



## Castle Bromwich Hall and Gardens Trust

Chester Road, Castle Bromwich, Birmingham, B36 9BT  
Registered Company No. 1944650 Registered Charity No. 516855



*Thank you for asking for this application form for membership of the Trust.*

Castle Bromwich Hall & Gardens Trust is a Registered Charity and a Company Limited by Guarantee and as such is subject to the provisions of the relevant Acts of Parliament.

Membership will give you a say in the future of the Trust by allowing you to vote at the AGM and to stand for election as a Trustee (Director). There will be 4 newsletters each year and free entry to the Gardens during normal opening hours and most day time events organised by the Trust. The Trust's Social Group meet on the 2<sup>nd</sup> Tuesday of every month at Arden Hall in Castle Bromwich for a variety of activities and talks. Members pay £1-20 per night and non members pay £2-00

The membership fees for the calendar year 2010 (no increase) will be as follows:-

- Individual £15
- Joint £25.
- Family £30.
- Individual Life £150
- Joint Life £250.

See Bye Law 9 on page 3 for details

Please complete sections 1 to 3 on page 2 and if possible please consider completing section 4 so that we can recover the tax on your subscription. This will cost you nothing but will increase our income by at least 20%.

At a future date the Trust hopes that it will be able to offer members the facility to pay their subscriptions by Direct Debit. To enable us to judge the demand, if in the future, you would be willing to pay this way please indicate at the end of section 1.

Cheques should be made payable to Castle Bromwich Hall and Gardens Trust

When you have completed page 2 please return it with your cheque to:-

The Membership Secretary  
Castle Bromwich Hall and Gardens Trust  
Chester Road  
Castle Bromwich  
Birmingham  
B36 9BT

**Your Membership card(s) will be issued as soon as Possible.**



# Castle Bromwich Hall and Gardens Trust

Chester Road, Castle Bromwich, Birmingham, B36 9BT  
Registered Company No. 1944650 Registered Charity No. 516855



I/We wish to apply for membership of Castle Bromwich Hall and Gardens Trust.

**Please complete the three steps below:- 2. Your Address**

**1. Details of Applicant and main contact.**

Mr/Mrs/ Ms/Other \_\_\_\_\_

First Name \_\_\_\_\_ Other Initials \_\_\_\_\_

Family Name \_\_\_\_\_ Friend Yes/No \_\_\_\_\_

Volunteer Yes/No \_\_\_\_\_

Signature \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone No \_\_\_\_\_ \*\*

Mobile No \_\_\_\_\_ \*\*

Email Address \_\_\_\_\_ \*\*

**Details of 2<sup>nd</sup> adult for joint and family membership.**

\*\* Only provide this information if you agree that we may use it to contact you.

Mr/Mrs/ Ms/Other \_\_\_\_\_

First Name \_\_\_\_\_ Other Initials \_\_\_\_\_

Family Name \_\_\_\_\_  
Volunteer Yes/No \_\_\_\_\_

Signature \_\_\_\_\_

Indicating whether you are a Registered Volunteer will help us to avoid duplicate records.

I/ we enclose a Cheque / Cash for £ \_\_\_\_\_

In the future would you be interested in paying by Direct Debit YES / NO

<b>3. Please indicate the type of membership required</b>		Tick
Class of Ordinary Membership	Subscription	
Individual Membership	£15pa	
Joint Membership - Individual plus named adult at same address	£25pa	
Family Membership (2 named adults & children or grandchildren under 18)	£30pa	
Individual Life Membership	£150	
Joint Life Membership – Individual plus named adult at same address	£250	

**4. Please help us to maximise the benefits of your membership by signing the Gift Aid form below. Thank You.**

I \_\_\_\_\_ (Insert full Name)

- \* am a UK Taxpayer and I would like tax to be reclaimed on this and any subsequent renewal through the Gift Aid Scheme.
- \* note that I must have paid an amount of tax which at least equals the tax deducted from this amount.
- \* Delete if not appropriate.

Signature: .....Date: .....

**Note:**

The Trust is a Company limited by Guarantee and is subject to the provisions of the Companies Act 2006.

The Bye-Laws which govern the day to day activities of the Trust are set out overleaf. A copy of the Trust's constitution (The Memorandum and Articles of Association) will be supplied on request but your attention is drawn to paragraphs 5 and 6 which are reproduced at the end of the Bye-Laws.

Please also note Bye-Law 11 regarding the election of members.

The details that you provide will be stored on a computer system and will only be used to manage your membership of the Trust and to keep you informed of the Trust's activities. The Trust will not disclose your details to any other person or organization unless required to do so by law.

