

## **WYMONDHAM TOWN COUNCIL**

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN  
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
to be held on **Wednesday 15<sup>th</sup> November 2023**  
IN THE COUNCIL CHAMBER commencing at **4.00pm**

### **A G E N D A**

1. Apologies for absence
2. To receive Declarations of Interest **A**
3. To confirm the minutes of the Finance & General purposes committee meeting held on 2<sup>nd</sup> October 2023. **B**
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 2<sup>nd</sup> October 2023/ previous meetings.
5. Public Participation – members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below.  
In accordance with standing order 3 (f) this item is limited to 15 minutes.
6. To consider grant application – Wymondham Symphony Orchestra **C**
7. To discuss draft 4 year plan
8. To discuss budget for 2024/2025 financial year and Reserves allocations.
9. Resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
10. To report on internal draft interim financial position as at 30th September 2023

Council Offices  
Ketts Park  
Harts Farm Road  
Wymondham  
NR18 0UT



T B Gurney  
Town Clerk

9<sup>th</sup> November 2023

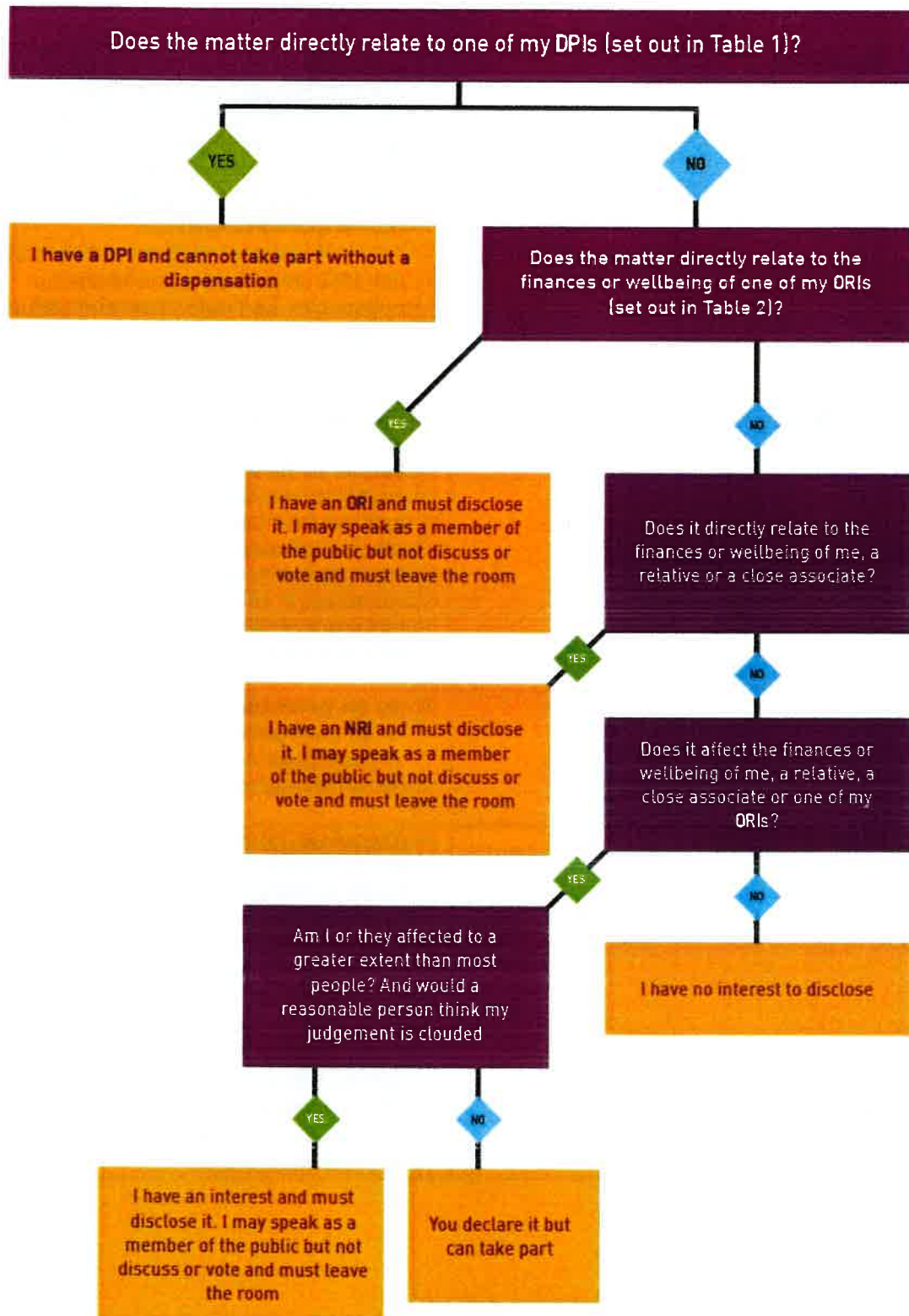
#### **Committee Members**

<b>Cllr. Roberts</b>	<b>Cllr. Fulcher</b>	<b>Cllr. Rosen</b>
<b>Cllr. Frosdick</b>	<b>Cllr. Perry</b>	



## Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

<p>You must register as an Other Registrable Interest :</p> <p>a) any unpaid directorships</p> <p>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</p> <p>c) any body</p> <p>(i) exercising functions of a public nature</p> <p>(ii) directed to charitable purposes or</p> <p>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management</p>
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**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE FINANCE & GENERAL**  
**PURPOSES COMMITTEE** held on Tuesday 2<sup>nd</sup> October 2023  
in the Council Offices commencing at 2.35 pm

Present:

Cllrs	Fulcher (Chair)
	James
	Frosdick
	Perry
	Rosen

Also Present                      0 member of the public

F37/23	<u>APOLOGIES FOR ABSENCE</u> – None.
F38/23	<u>DECLARATIONS OF INTERESTS</u> – None.
F39/23	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Rosen and seconded by Cllr. James it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 15 <sup>th</sup> August 2023 as a correct record.
