



**FILE COPY**

**CERTIFICATE OF INCORPORATION  
OF A  
PRIVATE LIMITED COMPANY**

Company Number **9271770**

The Registrar of Companies for England and Wales, hereby certifies that

**RADLETT REFORM SYNAGOGUE**

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales

Given at Companies House on **20th October 2014**



**\*N09271770K\***



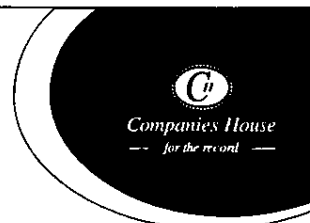
**Companies House**



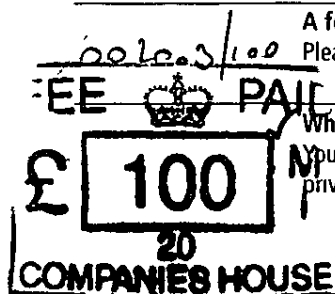
**THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES**

# IN01

## Application to register a company



A fee is payable with this form  
Please see 'How to pay' on the last page



What this form is for  
You may use this form to register a  
private or public company

**X** What this form is NOT for  
You cannot use this form to register  
a limited liability partnership. If  
this, please use form LL IN01

MONDAY



LD1 20/10/2014 #50  
COMPANIES HOUSE

### Part 1 Company details

→ **Filling in this form**  
Please complete in typescript or in  
bold black capitals  
  
All fields are mandatory unless  
specified or indicated by \*

#### A1 Company details

Please show the proposed company name below

Proposed company  
name in full ①

RADLETT REFORM SYNAGOGUE

For official use

9 2 7 1 7 7 0

① **Duplicate names**  
Duplicate names are not permitted. A  
list of registered names can be found  
on our website. There are various rules  
that may affect your choice of name.  
More information is available at  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

#### A2 Company name restrictions ②

Please tick the box only if the proposed company name contains sensitive  
or restricted words or expressions that require you to seek comments of a  
government department or other specified body

☐ I confirm that the proposed company name contains sensitive or restricted  
words or expressions and that approval, where appropriate, has been  
sought of a government department or other specified body and I attach a  
copy of their response

② **Company name restrictions**  
A list of sensitive or restricted words  
or expressions that require consent  
can be found in guidance available  
on our website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

#### A3 Exemption from name ending with 'Limited' or 'Cyfyngedig' ③

Please tick the box if you wish to apply for exemption from the requirement to  
have the name ending with 'Limited', 'Cyfyngedig' or permitted alternative

☒ I confirm that the above proposed company meets the conditions for  
exemption from the requirement to have a name ending with 'Limited',  
'Cyfyngedig' or permitted alternative

③ **Name ending exemption**  
Only private companies that are  
limited by guarantee and meet other  
specific requirements are eligible to  
apply for this.  
For more details, please go to our  
website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

#### A4 Company type ④

Please tick the box that describes the proposed company type and members'  
liability (only one box must be ticked)

- ☐ Public limited by shares  
☐ Private limited by shares  
☒ Private limited by guarantee  
☐ Private unlimited with share capital  
☐ Private unlimited without share capital

④ **Company type**  
If you are unsure of your company's  
type, please go to our website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

IN01

Application to register a company

A5

Situation of registered office ①

Please tick the appropriate box below that describes the situation of the proposed registered office (only one box must be ticked)

- ☒ England and Wales  
☐ Wales  
☐ Scotland  
☐ Northern Ireland

① Registered office

Every company must have a registered office and this is the address to which the Registrar will send correspondence

For England and Wales companies, the address must be in England or Wales

For Welsh, Scottish or Northern Ireland companies, the address must be in Wales, Scotland or Northern Ireland respectively

A6

Registered office address ①

Please give the registered office address of your company

Building name/number 118  
 Street WATLING STREET  
 Post town RADLETT  
 County/Region HERTFORDSHIRE  
 Postcode W D 7 7 A A

① Registered office address

You must ensure that the address shown in this section is consistent with the situation indicated in section A5

You must provide an address in England or Wales for companies to be registered in England and Wales

You must provide an address in Wales, Scotland or Northern Ireland for companies to be registered in Wales, Scotland or Northern Ireland respectively

A7

Articles of association ①

Please choose one option only and tick one box only

- Option 1 I wish to adopt one of the following model articles in its entirety Please tick only one box  
☐ Private limited by shares  
☐ Private limited by guarantee  
☐ Public company
- Option 2 I wish to adopt the following model articles with additional and/or amended provisions I attach a copy of the additional and/or amended provision(s) Please tick only one box  
☐ Private limited by shares  
☐ Private limited by guarantee  
☐ Public company
- Option 3 ☒ I wish to adopt entirely bespoke articles I attach a copy of the bespoke articles to this application

① For details of which company type can adopt which model articles, please go to our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

A8

Restricted company articles ①

Please tick the box below if the company's articles are restricted

☒

① Restricted company articles

Restricted company articles are those containing provision for entrenchment For more details, please go to our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

IN01

Application to register a company

**Part 2****Proposed officers**

For private companies the appointment of a secretary is optional, however, if you do decide to appoint a company secretary you must provide the relevant details. Public companies are required to appoint at least one secretary.

Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

For a secretary who is an individual, go to Section B1. For a corporate secretary, go to Section C1. For a director who is an individual, go to Section D1. For a corporate director, go to Section E1.

**Secretary****B1****Secretary appointments ①**

Please use this section to list all the secretary appointments taken on formation.  
For a corporate secretary, complete Sections C1-C5.

Title*	
Full forename(s)	
Surname	
Former name(s) ②	

**① Corporate appointments**

For corporate secretary appointments, please complete section C1-C5 instead of section 8.

**Additional appointments**

If you wish to appoint more than one secretary, please use the 'Secretary appointments' continuation page.

**② Former name(s)**

Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

**B2****Secretary's service address ①**

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

**① Service address**

This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of secretaries as the company's registered office.

If you provide your residential address here it will appear on the public record.

**B3****Signature ①**

I consent to act as secretary of the proposed company named in Section A1.

Signature	<div style="text-align: center;">Signature</div> <div style="text-align: center;">X</div>
-----------	---

**① Signature**

The person named above consents to act as secretary of the proposed company.

# IN01

## Application to register a company

### Corporate secretary

<b>C1</b>	<b>Corporate secretary appointments ①</b>		<b>① Additional appointments</b> If you wish to appoint more than one corporate secretary, please use the 'Corporate secretary appointments' continuation page  <b>Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number
	Please use this section to list all the corporate secretary appointments taken on formation		
Name of corporate body/firm			
Building name/number			
Street			
Post town			
County/Region			
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Country			
<b>C2</b>	<b>Location of the registry of the corporate body or firm</b>		
	Is the corporate secretary registered within the European Economic Area (EEA)? → Yes Complete <b>Section C3 only</b> → No Complete <b>Section C4 only</b>		
<b>C3</b>	<b>EEA companies ②</b>		<b>② EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register		
Where the company/firm is registered ③			
Registration number			
<b>C4</b>	<b>Non-EEA companies</b>		<b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register		
Legal form of the corporate body or firm			
Governing law			
If applicable, where the company/firm is registered ④			
Registration number			
<b>C5</b>	<b>Signature ⑤</b>		<b>⑤ Signature</b> The person named above consents to act as corporate secretary of the proposed company
Signature	I consent to act as secretary of the proposed company named in <b>Section A1</b> Signature <div style="display: flex; justify-content: space-between; align-items: center;"> <span><b>X</b></span> <span><b>X</b></span> </div>		


IN01

Application to register a company

**Director**

<b>D1</b>	<b>Director appointments <sup>1</sup></b>	<p>Please use this section to list all the director appointments taken on formation For a corporate director, complete Sections E1-E5</p>	<p><b>1 Appointments</b> Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.</p> <p><b>2 Former name(s)</b> Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.</p> <p><b>3 Country/State of residence</b> This is in respect of your usual residential address as stated in section D4.</p> <p><b>4 Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank.</p> <p><b>Additional appointments</b> If you wish to appoint more than one director, please use the 'Director appointments' continuation page.</p>
Title*	ms		
Full forename(s)	ELIZABETH JANE		
Surname	CROSSICK		
Former name(s) <sup>2</sup>			
Country/State of residence <sup>3</sup>	UK		
Nationality	BRITISH		
Date of birth	28 08 1980		
Business occupation (if any) <sup>4</sup>	HEAD OF GEN. AFFAIRS		

<b>D2</b>	<b>Director's service address <sup>5</sup></b>	<p>Please complete the service address below. You must also fill in the director's usual residential address in Section D4.</p>	<p><b>5 Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.</p> <p>Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.</p> <p>If you provide your residential address here it will appear on the public record.</p>
Building name/number	THE COMPANY'S REGISTERED OFFICE		
Street			
Post town			
County/Region			
Postcode			
Country			

<b>D3</b>	<b>Signature <sup>6</sup></b>	<p>I consent to act as director of the proposed company named in Section A1</p>	<p><b>6 Signature</b> The person named above consents to act as director of the proposed company.</p>
Signature	<p>Signature</p> <p>X  X</p>		

# IN01 – continuation page

## Application to register a company

### Director

<b>D1</b>	<b>Director appointments ①</b>		<p><b>① Appointments</b> Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.</p> <p><b>② Former name(s)</b> Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.</p> <p><b>③ Country/State of residence</b> This is in respect of your usual residential address as stated in Section D4.</p> <p><b>④ Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank.</p>
	Please use this section to list all the directors of the company <b>For a corporate director, complete Sections E1-E5</b>		
Title*	MRS		
Full forename(s)	IRENE CAROLINE		
Surname	BLASTON		
Former name(s) ②	KRAMRISCH		
Country/State of residence ③	ENGLAND		
Nationality	BRITISH		
Date of birth	<div> <div>d</div> <div>2</div> <div>7</div> </div> <div> <div>m</div> <div>0</div> <div>8</div> </div> <div> <div>y</div> <div>1</div> <div>9</div> <div>6</div> <div>4</div> </div>		
Business occupation (if any) ④	IT CONSULTANT		

<b>D2</b>	<b>Director's service address ⑤</b>		<p><b>⑤ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.</p> <p>Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.</p> <p>If you provide your residential address here it will appear on the public record.</p>
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4.		
Building name/number	THE COMPANY'S REGISTERED OFFICE		
Street			
Post town			
County/Region			
Postcode	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>		
Country			

<b>D3</b>	<b>Signature ⑥</b>		<p><b>⑥ Signature</b> The person named above consents to act as director of the proposed company.</p>
	I consent to act as director of the proposed company named in Section A1.		
Signature	<div> <div>Signature</div> <div>X</div> <div>Irene Blaston</div> <div>X</div> </div>		

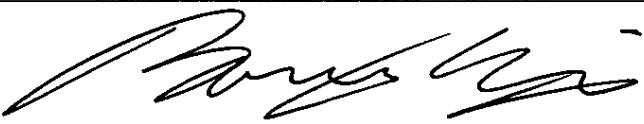
# IN01 – continuation page

## Application to register a company

### Director

<b>D1</b>	<b>Director appointments <sup>①</sup></b>		<p><b>① Appointments</b> Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.</p> <p><b>② Former name(s)</b> Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.</p> <p><b>③ Country/State of residence</b> This is in respect of your usual residential address as stated in Section D4.</p> <p><b>④ Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank.</p>
	Please use this section to list all the directors of the company For a corporate director, complete Sections E1-E5		
Title*	MR		
Full forename(s)	BARRY DAVID		
Surname	WISE		
Former name(s) <sup>②</sup>			
Country/State of residence <sup>③</sup>	UNITED KINGDOM		
Nationality	BRITISH		
Date of birth	<div> <div>d</div> <div>2</div> <div>7</div> </div> <div> <div>m</div> <div>0</div> <div>9</div> </div> <div> <div>y</div> <div>1</div> <div>9</div> <div>6</div> <div>4</div> </div>		
Business occupation (if any) <sup>④</sup>	NETWORK MANAGER		

<b>D2</b>	<b>Director's service address <sup>⑤</sup></b>		<p><b>⑤ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.</p> <p>Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.</p> <p>If you provide your residential address here it will appear on the public record.</p>
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4.		
Building name/number	THE COMPANY'S REGISTERED OFFICE		
Street			
Post town			
County/Region			
Postcode	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>		
Country			

<b>D3</b>	<b>Signature <sup>⑥</sup></b>		<p><b>⑥ Signature</b> The person named above consents to act as director of the proposed company.</p>
	I consent to act as director of the proposed company named in Section A1		
Signature	<div> <div>Signature</div> <div>X</div> <div>  </div> <div>X</div> </div>		



IN01

## Application to register a company

## Director

<b>D1</b>	<b>Director appointments ①</b>	
	Please use this section to list all the director appointments taken on formation For a corporate director, complete Sections E1-E5	
Title*	MRS	
Full forename(s)	LOUISE	
Surname	SKILLMAN	
Former name(s) ②	PAYNE	
Country/State of residence ③	ENGLAND	
Nationality	BRITISH	
Date of birth	<div> <div>d</div> <div>0</div> <div>9</div> <div>m</div> <div>0</div> <div>1</div> <div>y</div> <div>9</div> <div>y</div> <div>6</div> <div>y</div> <div>4</div> </div>	
Business occupation (if any) ④	EDUCATOR	

**① Appointments**  
Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

**② Former name(s)**  
Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

**③ Country/State of residence**  
This is in respect of your usual residential address as stated in Section D4.

**④ Business occupation**  
If you have a business occupation, please enter here. If you do not, please leave blank.

**Additional appointments**  
If you wish to appoint more than one director, please use the 'Director appointments' continuation page.

