin cancer is detected at an early stage.

To do this, we have developed a site board with UV risk indicator to signify when UV levels are dangerous, and simple instructions to reduce UV risk. Working with Melanoma UK have developed a media campaign to promote these boards across the building industry and build an information campaign directing people to further information. This includes tool kits to help people identify any changes in their skins requiring medical attention, and access to support services for people diagnosed with skin cancer.

We are partnering in this project with Melanoma UK. Site boards were piloted by Jenner Construction in 2022 with a national campaign launch inspiring 2023.

#### Summit Project – construction health and wellbeing

We Build The future believe that people working in construction are at a significant health disadvantage compared to workers in the UK economy on average. There are many reasons for this including a high proportion of workers being self employed, a culture which penalises openness about health issues, a predominantly male demographic where seeking medical support is the exception rather than the norm and working conditions which isolate or raise barriers to accessing primary health care.

It is clear that over recent decades the Built Environment Industries have made significant progress in reducing prosecutable risks arising from occupational health and safety issues on building sites – but that progress in addressing more holistic health issues in the workforce has been poor.

Previously we were exploring establishment of a Health and Wellbeing panel to guide development of a white paper for health and wellbeing in the built environment industries.

This has now evolved into proposals for an annual Health and Wellbeing survey to enable benchmarking of the industry against other sectors and to measure progress over time.

We will be seeking funding for this project later in 2022.

## Project Open Door – addressing Health Inequality in the Built Environment industries

Project open Door is an ongoing project to develop ways to enable better access to primary care, to improve health outcomes in general but with a particular focus on enabling earlier diagnosis of cancer.

During this period we focused activity on developing proposals to improve information flow to people working in the built environment on key health messaging. This is based in learning from previous initiatives that indicated that random, uncoordinated health messaging from multiple sources was unlikely to gain traction because people were often unsure as to whether the information was trustworthy and accessible on a non-commercial basis.

We have also concluded that in order to improve cancer outcomes (by helping promote healthier living to reduce the incidence of cancer, and by aiding earlier diagnosis by promoting awareness) we need to challenge the industries underlying culture which tends to deter engagement with health issues and medical services. This would by necessity need to address a wide range of health and wellbeing issues.

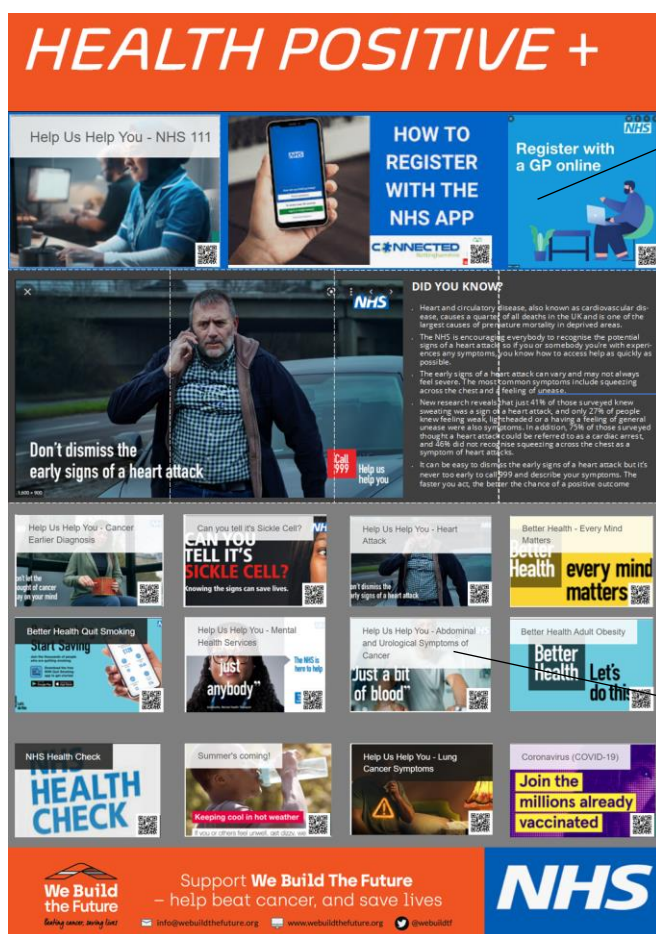
Referred to as 'Health Positive' this campaign we aims to secure agreement with the NHS to up-cycle campaign information on key health messages in support of generating a health positive culture.