F40/23	<u>PROGRESS UPDATES</u> – None.
F41/23	<u>PUBLIC PARTICIPATION</u> – None.
F42/23	<u>FINANCIAL REPORTING</u> - Following discussions it was agreed that the Council would move to a purchase ledger system. Training will be required for the Finance Officer and to allow time for the SAGE accounting system to be re-configured this will take effect from 1 <sup>st</sup> April 2024. More detailed reporting of the Councils present and potential future financial position and comparison of budgets to actuals will then be available to aide decision making.
F43/23	<u>EXTERNAL AUDITORS CERTIFICATE</u> from LLP Littlejohn for the financial year ending 31 <sup>st</sup> March 2023 was noted.
F44/23	<u>4 YEAR PLAN</u> Cllr. Rosen explained that he was preparing a draft plan for discussion and approval by the full council. A meeting had been held with the Clerk who had provided an overview of ongoing projects and an explanation of future commitments such as replacement of street lighting columns. A meeting with officers of South Norfolk Council regarding the Town centre public realm scheme was scheduled for Tuesday 3 <sup>rd</sup> October 2023 and the present new cemetery project delays were noted. It was anticipated that the plan would be discussed further during the November meetings for refinement before being placed before the full Council in December.

*(The meeting closed at 14.48 pm)*

DATED this ..... day of .....2023

SIGNED ..... (Chairman)







C

## Wymondham Town Council

### Grant Application Form

Please read the attached guidelines before completing this form. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

#### 1 Your organisation

a) Name of organisation.

Wymondham Symphony Orchestra

b) Address.

c) Description of your organisation's activities.

Symphony orchestra based in Wymondham, rehearsing and mostly performing in the town, frequently in Wymondham Abbey. Membership drawn from Wymondham and surrounding area. Considered as South Norfolk's premier orchestra.

d) How long has your organisation been in existence?

39 years

#### 2 Contact details

a) Name of contact.

Jill Halliday

b) Position within organisation.

Librarian

c) Address for correspondence (if different from above).