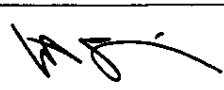
<b>D2</b>	<b>Director's service address ⑤</b>	
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4.	
Building name/number	13 THE COMPANY'S REGISTERED	
Street	OFFICE	
Post town		
County/Region		
Postcode	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
Country		

**⑤ Service address**  
This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.

<b>D3</b>	<b>Signature ⑥</b>	
	I consent to act as director of the proposed company named in Section A1	
Signature	<div> <div>Signature</div> <div>X</div> <div></div> <div>X</div> </div>	

**⑥ Signature**  
The person named above consents to act as director of the proposed company.

# IN01 – continuation page

## Application to register a company

### Director

<b>D1</b>	<b>Director appointments ①</b>	
	Please use this section to list all the directors of the company For a corporate director, complete Sections E1-E5	
Title*	MRS	
Full forename(s)	SUSAN FAY	
Surname	ZONNEVELD	
Former name(s) ②		
Country/State of residence ③	ENGLAND	
Nationality	BRITISH	
Date of birth	<div> <div>d</div> <div>1</div> <div>d</div> <div>5</div> <div>m</div> <div>0</div> <div>m</div> <div>5</div> <div>y</div> <div>1</div> <div>y</div> <div>9</div> <div>y</div> <div>6</div> <div>y</div> <div>0</div> </div>	
Business occupation (if any) ④		

**① Appointments**  
Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

**② Former name(s)**  
Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

**③ Country/State of residence**  
This is in respect of your usual residential address as stated in Section D4.

**④ Business occupation**  
If you have a business occupation, please enter here. If you do not, please leave blank.

<b>D2</b>	<b>Director's service address ⑤</b>	
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4.	
Building name/number	THE COMPANY'S REGISTERED OFFICE	
Street		
Post town		
County/Region		
Postcode	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
Country		

**⑤ Service address**  
This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.

<b>D3</b>	<b>Signature ⑥</b>	
	I consent to act as director of the proposed company named in Section A1	
Signature	<div> <div>Signature</div> <div>X</div> <div>S. Zonneveld</div> <div>X</div> </div>	

**⑥ Signature**  
The person named above consents to act as director of the proposed company.

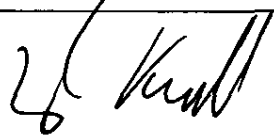
# IN01 – continuation page

## Application to register a company

### Director

<b>D1</b>	<b>Director appointments <sup>①</sup></b>		<p><b>① Appointments</b> Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.</p> <p><b>② Former name(s)</b> Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.</p> <p><b>③ Country/State of residence</b> This is in respect of your usual residential address as stated in Section D4.</p> <p><b>④ Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank.</p>
	Please use this section to list all the directors of the company For a corporate director, complete Sections E1-E5		
Title*	MR		
Full forename(s)	NIGEL RICHARD		
Surname	KIDU		
Former name(s) <sup>②</sup>			
Country/State of residence <sup>③</sup>	UK		
Nationality	ENGLISH		
Date of birth	<div> <div>d</div> <div>0</div> <div>d</div> <div>9</div> <div>m</div> <div>0</div> <div>m</div> <div>9</div> <div>y</div> <div>1</div> <div>y</div> <div>9</div> <div>y</div> <div>5</div> <div>y</div> <div>1</div> </div>		
Business occupation (if any) <sup>④</sup>	PROJECT MANAGER		

<b>D2</b>	<b>Director's service address <sup>⑤</sup></b>		<p><b>⑤ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.</p> <p>Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.</p> <p>If you provide your residential address here it will appear on the public record.</p>
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4.		
Building name/number	THE COMPANY'S REGISTERED OFFICE		
Street			
Post town			
County/Region			
Postcode	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>		
Country			

<b>D3</b>	<b>Signature <sup>⑥</sup></b>		<p><b>⑥ Signature</b> The person named above consents to act as director of the proposed company.</p>
	I consent to act as director of the proposed company named in Section A1		
Signature	<div> <div>Signature</div> <div>X</div> <div>  </div> <div>X</div> </div>		

# IN01 – continuation page

## Application to register a company

### Director

<b>D1</b>	<b>Director appointments ①</b>	
	Please use this section to list all the directors of the company For a corporate director, complete Sections E1-E5	
Title*	MR	
Full forename(s)	DAVID ALAN	
Surname	GROSSMAN	
Former name(s) ②		
Country/State of residence ③	UNITED KINGDOM	
Nationality	BRITISH	
Date of birth	<div> <div>d</div> <div>2</div> <div>d</div> <div>1</div> <div>m</div> <div>1</div> <div>m</div> <div>1</div> <div>y</div> <div>1</div> <div>y</div> <div>9</div> <div>y</div> <div>4</div> <div>y</div> <div>5</div> </div>	
Business occupation (if any) ④		

**① Appointments**  
Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

**② Former name(s)**  
Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

**③ Country/State of residence**  
This is in respect of your usual residential address as stated in Section D4.


**④ Business occupation**  
If you have a business occupation, please enter here. If you do not, please leave blank.

<b>D2</b>	<b>Director's service address ⑤</b>	
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4.	
Building name/number	The Company's Registered Office	
Street		
Post town		
County/Region		
Postcode	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
Country		

**⑤ Service address**  
This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.

<b>D3</b>	<b>Signature ⑥</b>	
	I consent to act as director of the proposed company named in Section A1	
Signature	<div> <div>Signature</div> <div>X</div> <div></div> <div>X</div> </div>	

**⑥ Signature**  
The person named above consents to act as director of the proposed company.

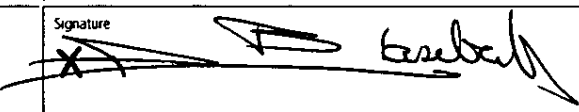
# IN01 – continuation page

## Application to register a company

### Director

<b>D1</b>	<b>Director appointments ①</b>		<p><b>① Appointments</b> Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.</p> <p><b>② Former name(s)</b> Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.</p> <p><b>③ Country/State of residence</b> This is in respect of your usual residential address as stated in Section D4.</p> <p><b>④ Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank.</p>
	Please use this section to list all the directors of the company For a corporate director, complete Sections E1-E5		
Title*	MR.		
Full forename(s)	DAVID BLASERALK		
Surname	BLASERALK		
Former name(s) ②			
Country/State of residence ③	ENGLAND		
Nationality	BRITISH		
Date of birth	<div> <div>d</div> <div>2</div> <div>0</div> <div>m</div> <div>1</div> <div>1</div> <div>y</div> <div>1</div> <div>4</div> <div>y</div> <div>4</div> <div>2</div> </div>		
Business occupation (if any) ④	CO-DIRECTOR		

<b>D2</b>	<b>Director's service address ⑤</b>		<p><b>⑤ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.</p> <p>Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.</p> <p>If you provide your residential address here it will appear on the public record.</p>
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4.		
Building name/number	The Company's Registered Office		
Street			
Post town			
County/Region			
Postcode	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>		
Country			

<b>D3</b>	<b>Signature ⑥</b>		<p><b>⑥ Signature</b> The person named above consents to act as director of the proposed company.</p>
	I consent to act as director of the proposed company named in Section A1		
Signature	<div> <div>Signature</div> <div>  </div> </div>		

# IN01 – continuation page

## Application to register a company

### Director

<b>D1</b>	<b>Director appointments ①</b>		<p><b>① Appointments</b> Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.</p> <p><b>② Former name(s)</b> Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.</p> <p><b>③ Country/State of residence</b> This is in respect of your usual residential address as stated in Section D4.</p> <p><b>④ Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank.</p>
	Please use this section to list all the directors of the company For a corporate director, complete Sections E1-E5		
Title*	MR		
Full forename(s)	GAVIN WARREN		
Surname	ZEIDERMAN		
Former name(s) ②			
Country/State of residence ③	UK		
Nationality	BRITISH		
Date of birth	<div>d</div> 1 <div>d</div> 6 <div>m</div> 0 <div>m</div> 6 <div>y</div> 1 <div>y</div> 9 <div>y</div> 7 <div>y</div> 6		
Business occupation (if any) ④	CHARTERED ACCOUNTANT		

<b>D2</b>	<b>Director's service address ⑤</b>		<p><b>⑤ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.</p> <p>Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.</p> <p>If you provide your residential address here it will appear on the public record.</p>
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4.		
Building name/number	THE COMPANY'S REGISTERED OFFICE		
Street			
Post town			
County/Region			
Postcode	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		
Country			

<b>D3</b>	<b>Signature ⑥</b>		<p><b>⑥ Signature</b> The person named above consents to act as director of the proposed company.</p>
	I consent to act as director of the proposed company named in Section A1		
Signature	<div>Signature</div> <div>X</div> <div>C.W. Zeiderman</div> <div>X</div>		

# IN01 – continuation page

## Application to register a company

### Director

D1 Director appointments ①	
Please use this section to list all the directors of the company For a corporate director, complete Sections E1-E5	
Title*	MRS
Full forename(s)	LISA RUTH
Surname	LEIGHTON
Former name(s) ②	WEENER
Country/State of residence ③	UK
Nationality	BRITISH
Date of birth	10 04 1965
Business occupation (if any) ④	DIVISIONAL MANAGER

**① Appointments**  
Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

**② Former name(s)**  
Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

**③ Country/State of residence**  
This is in respect of your usual residential address as stated in Section D4.


**④ Business occupation**  
If you have a business occupation, please enter here. If you do not, please leave blank.

D2 Director's service address ⑤	
Please complete the service address below. You must also fill in the director's usual residential address in Section D4.	
Building name/number	THE COMPANY'S REGISTERED
Street	OFFICE
Post town	
County/Region	
Postcode	
Country	

**⑤ Service address**  
This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.

D3 Signature ⑥	
I consent to act as director of the proposed company named in Section A1	
Signature	<div>Signature X  X</div>

**⑥ Signature**  
The person named above consents to act as director of the proposed company.

# IN01 – continuation page

Application to register a company

## Director

<b>D1</b>	<b>Director appointments ①</b>	
	Please use this section to list all the directors of the company For a corporate director, complete Sections E1-E5	
Title*	MRS	
Full forename(s)	HELEN	
Surname	SHABETAL	
Former name(s) ②	<del>SHABETAL</del>	
Country/State of residence ③	GREAT BRITAIN	
Nationality	BRITISH	
Date of birth	<div>d</div> <div>1</div> <div>1</div> <div>m</div> <div>1</div> <div>m</div> <div>5</div> <div>y</div> <div>1</div> <div>y</div> <div>9</div> <div>y</div> <div>6</div> <div>y</div> <div>1</div>	
Business occupation (if any) ④	Music teacher	

**① Appointments**  
Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

**② Former name(s)**  
Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

**③ Country/State of residence**  
This is in respect of your usual residential address as stated in Section D4.

**④ Business occupation**  
If you have a business occupation, please enter here. If you do not, please leave blank.

<b>D2</b>	<b>Director's service address ⑤</b>	
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4.	
Building name/number	The company's Registered Office	
Street		
Post town		
County/Region		
Postcode	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
Country		

**⑤ Service address**  
This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.

<b>D3</b>	<b>Signature ⑥</b>	
	I consent to act as director of the proposed company named in Section A1	
Signature	<div>Signature</div> <div>X Helen Shabetal X</div>	

**⑥ Signature**  
The person named above consents to act as director of the proposed company.



# IN01 – continuation page

## Application to register a company

### Director

**D1**

#### Director appointments ①

Please use this section to list all the directors of the company  
For a corporate director, complete Sections E1-E5.