We are proposing a “poster and print” approach to health positive., This would involve:

- A promotional campaign to get builders to sign up to receiving a 'base' poster and regular updates on key health campaigns
- Generating a trusted cohesive brand of reliable communication on health issues
- Tracking involvement and enabling 'deeper engagement' through QR codes.

This would be promoted through our industry connections and has the potential to transform how health messaging penetrate this hard to reach sector. An early concept design for the poster is shown below:





How to access primary health care

Rotating core campaign messaging to highlight key campaigns – sites print and pin new material every two weeks

QR code linked key resources

## Fundraising and disbursements

Fundraising was severely impacted by the Covid pandemic and the return to face to face engagement has been slow during his reporting period. This has impacted the ability of the charity to raise awareness and build new relationships. Competition with other charities to secure funding has also been intense.

As a result We Build The future raised only £1,558 during the reporting period. This was an approximately £1300 improvement on the previous years fundraising.

Whilst the Board remain committed to using surplus funding to support cancer research and the activities of partner organisations in the future, it was clear that in this reporting period the charity was not in a position to make disbursements.

## 4.0 Financial review

### 4.1 Financial position at end of reporting period

The final position of WBTF is set out in the Receipts and Payments Accounts at **Annex B**.

During the reporting period, WBTF received £1,558 in donations from members of the public.

We spent a total of £9,286.28 running the charity (though it should be note that this also included forward payment for CRM services for 12 months from October 2022 to October 2023). Most of this money is accounted for by the cost of running the charities CRM system and database which manages all of our client communications and donations. The cost of maintaining this system have increased to reflect additional legal requirements for GDPR compliance and multi factor authentication for payment services.

The charity did not make any disbursements or donations.

At the end of the reporting period WBTF was in credit of + £8,231.52. Overall this is a decline in available funds of £7,701.00 over the year (though again it is worth noting that the majority of this loss is accounted for by the forward payment of CRM fees of £4511 for the October 2022 to October 2023 period).

The trustees have recognised that steps need to be take in 2023 to increase the in flow of capital and reduce running costs. This will be through reviewing CRM provision and proactively identifying fund raising activities rather than relying on donations generated through engagement and PR alone.

### 4.2 Reserves policy

WBTF reserves policy is to hold as a minimum sufficient capital to meet financial obligations for 12 months of operating costs based on contractual or other commitments. This is an interim policy which will be reviewed on an annual basis as funds increase.

At the end of the financial reporting year, WBTF commitments were limited to:

- Payment for Digital Services to maintain, develop and service the WBTF website, invoiced in arrears. This sum will vary between £500-1000 per year.

- A contractual commitment to Blackbaud UK for the setup and provision of Customer Relationship Management software.
- WBTF has no employees, no property or asset management costs.
- WBTF has insurance costs of approximately £312 per year.

On this basis our minimum level of reserves to be held are £7000 at any given time. The Board of Trustees note that at the end of this accounting period WBTF had funds of £8,232.

### 4.3 Financial Controls

The Board has a financial control policy which is available on request. Finance is primarily controlled by the finance committee which convenes as and when deemed necessary by the board. Following the resignation of Mr John Tebbit and the recruitment of Jackie Macaulay the finance committee consists of:

Mr Richard Harral

Mr Anthony Burd

Mrs Jackie Macaulay

The Board has reviewed its financial controls and is satisfied that current controls are adequate in protecting the charities assets. Currently We Build The Future has a single bank account with access restricted to one trustee (Mr Richard Harral). Permission and controls will be modified to enable Anthony Burd and Jackie Macaulay to also access this account.