**For CBHGT office use:**

Application received by \_\_\_\_\_ on \_\_\_\_\_

Temp Rec't Issued Yes / No

Approved by \_\_\_\_\_ on \_\_\_\_\_

Computer Records Updated by \_\_\_\_\_ on \_\_\_\_\_

Membership Type \_\_\_\_\_

Membership Card(s) and Welcome Pack Issued by \_\_\_\_\_ on \_\_\_\_\_

and Number \_\_\_\_\_

**Proceedings of Trustees and Committees**

1. The Trustees may appoint one of their number to be the Chairman of their Meetings and may at any time remove him from that office. Unless he is unwilling to do so, the Trustee so appointed shall preside at every Meeting of Trustees at which he is present. But if there is no Trustee holding that office, or if the Trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the Meeting, the Trustees present may appoint one of their number to be Chairman of the Meeting.
2. Committees appointed under Article 41
  - (a) The Trustees may invite persons who are not Trustees to serve on such committees of the Trust provided that at least two thirds of those attending and voting at meetings of committees are Trustees.
  - (b) Any committee where less than two thirds of its members are Trustees shall act in an advisory capacity only and its recommendations shall be ratified before implementation by either the Trustees or a committee formed in accordance with (a).above.
  - (c) The Trust, through its Management Committee, may appoint sub-committees or working groups of Trustees, Staff, Members and Volunteers with delegated powers to act within strictly limited areas of activity and within a predetermined financial and staffing resource budget. The creation of any such sub committee shall be reported to the next meeting of the Trustees together with details of their brief and budget.
3. The main standing committees of the Trust shall be:-
  - (a) The Trustees Executive Sub Group:- will normally consist of the Chairman, Vice Chairmen and Treasurer/Company Secretary plus any other Trustees appointed by the chairman as required.  
And will be responsible for urgent or contractual items of a confidential nature including staff and volunteers disciplinary matters.
  - (b) The Management Committee :- will normally consist of the members of the executive sub group plus the chairmen/representatives of other committees and sub groups involved in the active management of parts of the Trust's activities; and will oversee the day to day activities of the Trust and will appoint such sub committees and working groups as it deems necessary to further the aims of the Trust.
  - (c) Gardens Committee:- will consist of persons with special knowledge of horticultural matters, gardening and its history together with one or more Trustees.  
Its role is to advise the Trust through the Staff and the Management Committee on all matters concerning the Restoration and Maintenance of the Gardens.

**Financial Regulations and Standing Orders**

4. The Treasurer will oversee all the Trust's financial arrangements.
5. A budget will be produced for each financial year and will be compared with the actual results a frequent intervals during the year and will be reported to meetings of the Trustees and the Management Committee.
6. Orders for Goods and Services:-
  - (a) must be signed by the budget holder and countersigned by a member of the Executive Sub Group or by a senior member of staff explicitly authorised to do so by the Treasurer.
  - (b) the cost of all such orders must be within the approved budget or explicitly approved by the Management Committee or the Trustees Executive Sub Group.
7. Banking Arrangements:-
  - (a) Changes to the Trust's Banking Arrangements will be subject to a Resolution of the Trustees
  - (b) All payments must be approved by the budget holder who will agree that the goods or services and have been satisfactorily received.
  - (c) The Trustees will from time to time appoint four or five of their number to be authorised signatories on the Trusts various bank accounts. Any two signatures will be required except for inter-account transfers.
8. Day to Day Management:-
  - (a) of the Gardens and the Trust's affairs shall be the responsibility of the paid staff and the members of the Trustees Executive Sub-Group (see 3a above);
  - (b)..except as may be provided by a specific resolution of the Trustees no other Trustee, Member or Volunteer shall have any executive authority in connection with the Trust's affairs.

**Classes of Ordinary Membership Fees and Benefits**

9. There are 5 classes of membership:-  
Individual Member; Joint Member – individual plus a named adult at the same address; Family Member – two named adults at the same address & children or grandchildren under 18; Individual Life Member; Joint Life Member – Individual plus named adult at same address.  
Fees for the year 2009 will be set by the Trustees thereafter the fees will be set annually by the AGM following recommendations by the Trustees.  
  
Benefits
  - (a) Free entry to the Gardens at any time during normal opening times including most day time special events which will be marked on the events list.
  - (b) A quarterly newsletter.
  - (c) All named adult members will be entitled to vote at the Trust's Annual General Meetings and any Extra Ordinary General Meetings, and to stand for election as a Trustee under Article 26 or to be co-opted under Article 27.
10. The membership year shall run from the 1 January to 31 December and any membership not renewed by 1<sup>st</sup> March shall be deemed to have lapsed. Membership which starts on or after the 1 October in any year will be valid until 31 December in the following year.
11. Application for membership is open to all persons not less than 18 years of age and shall be made in writing on the prescribed form. The power of election lies with the Management Committee who may take such steps as it thinks fit to confirm the applicants suitability for membership and may refuse any application without giving a reason. All applicants agree to be bound by the Rules and Bye-Laws as a condition of and prior to the grant of Membership. Membership shall be confirmed by receipt of a membership card, which shall remain the property of the Trust.
12. The number of ordinary members elected to be Trustees under Article 26 shall be not more than three.

**Volunteers**

13. Accredited volunteers must have completed the approved application form and supplied two suitable referees. Volunteers do not need to be members of the Trust but may become members upon payment of the prescribed fee.

**Benefits**

- (a) Each accredited volunteer will get free admission to the Gardens at all times except special events when that days admission charges will be payable.
- (b) Free refreshments when they are on duty.

**Conduct of Members, Volunteers and Staff**

14. Members, Volunteers and Staff are expected to treat each other and the Trust's property with respect and to follow all safety procedures and the legitimate instructions of supervising staff or volunteers.

In the event of a breach of this principle:-

- (a) The management committee may after investigating the alleged breach and subject to the right of appeal by that person to a sub committee Trustees:-
  - (i) issue a written warning or;
  - (ii) suspend any ordinary membership or volunteers accreditation or;
  - (iii) cancel any ordinary membership or revoke a volunteers accreditation.
- (b) In the event of serious misconduct (requiring urgent action) by a member or a volunteer their membership or accreditation may be suspended by a senior member of staff or by a member of the Trustees Executive Sub Committee pending a full investigation and decision by the Management Committee.
- (c) Any appeal sub committee set up under 13(a) will not include any Trustee who has already been involved with the case.

Extracts from the Memorandum of Association

Paragraph 5 - The liability of members is limited.

Paragraph 6 - Every member of the Trust undertakes to contribute to the assets of the Trust, in the event of the Trust being wound up while he is a member or within one year after he ceases to be a member, for payment of the debts and liabilities of the Trust contracted before such member ceases to be a member, and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £1.