Title*	MR
Full forename(s)	IAN
Surname	ELLIS
Former name(s) ②	
Country/State of residence ③	UK
Nationality	BRITISH
Date of birth	<sup>d</sup> 2 <sup>d</sup> 4 <sup>m</sup> 0 <sup>m</sup> 4 <sup>y</sup> 19 <sup>y</sup> 59
Business occupation (if any) ④	MARKETING DIRECTOR

#### ① Appointments

Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

#### ② Former name(s)

Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

#### ③ Country/State of residence

This is in respect of your usual residential address as stated in Section D4.

#### ④ Business occupation

If you have a business occupation, please enter here. If you do not, please leave blank.

**D2**

#### Director's service address ⑤

Please complete the service address below. You must also fill in the director's usual residential address in Section D4.

Building name/number	THE COMPANY'S REGISTERED OFFICE
Street	
Post town	
County/Region	
Postcode	
Country	

#### ⑤ Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.


Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.

**D3**

#### Signature ⑥

I consent to act as director of the proposed company named in Section A1.

Signature	Signature X  X
-----------	--

#### ⑥ Signature

The person named above consents to act as director of the proposed company.

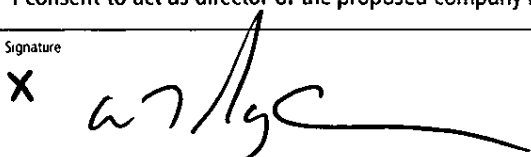
# IN01 – continuation page

## Application to register a company

### Director

<b>D1</b>	<b>Director appointments ①</b>	<p>Please use this section to list all the directors of the company For a corporate director, complete Sections E1-E5</p>	<p><b>① Appointments</b> Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.</p> <p><b>② Former name(s)</b> Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.</p> <p><b>③ Country/State of residence</b> This is in respect of your usual residential address as stated in Section D4.</p> <p><b>④ Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank.</p>
Title*	MR		
Full forename(s)	ALFRED JOHN		
Surname	BOYDEN		
Former name(s) ②			
Country/State of residence ③	UNITED KINGDOM		
Nationality	BRITISH		
Date of birth	d 1 8 m 0 4 y 1 9 4 4		
Business occupation (if any) ④	RETIRED		

<b>D2</b>	<b>Director's service address ⑤</b>	<p>Please complete the service address below. You must also fill in the director's usual residential address in Section D4.</p>	<p><b>⑤ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.</p> <p>Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.</p> <p>If you provide your residential address here it will appear on the public record.</p>
Building name/number	THE COMPANY'S OFFICES		
Street			
Post town			
County/Region			
Postcode			
Country			

<b>D3</b>	<b>Signature ⑥</b>	<p>I consent to act as director of the proposed company named in Section A1</p>	<p><b>⑥ Signature</b> The person named above consents to act as director of the proposed company.</p>
Signature	<p>Signature</p> <p>X  X</p>		

# IN01 – continuation page

## Application to register a company

### Director

<b>D1</b>	<b>Director appointments ①</b>	
	Please use this section to list all the directors of the company For a corporate director, complete Sections E1-E5	
Title*	MR	
Full forename(s)	ROBERT JOHN	
Surname	WILTSHIRE	
Former name(s) ②		
Country/State of residence ③	UNITED KINGDOM	
Nationality	BRITISH	
Date of birth	26 MAY 1960	
Business occupation (if any) ④	BUYING DIRECTOR.	

**① Appointments**  
Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

**② Former name(s)**  
Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

**③ Country/State of residence**  
This is in respect of your usual residential address as stated in Section D4.

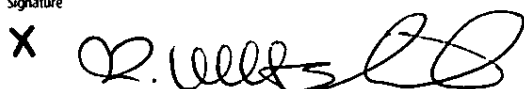
**④ Business occupation**  
If you have a business occupation, please enter here. If you do not, please leave blank.

<b>D2</b>	<b>Director's service address ①</b>	
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4.	
Building name/number	THE COMPANY'S REGISTERED OFFICE	
Street		
Post town		
County/Region		
Postcode		
Country		

**① Service address**  
This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.

If you provide your residential address here it will appear on the public record.

<b>D3</b>	<b>Signature ①</b>	
	I consent to act as director of the proposed company named in Section A1.	
Signature	<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="text-align: center;"> X    X </div> </div>	

**① Signature**  
The person named above consents to act as director of the proposed company.

# IN01

## Application to register a company

### Corporate director

<b>E1</b>	<b>Corporate director appointments ①</b>	
	Please use this section to list all the corporate directors taken on formation	
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		
	<b>① Additional appointments</b> If you wish to appoint more than one corporate director, please use the 'Corporate director appointments' continuation page  <b>Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.	
<b>E2</b>	<b>Location of the registry of the corporate body or firm</b>	
	Is the corporate director registered within the European Economic Area (EEA)? → Yes Complete <b>Section E3 only</b> → No Complete <b>Section E4 only</b>	
<b>E3</b>	<b>EEA companies ②</b>	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register	
Where the company/firm is registered ③		
Registration number		
	<b>② EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)	
<b>E4</b>	<b>Non-EEA companies</b>	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register	
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered ④		
If applicable, the registration number		
	<b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.	
<b>E5</b>	<b>Signature ⑤</b>	
	I consent to act as director of the proposed company named in Section A1	
Signature	Signature <div style="display: flex; justify-content: space-between; align-items: center;"> <span><b>X</b></span> <span><b>X</b></span> </div>	
	<b>⑤ Signature</b> The person named above consents to act as corporate director of the proposed company.	

IN01

Application to register a company

**Part 3 Statement of capital**

Does your company have share capital?

→ Yes Complete the sections below

→ No Go to Part 4 (Statement of guarantee)

**F1 Share capital in pound sterling (£)**

Please complete the table below to show each class of shares held in pound sterling

If all your issued capital is in sterling, only complete Section F1 and then go to Section F4

Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
				£
				£
				£
				£
<b>Totals</b>				£

**F2 Share capital in other currencies**

Please complete the table below to show any class of shares held in other currencies

Please complete a separate table for each currency

Currency				
Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
<b>Totals</b>				

Currency				
Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
<b>Totals</b>				

**F3 Totals**

Please give the total number of shares and total aggregate nominal value of issued share capital

Total number of shares

Total aggregate  
nominal value ❹

❹ Total aggregate nominal value  
Please list total aggregate values in  
different currencies separately For  
example £100 + €100 + \$10 etc

❶ Including both the nominal value and any  
share premium❷ Number of shares issued multiplied by  
nominal value of each share

❸ Total number of issued shares in this class

Continuation Pages

Please use a Statement of Capital continuation  
page if necessary

IN01

Application to register a company

F4

**Statement of capital** (Prescribed particulars of rights attached to shares)

Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in **Sections F1 and F2**

Class of share

Prescribed particulars

1

**1 Prescribed particulars of rights attached to shares**

The particulars are

- a particulars of any voting rights, including rights that arise only in certain circumstances,
- b particulars of any rights, as respects dividends, to participate in a distribution,
- c particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and
- d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares

A separate table must be used for each class of share

**Continuation pages**

Please use the next page or a 'Statement of Capital (Prescribed particulars of rights attached to shares)' continuation page if necessary

# IN01

## Application to register a company

Class of share		
Prescribed particulars ①		<p>● <b>Prescribed particulars of rights attached to shares</b></p> <p>The particulars are</p> <ul style="list-style-type: none"> <li>a particulars of any voting rights, including rights that arise only in certain circumstances,</li> <li>b particulars of any rights, as respects dividends, to participate in a distribution,</li> <li>c particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and</li> <li>d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares</li> </ul> <p>A separate table must be used for each class of share</p> <p><b>Continuation pages</b></p> <p>Please use a 'Statement of capital (Prescribed particulars of rights attached to shares)' continuation page if necessary</p>

# IN01

## Application to register a company

**F5**

### Initial shareholdings

This section should only be completed by companies incorporating with share capital

Please complete the details below for each subscriber

The addresses will appear on the public record. These do not need to be the subscribers' usual residential address

#### Initial shareholdings

Please list the company's subscribers in alphabetical order

Please use an 'Initial shareholdings' continuation page if necessary

Subscriber's details	Class of share	Number of shares	Currency	Nominal value of each share	Amount (if any) unpaid	Amount paid
Name						
Address						
Name						
Address						
Name						
Address						
Name						
Address						
Name						
Address						



IN01

Application to register a company

**Part 4****Statement of guarantee**

Is your company limited by guarantee?

→ Yes Complete the sections below

→ No Go to Part 5 (Statement of compliance)

**G1****Subscribers**

Please complete this section if you are a subscriber of a company limited by guarantee. The following statement is being made by each and every person named below

I confirm that if the company is wound up while I am a member, or within one year after I cease to be a member, I will contribute to the assets of the company by such amount as may be required for

- payment of debts and liabilities of the company contracted before I cease to be a member,
- payment of costs, charges and expenses of winding up, and,
- adjustment of the rights of the contributors among ourselves, not exceeding the specified amount below

**1 Name**

Please use capital letters

**2 Address**

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address

**3 Amount guaranteed**

Any valid currency is permitted

**Continuation pages**

Please use a 'Subscribers' continuation page if necessary

**Subscriber's details**

Forename(s) ① ELIZABETH JANE  
 Surname ① CRENNICK  
 Address ② 44 ATHLETICUM RD  
 Postcode M20 9AH  
 Amount guaranteed ③ £1 (one pound sterling)

**Subscriber's details**

Forename(s) ① BARRY DAVID  
 Surname ① WISE  
 Address ② 3 FIELDSIDE, ST ANNES RD  
 Postcode AL2 1NW  
 Amount guaranteed ③ ONE POUND

**Subscriber's details**

Forename(s) ① IRENE CAROLINE  
 Surname ① BLASTON.  
 Address ② 17 ROBESON WAY, BOREHAMWOOD  
 Postcode WD6 5RY  
 Amount guaranteed ③ ONE POUND

# IN01 - continuation page

Application to register a company

G1

## Subscribers

Subscriber's details	
Forename(s) ①	GAVIN WARREN
Surname ①	ZEIDERMAN
Address ②	10 MELROSE AVENUE, BOREHAMWOOD HERTS
Postcode	WD6 2BJ
Amount guaranteed ③	ONE POUND
Subscriber's details	
Forename(s) ①	LISA RUTH
Surname ①	LEIGHTON
Address ②	125 MOFFATS LANE, BROOKMANS PARK HERTS
Postcode	AL9 7RP
Amount guaranteed ③	ONE POUND
Subscriber's details	
Forename(s) ①	HELEN
Surname ①	SHABETAI
Address ②	118 HANDSIDE LANE, WELWYN GARDEN CITY HERTS
Postcode	AL8 6SE
Amount guaranteed ③	ONE POUND
Subscriber's details	
Forename(s) ①	IAN
Surname ①	ELLIS
Address ②	38 CRAIGWEIL AVENUE, RADLETT HERTS
Postcode	WD7 7EY
Amount guaranteed ③	ONE POUND
Subscriber's details	
Forename(s) ①	ALFRED JOHN
Surname ①	BOYDEN
Address ②	31 LINKS DRIVE, RADLETT HERTS
Postcode	WD7 8BD
Amount guaranteed ③	ONE POUND

① Name

Please use capital letters.