We Build The Future does not have any investments or hold any monies in cash.

### 4.4 Payments to connected persons

No payments were made to any connected persons during this period.

## 5.0 Structure, governance and Management

### 5.1 Type of governing document

We Build The Future is constituted as a Charitable Incorporated Organization (CIO) whose only voting members are its charity trustees.

### 5.2 Charity constitution

The Charity's constitution is provided at **Annex A**.

### 5.3 Appointment of Trustees

Trustees are appointed on the basis of analysis of skills, experience and outreach needed to promote and deliver against the charity's objectives. Where a person approaches WBTF offering to act as a trustee, or where a person is identified as being a potentially effective trustee, they will be interviewed by at least two trustees following which a formal recommendation is made to the board to vote upon in line with the charity's written constitution.

### 5.4 Conflicts of interest

No relevant conflicts of interest were raised by Trustees during this reporting period.

No actual or potential conflicts of interest relating to Trustees or connected persons were raised with the charity during this reporting period.

### 5.5 Payments to Trustees

During this accounting period no expenses or benefit payments were made to any of the trustees.

## 6.0 Reference and Administrative Details

### 6.1 Charity name, number and address

Charity Name: We Build The Future CIO  
 Charity number: 1176278  
 Charity address: 83 Hartfield Road  
 Forest Row  
 East Sussex  
 RH18 5BZ

### 6.2 Names of charity trustees who manage the charity

The trustees managing the charity in the 2021-2022 reporting period were:

<b>Name</b>	<b>Date Appointed / Reappointed</b>
Mr Anthony Burd	14 December 2017 reappointed December 2020
Mr Andy Von Bradsley	14 December 2017 reappointed December 2020
Mr Paul Overall	14 December 2017 reappointed December 2019 Resigned 25 October 2022
Mr Richard Harral	14 December 2017 reappointed December 2020
Dr Polly wootton	23 September 2018 re-appointed July 2021
Mr David Ing	5 June 2019 reappointed June 2022
Mrs Jackie Macaulay	Appointed 14 November 2021

### 6.3 Corporate trustees at date report approved

We Build The future does not currently have any corporate Trustees.

# Annex A WBTF Constitution

## Charitable Incorporated Organisation: Model constitution for a CIO whose only voting members are its charity trustees

(‘Foundation’ model constitution)

**Date of constitution (last amended):** 5 September 2017

### 1. Name

The name of the Charitable Incorporated Organisation (“the CIO”) is:

WE BUILD THE FUTURE

### 2. National location of principal office

The CIO must have a principal office in England or Wales. The principal office of the CIO is in England.

### 3. Objects

The objects of the CIO are:

- (1) To relieve sickness particularly, but not exclusively, by funding or supporting organisations which work to improve the detection, treatment and development of cures for cancer; by supporting organisations which offer services to relieve the impact of cancer on individuals, families, friends and carers and by making provision (directly or through other organisations) for financial aid in hardship for people in the construction and built environment sectors affected by cancer.
- (2) To preserve and protect the health of people in the construction and built environment sectors particularly but not exclusively, through advice and support programmes which help people to deal with the impact of cancer and aid in the detection or prevention of cancer.
- (3) To advance the education of the public in health, particularly but not exclusively through developing or supporting programmes (including commissioning of research) for the construction and built environment sectors to promote health and wellbeing particularly but not exclusively in order to reduce the risk of cancer.

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

### 4. Powers

The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO has power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, 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.