The Old Maltsters, Station Road, Pulham St Mary, Diss, IP21 4QT

d) Telephone.

01379 608452



QUALITY  
TOWN  
COUNCIL

e) email.

[jill.halliday@outlook.com](mailto:jill.halliday@outlook.com)





### 3 Your application

a) Please give a brief description of the project for which the grant is intended.

Performance of concert on 25<sup>th</sup> November, *Birds of Myth and Fable*, in Wymondham Abbey. Two pieces are still in copyright and hire of the music cost £1,000 (For out of copyright music, library hire usually in region of £30). This is an opportunity for orchestra members to study, learn and perform modern works.

b) Who will benefit from the proposed project?

The players, many of whom live in Wymondham and the audience which is largely drawn from the town, to experience, see and hear performed two exciting modern works. Norfolk Wildlife Trust local town branch has been invited to do a retiring collection after the concert.

c) What is the total cost of your project?

£4,123.00

d) What is the grant amount you are requesting from Wymondham Town Council?

£1,003.90

e) How much does your organisation currently have to put towards this project?

£3,000

f) Please give an itemised breakdown of the expenditure for which this money is being applied for. This must include evidence (i.e. suppliers estimate (or price lists) of the likely cost of all items of expenditure e.g. goods or labour.

Item	Cost £
Hire of Rautavaara: Cantus Arcticus	£352.90
Hire of Stravinsky: Firebird	£651.00
<b>TOTAL</b>	

g) Will you be seeking grant assistance from South Norfolk Council? No (please delete as appropriate).

If 'No' please state why not.



Have been advised that we do not qualify



h) Have you made applications to any other body for grant aid for this project? No (please delete as appropriate).

If yes please give details.

Name of organisation applied to	Amount applied for £	Date of application	Amount received £

i) If you have received any other sources of funding, not specified above, please give details.

n/a

j) If there is a shortfall between your contribution and assuming a Town Council grant, how will you raise the balance?

Pledge from a person associated with the orchestra and possible use of reserves

k) If the application is for a capital project, who owns the land or buildings?

n/a

l) Please supply the details of the arrangements under which you have use of this land or building (e.g. tenancy, lease).

**4 Previous applications**

a) Has your organisation previously applied for a grant from Wymondham Town Council? Yes/No (please delete as appropriate).

If yes, please give details of the project and the date and amount of grant received.

Not to my knowledge



**5 Protection of Children & Vulnerable Adults**

Does your project involve direct work with children under 18 or disabled adults under 25 without their normal carers present?

If YES you must supply a copy of your organisation's policy for the protection of children and vulnerable adults.

N*	If Yes copy enclosed
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**6 Your financial situation**

Where possible all applications should be accompanied by the following financial information. If you are unable to provide the information please give a reason.

- A copy of your latest audited accounts or other financial report which indicates your financial position

Enclosed Y	If No Why?
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- Any written estimate or quotation or statement of how the costs are arrived at

Enclosed Y	If No Why?
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- Photocopy of bank statements covering the past 6 months.

Enclosed Y	If No Why?
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- A copy of your organisations constitution and rules of your organisation (excludes statutory bodies)

Enclosed Y	If No Why?
------------	------------

- Where appropriate plans showing the proposals

Enclosed N/a*	If No Why?
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- *Please delete as appropriate.*

**The council may request additional information depending on the project and the amount of grant sought. Please also note that payment of grant funds is made against receipted invoices.**

I declare the information provided is correct at the time of this application.