② Address

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address.

③ Amount guaranteed

Any valid currency is permitted

# IN01 - continuation page

Application to register a company

**G1**

## Subscribers

### Subscriber's details

Forename(s) ①	ROBERT
Surname ①	WILTSHIRE
Address ②	12 NEWMARKET COURT, GOLDSMITH WAY ST ALBANS, HERTS
Postcode	AL3 5LN
Amount guaranteed ③	ONE POUND

### Subscriber's details

Forename(s) ①	
Surname ①	
Address ②	
Postcode	
Amount guaranteed ③	

### Subscriber's details

Forename(s) ①	
Surname ①	
Address ②	
Postcode	
Amount guaranteed ③	

### Subscriber's details

Forename(s) ①	
Surname ①	
Address ②	
Postcode	
Amount guaranteed ③	

### Subscriber's details

Forename(s) ①	
Surname ①	
Address ②	
Postcode	
Amount guaranteed ③	

#### ① Name

Please use capital letters

#### ② Address

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address.

#### ③ Amount guaranteed

Any valid currency is permitted

IN01

Application to register a company

Subscriber's details	
Forename(s) ①	LOUSE
Surname ①	SKILLMAN
Address ②	13 BEWDLEY CLOSE, HARPENDEN HERTS
Postcode	A L S I Q X
Amount guaranteed ③	ONE POUND

Subscriber's details	
Forename(s) ①	SUSAN FAY
Surname ①	ZONNEVELD
Address ②	1 LETCHMORE ROAD, RADLETT HERTS
Postcode	W D 7 8 H U
Amount guaranteed ③	ONE POUND

Subscriber's details	
Forename(s) ①	NIGEL RICHARD
Surname ①	KIDD
Address ②	TRIBULAN, MANORVILLE ROAD HEMEL HEMPSTEAD, HERTS
Postcode	H P 3 0 A P
Amount guaranteed ③	ONE POUND

Subscriber's details	
Forename(s) ①	DAVID ALAN
Surname ①	GROSSMAN
Address ②	51 LOOM LANE, RADLETT HERTS
Postcode	W D 7 8 N X
Amount guaranteed ③	ONE POUND

Subscriber's details	
Forename(s) ①	DAVID
Surname ①	BLASEBALK
Address ②	37 TUDOR WALK, WATFORD HERTS
Postcode	W D 2 4 7 N Y
Amount guaranteed ③	ONE POUND

## ① Name

Please use capital letters

## ② Address

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address

## ③ Amount guaranteed

Any valid currency is permitted

## Continuation pages

Please use a 'Subscribers' continuation page if necessary

IN01

Application to register a company

**Part 5****Statement of compliance**

This section must be completed by all companies

Is the application by an agent on behalf of all the subscribers?



- No Go to Section H1 (Statement of compliance delivered by the subscribers)
- Yes Go to Section H2 (Statement of compliance delivered by an agent)

**H1****Statement of compliance delivered by the subscribers ①**

Please complete this section if the application is not delivered by an agent for the subscribers of the memorandum of association

I confirm that the requirements of the Companies Act 2006 as to registration have been complied with

① **Statement of compliance delivered by the subscribers**  
Every subscriber to the memorandum of association must sign the statement of compliance

Subscriber's signature	Signature X 	X
Subscriber's signature	Signature X 	X
Subscriber's signature	Signature X 	X
Subscriber's signature	Signature X 	X
Subscriber's signature	Signature X 	X
Subscriber's signature	Signature X 	X
Subscriber's signature	Signature X 	X
Subscriber's signature	Signature X 	X

# IN01 - continuation page

Application to register a company

H1

## Statement of compliance delivered by the subscribers <sup>1</sup>

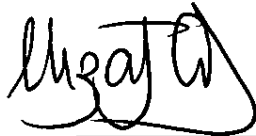

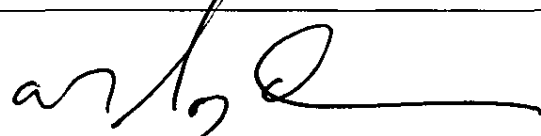
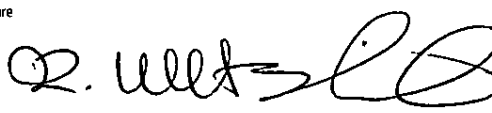
I confirm that the requirements of the Companies Act 2006 as to registration have been complied with

<sup>1</sup> Statement of compliance delivered by the subscribers  
Every subscriber to the memorandum of association must sign the statement of compliance

Subscriber's signature	Signature X <i>H Ellis</i> X
Subscriber's signature	Signature X <i>Helen Shabeti</i> X
Subscriber's signature	Signature X X
Subscriber's signature	Signature X X
Subscriber's signature	Signature X X
Subscriber's signature	Signature X X
Subscriber's signature	Signature X X
Subscriber's signature	Signature X X
Subscriber's signature	Signature X X
Subscriber's signature	Signature X X
Subscriber's signature	Signature X X


IN01

Application to register a company

Subscriber's signature	Signature X  X	Continuation pages Please use a 'Statement of compliance delivered by the subscribers' continuation page if more subscribers need to sign
Subscriber's signature	Signature X  X	
Subscriber's signature	Signature X  X	
Subscriber's signature	Signature X  X	

**H2****Statement of compliance delivered by an agent**

Please complete this section if this application is delivered by an agent for the subscribers to the memorandum of association

Agent's name									
Building name/number									
Street									
Post town									
County/Region									
Postcode	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Country									
I confirm that the requirements of the Companies Act 2006 as to registration have been complied with									
Agent's signature	Signature X  X								

IN01

# Application to register a company



## Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **BARRY WISE**

Company name **RADLETT REFORM**

**SYNAGOGUE**

Address **11B WATLING ST**

Post town **RADLETT**

County/Region **HERTS**

Postcode **WD7 7AA**

Country **UK**

DX

Telephone **07973 838136**

## ✓ Certificate

We will send your certificate to the presenter's address (shown above) or if indicated to another address shown below.

- ☐ At the registered office address (Given in Section A6)
- ☐ At the agent's address (Given in Section H2)

## ✓ Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ You have checked that the proposed company name is available as well as the various rules that may affect your choice of name. More information can be found in guidance on our website.
- ☐ If the name of the company is the same as one already on the register as permitted by The Company and Business Names (Miscellaneous Provisions) Regulations 2008, please attach consent.
- ☐ You have used the correct appointment sections.
- ☐ Any addresses given must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number.
- ☐ The document has been signed, where indicated.
- ☐ All relevant attachments have been included.
- ☐ You have enclosed the Memorandum of Association.
- ☐ You have enclosed the correct fee.

## ! Important information

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses.

## £ How to pay

A fee is payable on this form. Make cheques or postal orders payable to 'Companies House'. For information on fees, go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk).

## ✉ Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below.

**For companies registered in England and Wales**  
The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ  
DX 33050 Cardiff

**For companies registered in Scotland**  
The Registrar of Companies, Companies House,  
Fourth floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post)

**For companies registered in Northern Ireland**  
The Registrar of Companies, Companies House,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG  
DX 481 N R Belfast 1

## Section 243 exemption

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below:  
The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE

## i Further information

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk).



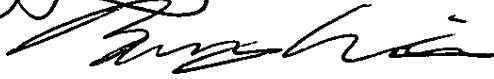
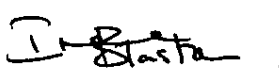



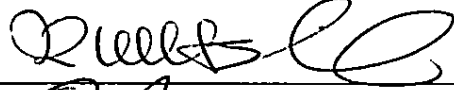
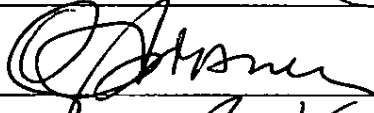

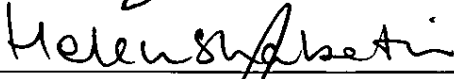

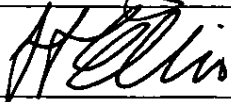

This form is available in an alternative format. Please visit the forms page on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk).



COMPANIES ACT 2006  
COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION OF RADLETT REFORM SYNAGOGUE

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company

Name of each subscriber	Authentication by each subscriber
Lisa Leighton	
Elizabeth Crossick	
Barry Wise	
Irene Blaston	
Gavin Zeiderman	
Susan Zonneveld	
Louise Skillman	
Robert Wiltshire	
David Grossman	
Nigel Kidd	
Helen Shabetai	
Alfred Boyden	
Ian Ellis	
David Blasebalk	

Date 21<sup>ST</sup> SEPTEMBER 2014

**COMPANIES ACT 2006  
COMPANY LIMITED BY GUARANTEE AND  
NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION OF RADLETT REFORM SYNAGOGUE**

**1. INTERPRETATION**

In these Articles

1 1 'The 2006 Act' means the Companies Act 2006 as amended

'AGM' means an annual general meeting of the Synagogue

'these Articles' means these Articles of Association

'the Board' means the members of the Synagogue elected to be Trustees under these Articles

'Chair' means the current Chair of the Trustees

'charity trustee' has the meaning prescribed by section 177 of the Charities Act 2011

'clear day' means 24 hours from midnight following the relevant event

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

'EGM' means an extraordinary general meeting of the Synagogue

'Executive Committee' means the Executive Officers of the Synagogue as defined in Article 7 2 1

'financial expert' means an individual, company or firm who is an authorised person or an exempted person within the meaning of the Financial Services Act 1986

'Honorary Secretary' means the person appointed to carry out the administrative functions on behalf of the Synagogue who may, but need not be, a person appointed under Article 9 1 1

'immediate past Chair' is the person elected as Chair at the AGM preceding the AGM where the Chair is elected and who has completed her/his term of office as Chair

'Jew' means a person with the status as defined by the standards and conditions laid down by the Bet Din of the MRJ

'material benefit' means a benefit which may not be financial but has a monetary value

'member' and 'membership' refer to persons admitted to membership of the Synagogue under Article 10 3 below

'Memorandum' means the Synagogue's Memorandum of Association

'month' means calendar month

'MRJ' means the Movement for Reform Judaism or any organisation that may succeed or replace it

'the Objects' means the Objects of the Synagogue as defined in Article 3

'the Rules' means the Rules of the Synagogue as annexed to these Articles and adopted under Article 9 1 6 below

'SGM' means a special general meeting of the Synagogue

'the Synagogue' means the charitable company governed by these Articles

'taxable trading' means carrying on a trade or business on a continuing basis for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects other than trading within the HMRC's permissible limits for the time being

'Trustee' means a director of the Synagogue and 'Trustees' means all of the directors  
'written' or 'in writing' refers to a legible document on paper including a fax message  
'year' means calendar year and reference to a period of office of a year or years shall refer to the date of one AGM to the date of the next following AGM

- 1 2 Expressions defined in the 2006 Act have the same meaning
- 1 3 References to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it The headings and numberings to the Articles are for identification only and have no legal meaning
- 1 4 Any matter or question arising under these Articles or under any of the Rules are treated as being subject to the laws, regulations and/or practices of the MRJ insofar as these are consistent with these Articles or the Standing Orders, Regulations or Rules of the Synagogue, the objects of the Synagogue and its charitable status In the event of any dispute or difference of opinion in respect of the interpretation or meaning of any part of these Articles or the Standing Orders, Regulations or Rules of the Synagogue, the decision of the Board, taken at a meeting of the Board, shall be final and binding

## **2. LIMITATION OF LIABILITY AND GUARANTEE**

- 2 1 The liability of members is limited
- 2 2 Every member promises, if the Synagogue is dissolved while he/ she remains a member or within 12 months afterwards, to pay up to £1 towards the costs of dissolution and the liabilities incurred by the Synagogue while the contributor was a member

## **3 REGISTERED OFFICE AND OBJECTS**

- 3 1 The registered office of the Synagogue is to be in England
- 3 2 The objects of the Synagogue ('the Objects') are to provide and maintain a place or places of public worship and to further or advance the religious, educational, cultural and charitable objectives of the Jewish faith whilst being mindful of the Synagogue's role in the wider community