## **5. Application of income and property**

- 1) The income and property of the CIO must be applied solely towards the promotion of the objects.
  - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
  - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense 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 CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

## **6. Benefits and payments to charity trustees and connected persons**

### **(1) General provisions**

No charity trustee or connected person may:

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

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission (“the Commission”) has been obtained. 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 connected persons’ benefits

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee 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 CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO 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 or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee 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 or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.
- (g) An ex-trustee may become an employee of the charity providing that:
  - (i) they resign prior to any job offer being made
  - (ii) the terms and conditions offered are agreed by the board after the said trustee has resigned and are determined in strict accordance with the board policy on remuneration.
  - (iii) The employment will initially be for fixed term of at most 2 years, after which time the board can choose not to renew employment, or can offer a further contract of either fixed term or permanent nature.
  - (iii) the board are satisfied that no conflict of interest arises from the ex-trustee taking up paid employment; and
  - (iv) the board are in unanimous agreement that offering employment to the ex-trustee is in the best interest of the charity.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees 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 a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the supplier").
  - (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 are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee 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 CIO.
  - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
  - (f) The reason for their decision is recorded by the charity trustees in the minute book.
  - (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- (4) In sub-clauses (2) and (3) of this clause:
- (a) "the CIO" includes any company in which the CIO:
    - (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 set out in clause [30] (Interpretation);

## **7. Conflicts of interest and conflicts of loyalty**

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 CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any 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.

## 8. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

## 9. Charity trustees

### (1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
  - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
  - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

### (2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
  - if he or she is under the age of 16 years; or
  - if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

### (3) Number of charity trustees

- (a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (b) There is no maximum number of charity trustees that may be appointed to the CIO.

### (4) First charity trustees

The first charity trustees are as follows, and are appointed for the following terms –

Mr Anthony Burd for 4 years  
 Mr John Tebbit for 3 years  
 Mr Paul Everall for 2 years  
 Mrs Emma Clancey for 3 years  
 Mr Andy Von Bradsky for 3 years  
 Mr Richard Harral for 3 years

## **10. Appointment of charity trustees**

- (1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

## **11. Information for new charity trustees**

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

## **12. Retirement and removal of charity trustees**

- (1) A charity trustee ceases to hold office if he or she:
  - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
  - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
  - (c) dies;
  - (d) 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;
  - (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- (2) Any person retiring as a charity trustee is eligible for reappointment.
- (3) A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

## **13. Taking of decisions by charity trustees**

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing [or electronic form] agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
- the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve [within 28 days of the circulation date].

## **14. Delegation by charity trustees**

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
  - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
  - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
  - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

## **15. Meetings of charity trustees**

- (1) Calling meetings
  - (a) Any charity trustee may call a meeting of the charity trustees.
  - (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.
- (2) Chairing of meetings
 

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.
- (3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

**(4) Participation in meetings by electronic means**

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

## **16. Membership of the CIO**

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

## **17. Informal or associate (non-voting) membership**

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

## **18. Decisions which must be made by the members of the CIO**

- (1) Any decision to:
  - (a) amend the constitution of the CIO;

- (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
- (c) wind up or dissolve the CIO (including transferring its business to any other charity)

must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

(2) Decisions of the members may be made either:

- (a) by resolution at a general meeting; or
- (b) by resolution in writing, in accordance with sub-clause (4) of this clause.

- (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.
- (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:
  - (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
  - (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

## 19. General meetings of members

1) The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause [18] (Decisions which must be made by the members of the CIO).

2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is [14] days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

(4) Proxy voting

- (a) Any member of the CIO may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of the CIO. Proxies must be appointed by a notice in writing (a "proxy notice") which:
  - (i) states the name and address of the member appointing the proxy;
  - (ii) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
  - (iii) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CIO may determine; and
  - (iv) is delivered to the CIO in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.
- (b) The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (c) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (d) Unless a proxy notice indicates otherwise, it must be treated as:
  - (i) 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
  - (ii) 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.
- (e) A member 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 CIO by or on behalf of that member.
- (f) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.
- (g) 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.
- (h) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so. e) A member

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 CIO by or on behalf of that member.