Signed

*Till C Halliday*

Date 20/10/2023

**Please return to Town Clerk, Wymondham Town Council, Ketts Park, Harts Farm Road, Wymondham, Norfolk, NR18 0UT. Applications will be considered by the Finance and General Purposes Committee. You will be notified whether or not**



**your application has been successful as soon as possible after a decision has been taken.**

If you have any queries, please contact the Town Clerk on 01953 603302 or email [office@wymondhamtc.co.uk](mailto:office@wymondhamtc.co.uk)

## **Wymondham Town Council**

### **Guidelines for the award of grants**

- 1 An organisation applying for a grant from Wymondham Town Council must be based in the Parish of Wymondham with its membership open to interested residents in the Parish.
- 2 The Town Council will consider applications which relate to either;
  - A clearly identified capital project or,
  - A specific project or event or service
- 3 The Town Council will not normally subsidise running costs or write-off debts.
- 4 The purpose for which a grant will be considered will usually fall into one of the following categories;
  - Furtherance of the Town Council's primary responsibilities e.g. to sport, recreation and the arts.
  - Projects promoted by Wymondham based organisations to the benefit of deserving groups of Wymondham residents, e.g. children, adolescents, the elderly, the disabled.
  - For the conservation of Wymondham's heritage, whether in the form of buildings, artefacts or documents.
  - To promote and publicise the Town of Wymondham.

*This list is not necessarily exclusive and applications may be considered for other purposes.*
- 5 The Town Council will not make grants to the following;
  - An organisation the primary purpose of which is the propagation or furtherance of political, religious, moral or philosophical viewpoints of causes.
  - General charities, whether local, national or international.
  - Individuals however deserving.
  - A sponsorship scheme e.g. walks runs and other efforts.
- 6 Grants, subject to the over riding constraints of the Council's budget, will not normally exceed half of any approved cost. If South Norfolk Council is grant aiding the maximum is one third.



- 7 In considering applications the Town Council will have regard to the applicant organisations ability to contribute their part of the cost to carry out the project, event or service and will require submission of accounts, balance sheet and written estimates with the application.



**Wise Music Group**  
**Chester Music Ltd.**  
**Hire Library**  
Unit F3, Dettingen Way  
Bury St Edmunds  
Suffolk, IP33 3TU  
Telephone: +44 (0)1284 596 004  
Email: hire@wisemusic.com

**INVOICE**  **Wise Music Group**

1 / 1

**Terms: Payment within 30 days from date of invoice.**  
**All cheques made payable to Chester Music Limited, 14-15**  
**Berners Street, London, W1T 3LJ**  
**TO PAY THIS INVOICE BY PHONE CALL 020 7612 7400**

INVOICE NO. 211178  
DATE 22/08/2023  
ACCOUNT NO. 0010533  
VAT REG NO. :  
CUSTOMER REF.  
ORDER NO. 282619

**Wymondham Symphony Orchestra**  
**Productions Ltd**

<i>Performance details</i>	
Wymondham Symphony Orchestra c. Andrew Parnell	25/11/2023 (1) 19.00 Wymondham Abbey, Wymondham Wymondham
<b>282619 Stravinsky I. Firebird Suite (1945)</b> [Chester/Firebird]	
Hire Fees	651.00
Sub Total Excluding VAT	651.00
Postage and Handling	13.00
* VAT Calculated at 20%	2.60
<b>ALL AMOUNTS IN £ STERLING</b>	<b>TOTAL</b>
	<b>£666.60</b>

VAT no.: GB 417 6918 28 Bank: Coutts & Co., 440 Strand, London WC2R 0QS, Account No. 00196533  
Sort Code: 18 00 02, Swift code: COUTGB22, IBAN GB55 COUT 1800 0200 1965 33  
Company number: 00162623

[Click here to pay online](#)





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## Receipt from Boosey & Hawkes Music Publishers Ltd.

Receipt #1245-3801

AMOUNT PAID	DATE PAID	PAYMENT METHOD
£352.90	Jun 7, 2023, 10:19:19 AM	<b>VISA</b> - 0964

### SUMMARY

Zinfonia Order #348238

Accept and Pay Quote #9102197 × 1	£352.90
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<b>Amount charged</b>	<b>£352.90</b>
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If you have any questions, contact us at [ukhire@boosey.com](mailto:ukhire@boosey.com) or call at **+44 20 7054 7200**.

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You're receiving this email because you made a purchase at Boosey & Hawkes Music Publishers Ltd., which partners with [Stripe](#) to provide invoicing and payment processing.