## **4 RELIGIOUS OBSERVANCE**

- 4 1 The Synagogue is a constituent member of the Movement for Reform Judaism (MRJ)
- 4 2 Divine services shall be held and conducted on such days, at such times and places and by the use of such rites, and ceremonies and according to the customs and practices of UK Reform Judaism, in the form as shall be specified in the Rules or otherwise as determined by the Board
- 4 3 The ritual to be used for services shall be agreed by the Board in conjunction with the Senior Rabbi employed by the Synagogue and in general conformity with the practices of the MRJ The Board and Senior Rabbi may delegate this role as appropriate
- 4 4 Any Rabbi shall be appointed and employed in accordance with the relevant provisions in the Rules

## **5 POWERS**

The Synagogue has the following powers, which may be exercised only in promoting the Objects

- 5 1 To promote or carry out research and publish the useful results
- 5 2 To publish or distribute information
- 5 3 To co-operate with other bodies
- 5 4 To support, administer or set up other charities
- 5 5 To raise funds (but not by means of taxable trading except as permitted by HMRC regulations) and appeal for and receive any contribution, donation, grant or gift of money or property
- 5 6 To borrow money and give security for loans (but only in accordance with the restrictions imposed by the Charities Act 2011 and subject to the relevant provisions of the Rules)
- 5 7 To acquire or hire and manage, maintain or improve property of any kind, subject to the relevant provisions of the Rules
- 5 8 To sell, let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act 2011 and subject to the relevant provisions of the Rules)
- 5 9 To make grants, donations or loans of money and to give or receive guarantees, subject to the relevant provisions of the Rules
- 5 10 To set aside funds for special purposes or as reserves against future expenditure, subject to the relevant provisions of the Rules
- 5 11 Subject to the relevant provisions of the Rules, to deposit or invest funds in any manner including establishment of a trading arm (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification)
- 5 12 To delegate the management of investments to a financial expert, but only on terms that
  - 5 12 1 the Board sets down the investment policy in writing for the financial expert
  - 5 12 2 every transaction is reported promptly to the Board
  - 5 12 3 the performance of the investments is reviewed regularly with the Board
  - 5 12 4 the Board is entitled to cancel the delegation arrangement at any time
  - 5 12 5 the investment policy and the delegation arrangement are reviewed at least once a year with the board
  - 5 12 6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Board on receipt
  - 5 12 7 the financial expert must not do anything outside the powers of the Trustees
- 5 13 To arrange for investments or other property of the Synagogue to be held in the name of a nominee (being a corporate body registered or having an established place of business in England and Wales) under the control of the Board or of a financial expert acting under their instructions and to pay any reasonable fee required
- 5 14 To insure the property of the Synagogue against any foreseeable risk and take out other insurance policies to protect the Synagogue when required

- 5 15 To insure the Trustees against the costs of a defence to a criminal prosecution brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty, unless the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty
- 5 16 Subject to Article 6, to employ paid or unpaid agents, staff or advisers and make provision for pensions and superannuation for paid staff
- 5 17 To appoint by an ordinary resolution at an AGM or an SGM held under Article 11 10, a Special Committee of members in order to consider any matter(s) as the members shall decide and to report directly to the members in such ways as the members shall determine
- 5 18 To enter into contracts to provide services to or on behalf of other bodies
- 5 19 To establish subsidiary companies to assist or act as agents for the Synagogue
- 5 20 To amalgamate with any other charitable body with similar objects
- 5 21 To pay the costs of forming the Synagogue
- 5 22 To do anything else within the law which promotes or helps to promote the Objects

## **6 BENEFITS TO MEMBERS AND TRUSTEES**

- 6 1 The property and funds of the Synagogue must be used only for promoting the Objects and do not belong to the members of the Synagogue but
  - 6 1 1 members who are not Trustees may be employed by or enter into contracts with the Synagogue and receive reasonable payment for goods or services supplied
  - 6 1 2 members (including Trustees) may be paid interest at a reasonable rate on money lent to the Synagogue subject to the relevant provisions in the Rules
  - 6 1 3 members (including Trustees) may be paid a reasonable rent or hiring fee for property let or hired to the Synagogue subject to the relevant provisions in the Rules
  - 6 1 4 members who are not Trustees but who are beneficiaries may receive charitable benefits in that capacity
- 6 2 A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Synagogue except
  - 6 2 1 as mentioned in Articles 5 15, 6 1 2, 6 1 3 or 6 3
  - 6 2 2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in running the Synagogue
  - 6 2 3 an indemnity in respect of any liabilities properly incurred in running the Synagogue (including the costs of a successful defence to criminal proceedings)
  - 6 2 4 payment to any company in which a Trustee has no more than a 1 per cent shareholding
  - 6 2 5 in exceptional cases, other payments or benefits (but only with the written approval of the Commission in advance)

- 6 3 Subject to any Rules made under Article 9 1 6, any Trustee (or any firm or company of which a Trustee is a partner, member, consultant or employee) may enter into a contract with the Charity to supply goods or services in return for a payment or other material benefit but only if
- 6 3 1 the goods or services are actually required by the Charity
  - 6 3 2 the nature and level of the remuneration is no more than is reasonable in relation to the value of the goods or services and is set in accordance with the procedure in Articles 5 4 and 5 5
  - 6 3 3 no more than one half of the Trustees are subject to such a contract in any financial year
  - 6 3 4 the reason for any award to a Trustee of a contract is entered into the Trustees' minute book
- 6 4 Where a Trustee has or may have an actual or potential conflict of interest or of loyalties under Article 6 3 above, the remaining ("unconflicted") Trustees may, by a simple majority vote at a quorate Board meeting, and under the provisions of sections 175 and 181 of the 2006 Act, authorise that Trustee to continue to act despite the conflict or potential conflict provided that
- 6 4 1 no conflict of interest may be authorised in relation to remuneration or other trustee benefits unless such remuneration or benefits are permitted by and have previously been authorised under these Articles
  - 6 4 2 the conflicted Trustee withdraws from the meeting for that item unless expressly invited to remain in order to provide information
  - 6 4 3 the conflicted Trustee is not counted in the quorum for that part of the meeting
  - 6 4 4 the conflicted Trustee withdraws during the vote and has no vote on the matter
  - 6 4 5 the unconflicted Trustees consider it is in the interests of the Synagogue to authorise the conflict of interests in the circumstances applying
  - 6 4 6 a conflict of loyalties owed to another organisation or person only refers to a conflict not involving a direct or indirect benefit of any nature to a Trustee
- 6 5 For the purposes of this Article 6, "Charity" includes
- 6 5 1 any subsidiary, trading arm or other company controlled by the Synagogue
  - 6 5 2 any company to which the Synagogue has the right to appoint at least one director
- 6 6 For the purpose of this Article 6, "Trustee" includes a trustee's child, parent, grandchild, grandparent, brother, sister, civil partner or spouse
- 6 7 This Article 6 may not be amended without the prior written consent of the Commission

## **7. THE BOARD**

- 7 1 The Board as charity trustees have control of the Synagogue and its property and funds
- 7 2 The Board when complete consists of
- 7 2 1 the Executive Officers of the Synagogue being the Chair or Co-Chairs, Vice-Chair or Co-Vice-Chairs, Honorary Secretary, Honorary Treasurer, Head of Ritual and Head of Education elected from amongst the members at each AGM and taking up office in

accordance with the relevant provisions of the Rules and in the case of Co-Chairs or Vice-Chairs provided that they stand for election on a single ticket

7 2 2 the immediate past Chair or Co-Chairs attending ex-officio with full voting rights

7 2 3 further board members elected from amongst the members to give a minimum Board size of 15 and a maximum of 20 members elected at each AGM in accordance with the relevant provisions of the Rules,

provided that, subject to Article 7 9, nothing in the Rules shall be declared void or voidable solely on the grounds that there are vacancies on the Board or amongst the Executive Committee or in a position of Rabbi

7 3 Subject to Article 9 1 6 below, a person qualified and wishing to become a Trustee must be aged 18 years or over and must either be recommended by the Trustees or be nominated for election by a member of the Synagogue in accordance with the relevant provisions of the Rules

7 4 Every Trustee must sign a declaration of willingness to act as a charity trustee of the Synagogue before he or she is eligible to vote at any meeting of the Trustees

7 5 Period of office for Executive Officers and Trustees

7 5 1 Executive Officers, subject to the relevant provisions of the Rules, may offer themselves for re-election at each AGM provided that the Chair(s) and Vice-Chair(s) shall not hold office for more than 3 consecutive years in one such office and the other Executive Officers shall not hold office for more than 4 consecutive years

7 5 2 Ordinary Trustees may offer themselves for re-election at each AGM but shall only serve for a maximum of seven years after which time they must stand down from being a Trustee for a period of at least one year

7 5 3 Where a Trustee (other than an Executive Officer) was elected as a charity trustee under the constitution of the unincorporated charity of which the Company is the incorporated successor ("the unincorporated charity"), then no such Trustee may serve more than seven consecutive years in office from the date of her/his original election as trustee of the unincorporated charity, but may be re-elected as a Trustee after a period of one year has elapsed since the date of her/his resignation under this Article 7 5 3

7 5 4 Where an Executive Officer was elected as an Honorary Officer under the constitution of the unincorporated charity, then no such Executive Officer may serve more than the number of consecutive years in office from the date of incorporation than the relevant term specified in Article 7 5 1, but may be re-elected after a period of one year has elapsed since the date of her/his resignation under this Article 7 5 4

7 6 A Trustee's term of office automatically terminates if he or she

7 6 1 is disqualified under the 2006 Act or Charities Act 2011 from acting as a company director or a charity trustee

7 6 2 is incapable, whether mentally or physically, of managing his or her own affairs

7 6 3 is absent from four meetings of the Trustees in one year without Board approval

7 6 4 ceases to be a member (but such a person may be reinstated by resolution passed by all the other Trustees on her/his resuming membership of the Synagogue before the next AGM)

- 7 6 5 resigns by written notice to the Trustees (but only if at least two Trustees will remain in office)
- 7 6 6 is removed under Article 7 10
- 7 6 7 fails to declare a payment or benefit as required by Article 6 3 above
- 7 6 8 ceases to have a required qualification as previously agreed by the members
- 7 7 The Board may at any time appoint any member duly qualified to be appointed as a Trustee to fill a vacancy in their number, but a Trustee so appointed holds office only until the next AGM and the total number of such Trustees at any one time shall not be more than one-third of the elected Trustees or three members whichever is the lesser number Any period of office held as a Trustee appointed under this Article shall not be counted for the purpose of re-election under the Rules
- 7 8 The Synagogue may increase or reduce the maximum number of Trustees by passing an ordinary resolution, provided that the number is not reduced to below three If the total number of Trustees falls below the quorum, then the remaining Trustee(s) can continue to act, but only in order to appoint more Trustees or call a general meeting of the Synagogue
- 7 9 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting
- 7 10 The Synagogue's members voting in a general meeting can remove any Trustee by an ordinary resolution with special notice given according to section 168 of the 2006 Act, after the Meeting has invited the views of the Trustee concerned and considered the matter in the light of any such views The members can replace a Trustee once she/he is removed
- 7 11 Every Trustee shall at all times act in the way he/she considers would be most likely to achieve the objects of the Synagogue

## **8 PROCEEDINGS OF THE BOARD**

- 8 1 The Board shall meet in accordance with the relevant provisions of the Regulations made under Article 9 1 5 The quorum for a Board meeting shall be one more than 50% of the Board
- 8 2 A meeting of the Trustees may be held either in person or by suitable electronic means agreed by the Trustees in which all participants may communicate with all the other participants
- 8 3 The Chair or one co-Chair shall preside at each meeting of the Trustees If within 15 minutes of the start of the meeting, a Chair is unable or unwilling to preside, then the Vice-Chair or (if the Vice-Chair is also unable or unwilling), another Executive Officer elected by those present, shall preside at the meeting
- 8 4 Except as otherwise provided by Article 9, every issue may be determined by a simple majority of the votes cast at a meeting but a written resolution signed by all the Trustees is as valid as a resolution passed at a meeting (and for this purpose the resolution may be contained in more than one document, including by email, and will be treated as passed on the date of the last signature)
- 8 5 Except for the Chair of the meeting, who has a second or casting vote, every Trustee has one vote on each issue
- 8 6 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting A defect in the appointment or qualification of a Trustee, of which the Trustees are unaware at the time, does not invalidate any decision taken at a meeting provided that