- (f) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.
- (g) 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.
- (h) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

#### (5) Postal Voting

- (a) The CIO may, if the charity trustees so decide, allow the members to vote by post or electronic mail ("email") to elect charity trustees or to make a decision on any matter that is being decided at a general meeting of the members.
- (b) The charity trustees must appoint at least two persons independent of the CIO to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.
- (c) If postal and/or email voting is to be allowed on a matter, the CIO must send to members of the CIO not less than [21] days before the deadline for receipt of votes cast in this way:
  - (i) a notice by email, if the member has agreed to receive notices in this way under clause [21] (Use of electronic communication, including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CIO, containing details of the resolution being put to a vote, or of the candidates for election, as applicable;
  - (ii) a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable.
- (d) The voting procedure must require all forms returned by post to be in an envelope with the member's name and signature, and nothing else, on the outside, inside another envelope addressed to 'The Scrutineers for [name of CIO]', at the CIO's principal office or such other postal address as is specified in the voting procedure.
- (e) The voting procedure for votes cast by email must require the member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.
- (f) Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.



- (g) The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.
- (h) The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a charity trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote. A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts towards the quorum.
- (i) For postal votes, the scrutineers must retain the internal envelopes (with the member's name and signature). For email votes, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.
- (j) Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.
- (k) The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.
- (l) Following the final declaration of the result of the vote, the scrutineers must provide to a charity trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.
- (m) Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the charity trustees, to consist of two trustees and two persons independent of the CIO. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

## 20. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

who was disqualified from holding office;

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

who was not entitled to vote on the matter, whether by reason of a conflict of interest 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 7 (Conflicts of interest).

## **21. Execution of documents**

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:
  - (a) it must comply with the provisions of the General Regulations; and
  - (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

## **22. Use of electronic communications**

- (1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

- (2) To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

- (3) By the CIO

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:
  - (i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings);
  - (ii) give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); [and
  - (iii) submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 18 (Members' decisions), 18(4) (Decisions taken by resolution in writing), or the provisions for postal voting set out in clause 5.
- (c) The charity trustees must –
  - (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and
  - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

## **23. Keeping of Registers**

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

## **24. Minutes**

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
  - the names of the trustees present at the meeting;
  - the decisions made at the meetings; and
  - b where appropriate the reasons for the decisions;
- 4) decisions made by the charity trustees otherwise than in meetings.

## **25. Accounting records, accounts, annual reports and returns, register maintenance**

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

## 26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

## 27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, 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.

## 28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
  - (a) by resolution agreed in writing by all members of the CIO; or
  - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

## 29. Voluntary winding up or dissolution

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

- (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
  - (i) by a resolution passed by a 75% majority of those voting, or

- (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
  - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
  - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
  - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
  - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
  - (a) the charity trustees must send with their application to the Commission:
    - (i) a copy of the resolution passed by the members of the CIO;
    - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
    - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
  - (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

### 30. Interpretation

In this constitution:

“connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
  - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
  - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –

- (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
- (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The “Communications Provisions” means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

“charity trustee” means a charity trustee of the CIO.

A “poll” means a counted vote or ballot, usually (but not necessarily) in writing.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
We Build The Future CIO

No (if any)  
1176278

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
14-Dec-21

To

Period end date  
13-Dec-22

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations received	1,585	-	-	1,585	228
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	1,585	-	-	1,585	228
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	1,585	-	-	1,585	228
<b>A3 Payments</b>					
Website and graphic design	-	-	-	-	-
CRM software development and lease	8,974	-	-	8,974	5,706
Charity insurance	312	-	-	312	307
Paypal / go cardless	-	-	-	-	147
Donation to CR UK	-	-	-	-	-
<b>Sub total</b>	9,286	-	-	9,286	6,160
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	9,286	-	-	1,585	6,160
<b>Net of receipts/(payments)</b>	- 7,702	-	-	- 7,702	- 5,932
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	15,933	-	-	15,933	21,865
<b>Cash funds this year end</b>	8,232	-	-	8,232	15,933

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		45,840	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	8,232	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	n/a	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	n/a		-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	n/a		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		Unrestricted funds		
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Richard Harral	tbc
			Jackie Macaulay	tbc