- 8 6 1 the decision would still have been taken by a quorate majority of the Trustees without counting that Trustee's vote and
- 8 6 2 this Article 8 6 does not permit a Trustee (as defined in Article 6 6) to keep any benefit that may have been given to her or him by the decision, if the decision would otherwise have been invalid or if the Trustee has not complied with Article 6 3
- 8 7 The Trustees may act notwithstanding any vacancies in their number, but, 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
- 8 8 Any bank account in which any part of the assets of the Synagogue is deposited shall be operated by the Trustees in accordance with the relevant provisions of the Rules and shall indicate the name of the Synagogue. The Trustees shall authorise, in writing, at least two persons to sign cheques on behalf of the Synagogue or operate electronic banking accounts and must make such other rules or regulations as they see fit to govern the signing of cheques and/or for the management of any electronic banking facility
- 8 9 The Chair(s) with the approval of the Executive Officers may co-opt any person, ad hoc without voting rights, to assist the Executive Committee for such period as the Executive Officers may decide or until the next AGM. A person co-opted under this Article may but need not be a member
- 8 10 The Board may co-opt up to three additional members without voting rights and any such co-option shall terminate at the AGM or on the resolution of the Board

## **9. POWERS OF THE BOARD**

- 9 1 The Board have the following powers in the administration of the Synagogue
- 9 1 1 to appoint (and remove) any person (who may but need not be a Trustee) to carry out the duties formerly required of company secretaries under the 1985 Companies Act and to remunerate that person if s/he is not a Trustee or if s/he is a Trustee, under the provisions of Article 6 2 5
- 9 1 2 to appoint committees and working parties in accordance with the relevant provisions of the Regulations made under Article 9 1 5 below
- 9 1 3 to delegate, in accordance with the relevant provisions of Standing Orders made under Article 9 1 4 below, any of their functions to committees (but all proceedings of such committees must be reported promptly to the Board)
- 9 1 4 to make Standing Orders consistent with these Articles and the 2006 Act, to govern the calling of and proceedings at general meetings
- 9 1 5 to make Regulations consistent with these Articles and the 2006 Act to govern proceedings at their meetings and the composition, remit and meetings of committees or working parties and in relation to the practices, procedures and fees charged by the Synagogue
- 9 1 6 to make Rules consistent with these Articles and the 2006 Act to govern the membership and administration of the Synagogue (including its financial administration), the use of its premises, and the use of its seal (if any)
- 9 1 7 to establish procedures to assist the resolution of disputes within the Synagogue
- 9 1 8 to exercise any powers of the Synagogue which are not reserved to a general meeting

provided that

- 9 1 9 subject to Article 10 5, any Standing Order, Regulation or Rule made under this Article may only be suspended, revoked or amended by at least a two-thirds majority vote of the Board at a quorate Board meeting
  - 9 1 10 no amendment may be made to any Standing Order, Regulation or Rule which would contravene charity law or company law
  - 9 1 11 The Board shall be the sole arbiter for the interpretation of all Standing Orders, Regulations or Rules and its decision upon any matter not otherwise provided for, shall be final and binding, provided that in the event of any ambiguity or conflict between a provision in a Standing Order, Regulation or Rule and the Articles of the Synagogue, the Articles shall prevail
- 9 2 The Board must take all steps it deems necessary (and whether by electronic means or otherwise) to bring all standing orders, rules or regulations (and any amendments to them) to the notice of the Synagogue's members by providing each member with a copy, publication of any amendments in the next edition of the Synagogue's newsletter and by sending out a summary of all amendments made with the notice of each AGM. A Master set of Rules (together with any amendments made by the Board or by the members in general meeting) will be kept at the Synagogue's registered office

## **10. MEMBERSHIP**

- 10 1 The number of members with which the company proposes to be registered is unlimited and the subscribers to the Memorandum shall be the first members of the Synagogue
- 10 2 The Synagogue must maintain a register of members and a register of Directors (Trustees) and Company Secretaries and a register of Directors'/Trustees' Interests
- 10 3 Membership of the Synagogue is open to any Jew as defined in these Articles who
- 10 3 1 is aged 18 years or over, and
  - 10 3 2 has paid any annual subscription, fee or levy, and
  - 10 3 3 applies to the Synagogue in the form required by the Board, and
  - 10 3 4 is approved by the Board, and
  - 10 3 5 signs the Register of members or consents in writing to become a member personally
- 10 4 The Board may only refuse an application for membership if doing so would, in their reasonable and proper opinion, be in the best interests of the Synagogue
- 10 5 The Board may, under the Rules, establish different classes of membership and prescribe their respective rights and obligations and set the amounts of any subscriptions. The rights and obligations of members must be set out in the Register of Members and can only be altered by the Synagogue voting by special resolution in a general meeting under Article 11 12
- 10 6 Membership is terminated if the member concerned
- 10 6 1 gives written notice of resignation to the Synagogue or
  - 10 6 2 dies or

10 6 3 has made no payment towards the relevant current year's (if any) subscription for a period of at least 6 months from the beginning of that year, or

10 6 4 is removed from membership by resolution of the Board on the ground that in their reasonable opinion the member's continued membership is harmful to the Synagogue, but only after

10 6 4 1 notifying the member in writing and

10 6 4 2 considering the matter in the light of any written representations which the member concerned or her/his representative puts forward within 14 days after receiving notice and

10 6 4 3 considering any appeal made in writing by the member within 14 days after the Board's decision, for final consideration at the next Board meeting or

10 6 5 ceases to comply with the conditions of membership

10 7 Membership of the Synagogue is not transferable

## **11 GENERAL MEETINGS**

11 1 Members are entitled to attend general meetings either personally or by proxy. Subject to Article 11 12 below, Standing Orders made under Article 9 1 4 and the provisions of the 2006 Act, a general meeting must be called on at least 14 clear days written notice specifying the business to be discussed except if a special resolution is to be passed, in which case the notice period is at least 21 clear days

11 2 If a general meeting is called at shorter notice, it will be valid if this is agreed by 90% of the members entitled to attend and vote

11 3 There is a quorum at a general meeting if the number of members personally present is at least 20 or 2% of the total membership whichever is larger. No business can be transacted unless a quorum is present and, if a meeting begins or becomes inquorate, then it must be adjourned and re-convened. The Chair, with the consent of the members present, can adjourn either an inquorate meeting or a quorate meeting with unfinished business for up to 30 days. If a quorum is not present within 15 minutes of the start of the reconvened meeting, then the members present at that time will constitute the quorum

11 4 The Chair presides at a general meeting. In the case of Co Chairs (or Vice-Chairs as the case may be) the respective office-holders shall decide between them prior to the start of the meeting which of them shall preside. If within 15 minutes of the start of the meeting, a Chair is unable or unwilling to preside, then the Vice-Chair or (if the Vice-Chair is also unable or unwilling), another Executive Officer elected by the Trustees present, presides at a general meeting. If only one Trustee is present and willing to act, s/he must preside at the meeting

11 5 Except where otherwise provided by the 2006 Act, every issue is decided by a simple majority of the votes (ordinary resolution) cast on a show of hands by members entitled to vote or their proxies. The Board may make Standing Orders under Article 9 1 4 to allow voting members to exercise postal or email votes or for the provision of secret ballots. The Standing Order permitting a postal or email vote must set out the vote form to be used. The Chair or any two voting members may ask for a count of votes (poll) and provisions of section 321(2) of the 2006 Act will then apply

11 6 Except for the actual Chair of the meeting, who (being a member) has a second or casting vote, every voting member present in person or by proxy has one vote on each issue. Any member

wishing to challenge the qualification of any other member to vote must do so at the meeting at which the vote is taken. The Chair's decision on the matter is final.

- 11.7 A written resolution sent to all members and signed by the requisite majority of all those entitled to vote at a general meeting is as valid as a resolution actually passed at a general meeting. Ordinary written resolutions must be signed by a simple majority of voting members and special resolutions by at least 75% of voting members. A written resolution may be circulated in more than one copy. Each written resolution (or copy) must be accompanied by a statement explaining how it should be signed and specifying the date by which it must be passed. A copy of the resolution and statement must also be sent to the Synagogue's auditors or independent examiners. It will be treated as passed on the date specified, provided that the resolution (including all copies) and containing all the required signatures has been returned to the Synagogue's registered office within 28 days of its first being circulated.
- 11.8 The Synagogue must hold an AGM in every year in the month of May (or as soon practicable afterward) and in accordance with the relevant provisions in Standing Orders made under Article 9.1.4 above, which all members are entitled to attend. The first AGM must be held within 18 months after the Synagogue's incorporation and subsequent AGMs must be held at intervals of not more than 15 months.
- 11.9 At an AGM the members
- 11.9.1 receive the accounts of the Synagogue for the previous financial year
  - 11.9.2 receive the Board's report on the Synagogue's activities since the previous AGM
  - 11.9.3 accept the retirement of those Trustees who wish to retire
  - 11.9.4 elect persons to be Trustees whether to fill any vacancies arising or otherwise and to re-elect any Trustees offering themselves for re-election
  - 11.9.5 appoint auditors or independent examiners for the Synagogue
  - 11.9.6 may confer on any individual (with his or her consent) the honorary title of President or Vice-President of the Synagogue and in accordance with the relevant provision in the Rules
  - 11.9.7 may appoint a Special Committee to consider any such matter(s) as the members may at their discretion decide and to report directly to the members in such manner as the members shall decide at the time of the appointment, provided that the members may also appoint a Special Committee at any other general meeting
  - 11.9.8 discuss and determine any issues of policy or practice or deal with any other business put before them
- 11.10 SGMs and EGMs of the Synagogue may be called in accordance with the relevant provisions in Standing Orders made under Article 9.1.4.
- 11.11 A general meeting must be called within 28 days on a written request from at least 10% of the members, or, if more than 12 months has elapsed since the last general meeting, from at least 5% of the members.
- 11.12 Any amendment to the Synagogue's Articles must be passed by a special written resolution or by a special resolution (i.e. on not less than 75% majority vote of voting members) at a general meeting held at not less than 21 days' notice. Notice of the resolution, once passed, must be sent to the Commission and to Companies House within 14 days, together with a copy of the amended Articles. No amendment to these Articles may operate to invalidate any previous action.

of the Trustees No amendment may be made to Articles 3 2, 6 or 14 or to this Article 11 12 without the prior consent in writing of the Commission

## **12. RECORDS & ACCOUNTS**

12 1 The Board must comply with the requirements of the 2006 Act and the Charities Act 2011 as to keeping financial records, the audit or independent examination of accounts and the preparation and transmission to the Registrar of Companies and the Commission of

12 1 1 annual reports

12 1 2 annual returns

12 1 3 annual financial statements of account

12 2 The Board must keep (and, where required by the 2006 Act, retain for at least 10 years) proper records of

12 2 1 all proceedings at general meetings, Board meetings and committee meetings, including details of those present, any decisions made and (where appropriate) the reasons for those decisions

12 2 2 all reports of committees and

12 2 3 all professional advice obtained

12 3 Accounting records relating to the Synagogue must be made available for inspection by any Trustee at any reasonable time during normal office hours and may be made available for inspection by members who are not Trustees if the Trustees so decide

12 4 A copy of the Synagogue's latest available statement of account must be

12 4 1 supplied on request to any Trustee or member, or to any other individual who makes a written request and pays the Synagogue's reasonable costs, within two months and

12 4 2 made available to each member at least 7 days before an AGM, together with a copy of the Auditor's or Independent Examiner's Report and the Board's Annual Report

12 5 If the 2006 Act requires something to be done by both a Trustee and the Honorary Secretary, then the same person acting in both capacities cannot do this

## **13. NOTICES AND OTHER DOCUMENTS**

13 1 Notices under these Articles or any other documents sent to or from the Synagogue may be sent by hand, or by post or by suitable electronic means or (where applicable to members generally) may be published in the Synagogue's newsletter

13 2 The only address at which a member is entitled to receive notices is the address shown in the register of members and a member's presence at a general meeting shall be proof of her/his receiving a notice and its contents

13 3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received

13 3 1 24 hours after being sent by electronic means or delivered by hand to the relevant address

- 13 3 2 two clear days after being sent by first class post to that address
  - 13 3 3 three clear days after being sent by second class or overseas post to that address
  - 13 3 4 on the date of publication of a newspaper containing the notice
  - 13 3 5 on being handed to the member personally if earlier,
  - 13 3 6 as soon as the member acknowledges actual receipt
- 13 4 A notice of a general meeting must state the date, time and place of the meeting, the business to be transacted, whether it is an AGM, an SGM or an EGM and must include an Agenda, the minutes of the previous general meeting and all proposed resolutions correctly received. If the meeting is an AGM, the notice must be sent at least 21 days before the meeting.
- 13 5 A technical defect in the giving of notice or an accidental failure to give notice of which the Board is unaware at the time does not invalidate decisions taken at a general meeting.

## **14. DISSOLUTION**

- 14 1 If the Synagogue is dissolved the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways
- 14 1 1 by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects
  - 14 1 2 directly for the Objects or charitable purposes within or similar to the Objects
  - 14 1 3 in such other manner consistent with charitable status as the Commission approve in writing in advance
- 14 2 A final report and statement of account must be sent to the Commission

## **15. INDEMNITY**

- 15 1 Unless the provisions and operation of this Article are avoided by any provision of the 2006 Act, every Trustee and every Officer or employee of the Synagogue shall be indemnified by the Synagogue out of its funds (subject to such funds being sufficient) against all costs, losses, charges, expenses and liabilities sustained or incurred by her/him
- 15 1 1 in defending any proceedings (whether civil or criminal) in respect of any negligence, default, breach of duty or of trust of which s/he may be guilty in relation to the Synagogue and in which judgment is given in her/his favour or in which s/he is acquitted or in respect of which relief is granted to her or him by the Court under the provisions of the 2006 Act or by the Commission, or
  - 15 1 2 in respect of any contract entered into or act or deed done by her/him by virtue of her/his instructions or authority from the Board or in any way in the discharge of her/his duties

## **STANDING ORDERS MADE UNDER ARTICLE 9.1 4**

### **STANDING ORDER 1 – PROXY VOTES AND PROXY FORMS**

- 1.1** In order for a proxy vote to be valid, a member appointing a proxy to vote at general meetings of the Synagogue must sign the proxy form personally or by a duly authorised attorney and comply with the rules set out below
- 1.2** The content of the proxy forms is set out below
- 1.3** If the proxy form is signed by someone having a power of attorney for the member, then a copy of the power of attorney must be sent to the address of the Synagogue designated on the proxy form ("the designated address") at the same time as the signed proxy form
- 1.4** The designated address may be a postal or an email address
- 1.5** A signed proxy form for a general meeting must be sent either by post or signed, scanned and emailed to the designated address to arrive at least 48 hours before the time the general meeting is due to start
- 1.6** The proxy form, once signed, shall be deemed to give the proxy power to demand or join in demanding a poll (that is, a counted vote) on any issue
- 1 7** If the proxy form is to be used to vote on a poll, it must be sent to the designated address to arrive at least 24 hours before the time the poll is due to be held
- 1.8** If a poll is not taken immediately after it has been demanded, but is taken within 48 hours after being demanded, then the proxy form may be delivered to the Chair or any trustee at the meeting where the poll was demanded
- 1 9** Where a member revokes the appointment of her/his proxy, the vote of the proxy will still be valid unless notice of the revocation has been received at the designated address before the start of the meeting where the vote is taken or the time a poll was held (if it is held on a later date)



## PROXY FORM

"RADLETT REFORM SYNAGOGUE,

I \_\_\_\_\_ (name of member)

of \_\_\_\_\_ (address of member)

a member of the above company **HEREBY APPOINT**

**The Chair of the meeting**

and failing her/him

\_\_\_\_\_ (name of alternate proxy)

of \_\_\_\_\_ (address of alternate proxy)

to vote for me/us on my/our behalf at the General Meeting to be held on the \_\_\_\_\_

[date] and at every adjournment thereof As witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 "

Signed \_\_\_\_\_ [signature of member or member's duly appointed attorney]

Where the proxy form requires that the proxy should vote for or against a resolution then the form is as follows

"RADLETT REFORM SYNAGOGUE,

I \_\_\_\_\_ (name of member)

of \_\_\_\_\_ (address of member)

a member of the above company

**HEREBY APPOINT:**

**The Chair of the meeting**

and failing her/him

\_\_\_\_\_ (name of alternate proxy)

of \_\_\_\_\_ (address of alternate proxy)

to vote for me/us on my/our behalf at the General Meeting to be held on the \_\_\_\_\_

[date] and at every adjournment thereof

This form is to be used in respect of the resolutions mentioned below as follows

- ☐ Resolution No 1 \*for \*against
- ☐ Resolution No 2 \*for \*against
- ☐ Resolution No 3 \*for \*against

\*Strike out whichever is not desired

As witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 "

Signed \_\_\_\_\_ [signature of member or member's duly appointed attorney]

## STANDING ORDER 2 – PROCEEDINGS AT GENERAL MEETINGS OF THE SYNAGOGUE

- 2.1 Classes of general meeting.** There shall be three types of General Meetings of members of the Synagogue Annual General Meetings, Special General Meetings and Extraordinary General Meetings
- 2.2.1 Voting, Ballots and Quorum**
- 2.2.1 Voting and passing of resolutions** resolutions shall be deemed to have been carried by a show of hands by a simple majority of members present, entitled and voting at the meeting including proxy votes Members' abstention votes will be excluded from calculation of a majority Any member present may call upon the meeting to have specific resolutions determined by secret ballot
- 2.2.2 Ballots** where a ballot is requested and agreed upon, then the meeting shall appoint two persons (not themselves candidates or having a vested interest) to conduct the ballot and present the result, but not the votes cast, for the Chair of the meeting to announce The number of votes cast shall only be available to the meeting if it so requests before the ballot is taken
- 2.2.3 Quorum** the quorum for all Annual General, Special General Meetings or Extraordinary General Meetings shall be 20 members personally present or 2% of the total membership whichever is greater
- 2.3 Member's proposal to include an item on an AGM agenda.** A resolution proposed by a member shall be included on the Agenda provided that it is submitted not less than 35 days before the date of the AGM, and it is seconded by a minimum of 1% of the membership
- 2.4 Special General Meeting**
- 2.4.1 Summoning.** an SGM may be summoned at any time by the Board
- 2.4.2 Holding:** any SGM shall be held not earlier than fourteen days, nor later than twenty-one days after the date of being summoned
- 2.4.3 Notice.** the Honorary Secretary shall give Notice of any SGM stating the purpose of the meeting and containing the text of any resolution which is to be considered The Honorary Secretary shall send such notice by email to the member's current known email address or by post to the last known address of all members not less than ten days before the date of the meeting
- 2.5 Extraordinary General Meeting**
- 2.5.1 Summoning** any EGM shall be summoned within fourteen days of the receipt of a written request signed by not less than twenty members
- 2.5.2 Holding** any EGM shall be held not earlier than twenty eight days, nor later than fifty six days after the date of being summoned
- 2.5.3 Notice** the Honorary Secretary shall give notice of any EGM stating the purpose of the meeting and containing the text of any resolution correctly received The Honorary Secretary shall send such notice by email to the member's current known email address or by post to the last known addresses of all members not less than twenty eight days before the date of the meeting
- 2.6 Election of the Board and Executive Committee**

- 2.6.1 Election of Executive Officers and Board Members.** the election of Executive Officers and Ordinary members of the Board at the AGM shall be conducted in accordance with this Standing Order 2.6
- 2.6.2 Nomination by members:** any two members may nominate in writing another member for election to the Board or Executive Office, such nomination shall have the written consent of the nominee and must be received at least twenty one days before the date of the meeting. Notice of all nominations received shall be given to the membership not less than fourteen days before the date of the meeting
- 2.6.3 Announcement** the Chair shall announce to the meeting the names of the persons nominated, eligible and willing to serve as Executive Officers or as Ordinary Members of the Board
- 2.6.4 Executive Officer Nominations - Excess number** in the event of more than one nomination for an Executive Office having been received an election shall take place by secret ballot
- 2.6.5 Executive Officer Nominations -Correct number** In the event that only one nomination is received for an Executive Office then the person nominated shall be deemed elected
- 2.6.6 Executive Officer Nominations - Shortage:** in the event of no nomination for an Executive Office having been received, the Board elected at the AGM shall have the power to appoint any member of the Synagogue to fill the vacant position
- 2.6.7 Board (Trustee) Nominations – Excess Number** in the event of the number of persons nominated to serve on the Board exceeding the number permitted under this rule, an election shall take place by secret ballot. Each member present may cast votes up to the number of vacancies. Any ballot paper with more votes than the number of vacancies will be deemed spoiled. Candidates with the most votes up to the number of vacancies shall be deemed to have been elected
- 2.6.8 Board (Trustee) Nominations – Correct Number** in the event that the number of nominations for the Board is equal or less than the number of vacancies those persons nominated shall be deemed elected
- 2.6.9 Board (Trustee) Nominations – Shortage** in the event of insufficient nominations having been received for vacancies on the Board (other than for Executive Office), the Board shall have the power subsequently to fill the positions

## REGULATIONS MADE UNDER ARTICLE 9.1 5

### REGULATION 1 – MEETINGS AND PROCEEDINGS OF THE BOARD

- 1 1 Type:** there shall be two types of management meetings Board Meetings and Executive Officer Meetings
- 1 2 Frequency of meetings:** the Board shall meet each month or at such other times as deemed expedient by the Chair or Co-Chairs
- 1 3 Convening normal meetings**  
Meetings shall normally be convened upon seven days' notice but in the case of an emergency an Executive Officer may summon a Board meeting without a period of notice
- 1.4 Attendance by Board members** members of the Board and Executive are expected to attend all Board meetings If a member fails to attend four meetings within one year without Board approval, the member shall cease to be a member of the Board The number of Board meetings attended by each Board member will be published by the Honorary Secretary at the Annual General Meeting
- 1.5 Convening of special meetings** a meeting of the Board may be called within not less than seven or more than fourteen days, upon request of at least three members of the Board who shall state in writing to the Honorary Secretary the matter or matters they wish to be discussed at such meeting
- 1 6 Quorum:** the quorum for a meeting of the Board shall be one more than 50% of the number of Board members, including ordinary Trustees and Executive Officers personally present
- 1 7 Minutes:** minutes shall be taken at all Board meetings and circulated to all Board Members promptly Approved minutes shall also be available for inspection by ordinary members
- 1 8 Private and Confidential Matters** the Board may resolve that matters are of a private and confidential nature and if so the Chair shall decide how the matter be recorded and whether it be made available for inspection

### REGULATION 2 – COMMITTEES AND WORKING PARTIES

- 2 1 A committee is an entity of the Board with delegated powers and a working party is a temporary task group formed for a specific purpose or to carry out a particular task but without delegated powers.**
- 2.2 Establishment:** the Board may establish committees to hold office until dissolved Members may establish committees for purposes that meet the objects of the synagogue and should advise the Board as soon as possible The Board may establish working parties whose terms of reference must be approved by the Board
- 2 3 Extent of powers:** the Board may confer upon or delegate to any committee such powers of the Board as the Board shall determine provided that all actions and proceedings of any committee shall be fully and promptly reported to the Board
- 2 4 Approval of persons** any person serving on a committee or working party or acting as a co-opted member thereof is deemed to have the approval of the Board unless otherwise determined
- 2 5 Meetings:** the Chair(s) of the Synagogue shall be notified of all meetings to be held by any committee or working party that was established by the Board and shall be entitled to attend in person or by proxy nominated by her/him and vote at such meetings The Board may, on appointing a committee or working party, request it to keep and produce minutes of its meetings

### REGULATION 3 – CHARITY PRACTICES, PROCEDURES AND FEES

- 3 1 Appointment and dismissal of paid staff:** the Executive Officers may, subject to compliance with the appropriate legislation, appoint and dismiss staff and specify terms and conditions of employment except that the appointment or dismissal of a Rabbi shall be in accordance with the relevant provisions of the rules relating to a Rabbi
- 3 2 Position of paid staff re elected office.** unless the prior written consent of the Charity Commission has been obtained, a paid employee who is a member of the Synagogue cannot stand for election to the Board or Executive Office but may attend in a non-voting capacity provided they shall not take part in or remain present during any discussion regarding to their terms of employment Any elected member of the Board or Executive Office may not take part in or remain present during any discussion regarding the terms of employment of a spouse, partner, or immediate family member

## **RULES MADE UNDER ARTICLE 9.1 6**

### **RULE 1 – MEMBERSHIP RIGHTS AND RESPONSIBILITIES**

**1 1 Application procedure:**

Any person over the age of 18 may make application in such form as the Board may direct  
Matters of Jewish status shall be defined by the standards and conditions laid down by the Bet  
Din of MRJ

**1.2 Acceptance to membership:**

No person may be accepted as a member until ratified by the Board. The Board may refuse an application for membership at its discretion, for example due to outstanding non-payment of previous subscriptions or other funds due to this or another synagogue. Refusal of an application for membership must be carried by a simple majority of not less than two-thirds of the persons present and voting at the Board meeting.

**1 3 Dependants' rights.**

Children of a member being under the age of 21 shall be entitled to attend all religious services held by the Synagogue and to such other rights and privileges as shall be laid down by the Board. They may instead choose to become a member in their own right if they are over the age of 18 under the normal terms of membership.

**1.4 Membership categories**

The Board may introduce categories of membership at such level of subscription as it shall determine.

**1.5 Honorary membership**

Honorary Members shall be entitled to receive notice of and to attend but not to vote at General Meetings and to exercise such other rights as the Board may from time to time grant.

**1.6 Termination of membership:**

Membership may be terminated by a resolution of the Board either for non-payment of subscription or for other reason at the discretion of the Board.

**1.7 Notice of termination**

Notice of the intended resolution to terminate membership shall be sent to the member at the last known address not less than fourteen days before the Board meeting to which the resolution is to be put.

**1 8 Rights of representation prior to termination.**

The member, having been sent a notice of the intended resolution for termination, has a right for written representation to be submitted to the Board on the member's behalf.

**1 9 Right of appeal against expulsion**

A person receiving notice of a Board resolution to terminate membership, may submit written appeal, within fourteen days, for final consideration at the next Board meeting.

**1.10 Right of appeal against refusal:**

A person whose membership has been refused may submit written appeal, within fourteen days of notification, for final consideration at the next Board meeting.

**1.11 Final notice of termination of membership:**

If after final consideration membership is terminated, then all rights and entitlements shall cease forthwith and the Honorary Secretary shall confirm the termination in writing.

**1 12 Members' responsibilities:**

Members are expected to act in a responsible and considerate manner, not to infringe the rights of other members, and do all that is necessary to ensure that the Synagogue, its employees, Executive Officers, or trustees are not brought into disrepute

**1.13 Right to attend religious assemblies and communal activities**

Members have the right to attend all communal religious occasions and activities

**1.14 Members' personal rights**

Members are entitled to enjoy the personal privileges relating to marriage, Bar/Bat Mitzvah, burial, Rabbinical counselling and any other rights appropriate to membership of the Synagogue in accordance with the circumstances and conditions at the time, and the current practices of the MRJ

**1 15 Entitlement to attend AGMs, SGMs or EGMs**

Members are entitled to attend Annual General, Special or Extraordinary Meetings of the Synagogue and to vote in person thereat

**1 16 Eligibility for Trusteeship**

Any member shall be eligible for membership of, or election to the Board, provided that such person has been a correctly subscribed member of the Synagogue for a period of one year immediately prior to election and is qualified by law to act as a company director and charity trustee

**1.17 Burial rights.**

Every member shall be entitled to such benefits as are available through the Synagogue's membership of the Joint Jewish Burial Society in accordance with the rules and regulations in force

**RULE 2 – HONORARY PRESIDENTS and VICE-PRESIDENTS**

**2.1** The members in General Meeting may bestow upon individuals an honorary title for life or for some lesser period. Such title does not confer upon the holder any rights other than the rights accorded to ordinary members and is bestowed upon a person as a mark of recognition and respect. A proposal to nominate a person for such a title shall be by the Board for the approval of members in General Meeting

**2.2** The appointment of any person or persons to the office of President, Vice President or the award of any 'lifetime' title shall not confer upon the person(s) respectively nominated for or appointed to such office, any status, rights and/or duties not otherwise enjoyed and discharged by all other members of the Synagogue. Any such nomination is made and any such office is bestowed and is confirmed by the will of the membership in General Meeting by way of recognition of services rendered to the Synagogue and its members and so as to honour the holder but for no other purpose and to no other effect

**RULE 3 – EXECUTIVE OFFICERS**

**3 1 Eligibility:**

Any member shall be entitled to stand for election as an Executive Office subject to Rule 1 16 above

**3 2 Chair:**

The Chair shall preside over and conduct all Annual General, Special General, Extraordinary General, Board and Executive Meetings. In the case of co-Chairs (or co-Vice-Chairs as the case may be) the respective office-holders shall decide between them prior to the start of the meeting which of them shall preside and in the event of an equal vote on any resolution, the chair of the meeting, being a member of the Synagogue, shall have a second or casting vote

- 3.3 Vice-Chair(s).**  
All rights and duties conferred upon the Chair(s) shall in their absence, devolve upon and be exercised by the Vice-Chair or in the absence of both, by a member of the Board nominated by a simple majority of the Board present and voting
- 3.4 Honorary Secretary**  
The Honorary Secretary shall be the Executive Officer responsible for the day to day administrative function of the Synagogue and for receiving and communicating all documents, notices, resolutions and other matters formally addressed in writing to the Synagogue
- 3.5 Honorary Treasurer:**  
The Honorary Treasurer shall be the Executive Officer responsible for the day to day financial function of the Synagogue, Budget, Management Accounts, matters related to collection of subscriptions, treatment of arrears, and agreement to any concessions on subscriptions in consultation with the Executive Officers and for the control of funds and the custody and records of the monies and account books of the Synagogue
- 3.6 Head of Ritual.**  
The Head of Ritual shall be the Executive Officer responsible for religious services including liaison and communication with the Senior Rabbi
- 3.7 Head of Education**  
The Head of Education shall be the Executive Officer responsible for all forms of Jewish education (formal and informal) within the synagogue including liaison and communication with the Director of Education



## **RULE 4 – RABBI**

### **4.1 Appointment:**

A resolution passed by a two-thirds majority shall be required at an AGM or SGM authorising the Board to appoint an additional Rabbi or Rabbis or to appoint a Cantor

### **4.2 Responsibilities:**

Any Rabbi shall be appointed to carry out such responsibilities as the Board may decide and will be qualified in such manner as to be acceptable for full membership of the Assembly of Reform Rabbis, UK

### **4.3 Terms of employment**

The terms of employment of any Rabbi shall be fixed by the Executive Officers in accordance with guidelines determined by the Board as expressed through the Assembly of Reform Rabbis, UK

### **4.4 Attendance at meetings**

A Rabbi shall normally be invited to attend meetings of the Board and Executive Officers but shall not be entitled to vote thereat

### **4.5 Burial Rights:**

Any Rabbi and (where applicable) spouse and children under the age of 21 shall be honorary (non-voting) members of the Synagogue and shall be accorded similar burial rights offered to ordinary members

### **4.6 Dismissal**

The Board has at all times absolute power to dismiss a Rabbi for gross professional misconduct

## **RULE 5 – FINANCE AND ACCOUNTING MATTERS**

### **5.1 Personal or pecuniary interests:**

Any Board member who has a pecuniary or other personal interest direct or indirect in any matter which is the subject of consideration by the Board, shall declare their interest and, shall not take part in or remain present (unless invited to stay) during such consideration and shall not vote on any questions with respect to that matter

### **5.2 General funding:**

The Synagogue may accept, borrow or raise money for the purpose of furthering its objects by means of grants-in-aid, donations, legacies, subscriptions, levies, fund raising events or loans from public or private sources, members, other persons or sources provided that the Synagogue shall not undertake any permanent trading activities in raising funds for its objects, except as permitted by HMRC, or do anything similar that may prejudice its legal or charitable position or status

### **5.3 Subscriptions: Fixed by the Board:**

The Board shall from time to time fix scales of subscriptions for membership of the Synagogue. The Board may arrange to accept from any member a concessionary subscription other than on normal scale, in which event such variation shall be reviewed at least once each year in accordance with policy as determined by the Board from time to time

### **5.4 Subscriptions: due date:**

Subscriptions to the Synagogue shall be due and payable annually in advance on the 1<sup>st</sup> of January in each year

### **5.5 Subscriptions: method of payment:**

The Treasurer may, at his/her own discretion, enter into arrangements with members for payment of subscriptions by instalments, provided that where such arrangements are made, the whole of the subscription shall be paid during the relevant subscription year

### **5.6 Subscriptions: new members:**

Membership and the privileges attached commence once payment of the appropriate subscription has been made

### **5.7 Subscriptions non-payment:**

The membership rights of any member whose subscriptions are six months in arrears shall lapse. The Membership Treasurer will advise the Board, and provided it is agreed by the Board, notify that person in writing that membership rights have lapsed until all arrears have been paid

### **5.8 Finance. approval of spending:**

The Honorary Treasurer shall not pay any monies, other than those which are regularly and routinely paid on behalf of the Synagogue, without the express approval of the Board. Where any proposed commitment for goods or services is for a value greater than £500, at least three competitive quotations shall be obtained unless the Board shall decide that it is not necessary or appropriate so to do

### **5.9 Finance. investment of surplus funds**

The funds of the Synagogue not required for immediate application may be invested in such manner as the Board approves

### **5.10 Finance control and accounting for funds:**

The Honorary Treasurer shall keep such records and accounts as are necessary to record and control the finances of the Synagogue, and shall produce account books, invoices, receipts, papers and other documents to the Board whenever so required to do by the Board or by the Chair(s) and shall produce for presentation to the Annual General Meeting accounts in accordance with good practice and any current legal or charitable requirements

### **5.11 Finance funds relating to minor activities:**

Funds relating to minor activities associated with the Synagogue may be held by members who shall be accountable to the Board for their recording and safe keeping. Those members having had custody or control of funds during the year shall produce account books, invoices, receipts, papers and other documents to the Board whenever so required to do by the Board or by the Chair(s) and shall produce for presentation to the Annual General Meeting accounts in accordance with good practice and any legal or charitable requirements.

**5.12 Finance: bank accounts:**

The Bank Accounts of the Synagogue shall be kept at UK Banks or Building Societies which are covered by the Financial Services Compensation Scheme to be decided by the Board and shall be in the name of the Synagogue. The Honorary Treasurer, Chair(s), Vice-Chair(s), Membership Treasurer and Honorary Secretary shall be signatories to such accounts and all transactions shall be authorised by not less than two signatories.

**5.13 Finance: financial year end.**

The financial year end of the Synagogue shall be the 31<sup>st</sup> December and Accounts of the Synagogue shall be prepared in accordance with current legal and charitable requirements and shall be audited or independently examined by a Chartered/Certified or other suitably qualified Accountant who must not be a member of the Board nor of any committee which handles the Synagogue's funds. The auditor/independent examiner is to be appointed at the AGM held during the year to which the accounts relate.

**5.14 Finance: purchase, sale or letting of property.**

A resolution passed at an Annual or Special General Meeting shall be required for the purchase, sale or letting of any freehold or leasehold property or land.

**5.15 Finance: holding long term investments.**

All long term investments including freehold and leasehold property shall be vested in accordance with the relevant provisions of Article 5.

**5.16 Finance: security for loans against property.**

The members at Annual and Special General Meetings may authorise the Board on behalf of the Synagogue to offer as security the property of the Synagogue to secure the repayment of money borrowed and the payment of interest thereon for a sum and rate of interest determined and sanctioned by the members at that meeting.