# **Constitution of Wymondham Symphony Orchestra – July 2020**

## **1. Name**

The name of the Society shall be Wymondham Symphony Orchestra hereinafter referred to as the Society.

## **2. Objects**

The objects of the Society shall be to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit, including through the presentation of public concerts and recitals.

## **3. Membership**

(1) Membership is open to individuals who are approved by the trustees.

(2)

(a) The trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Society to refuse the application.

(b) The trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.

(c) The trustees must consider any written representations the applicant may make about the decision. The trustees' decision following any written representations must be notified to the applicant in writing but shall be final.

(3) Membership is not transferable to anyone else.

(4) The trustees must keep a register of names and addresses of the members which must be held and maintained according to GDPR.

(5) Every member shall have one vote.

## **4. Termination of membership**

Membership is terminated if:

(1) the member dies;

(2) the member resigns by written notice to the Society unless, after the resignation, there would be less than two members;

(3) any sum due from the member to the Society is not paid in full within six months of it falling due;

(4) the member is removed from membership by a resolution of the trustees that it is in the best interests of the Society that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:

(a) the member has been given at least twenty one days' notice in writing of the meeting of the trustees at which the resolution will be proposed and the reasons why it is to be proposed;

(b) the member or, at the option of the member, the member's representative (who need not be a member of the Society) has been allowed to make representations to the meeting;

(c) the decision to terminate the membership is communicated to the member in question in writing within 7 days of the meeting taking place;

(5) any decision made by the committee to terminate a membership is final.

## **5. Officers and trustees**

(1) The Society and its property shall be managed and administered by a committee comprising the officers and other members elected in accordance with this constitution. The officers and other members of the committee shall be the trustees of the Society.

(2) The Society shall have at least the following officers:

(a) A chair,

(b) A secretary,

(c) A treasurer. More officer roles can be appointed if deemed necessary by the trustees

(3) A trustee must be a member of the Society.

(4) No one may be appointed a trustee if he or she would be disqualified from acting under the provisions of clause 8.

(5) The number of trustees shall be not less than three but shall not be subject to any maximum.

(6) The first trustees (including officers) shall be those persons elected as trustees and officers at the meeting at which this constitution is adopted.

(7) A trustee may not appoint anyone to act on his or her behalf at meetings of the trustees.

## **6. Payment of trustees**

(1) Trustees can be paid legitimate expenses incurred on behalf of the Society.

(2) Any other trustee payments, or payments to connected persons of trustees, must be with the approval and/or permission of the Charity Commission and in accordance with the Trustees Act 2000 and section 185 of the Charities Act 2011 where appropriate.

## **7. Appointment of trustees**

(1) The Society in a general meeting shall elect the trustees and may elect the officers.

(2) The trustees may appoint any person who is willing to act as a trustee. They may also appoint trustees to act as officers.

(3) At each annual general meeting a third of committee members shall retire and be eligible for re-election up to a fixed number of three-year terms as set out in the Society's rules and regulations.

(4) In case of a vacancy arising on the committee, the committee may co-opt a new trustee who shall then stand for election by members at the next annual general meeting.

## **8. Disqualification and removal of trustees**

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

(1) is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);

(2) ceases to be a member of the Society as detailed in section 4;

(3) in the written opinion, given to the Society, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;

(4) resigns as a trustee by notice to the Society (but only if at least two trustees will remain in office when the notice of resignation is to take effect);

or (5) is absent without the permission of the trustees from all their meetings held within a period of 12 consecutive months and the trustees resolve that his or her office be vacated.

## **9. Powers**

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

(1) power to raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;

(2) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;

(3) power subject to any consents required by law to borrow money and to charge all or part of the property of the Society with repayment of the money so borrowed;

(4) power to employ such staff as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependents;

(5) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;

(6) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;

(7) power to appoint and constitute such advisory committees as the Committee may think fit;

(8) power to do all such other lawful things as are necessary for the achievement of the objects.

## **10. Meetings and proceedings of the committee**

(1) The trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.

(2) The committee shall hold at least 2 ordinary meetings each year. A special meeting may be called at any time by the chairman, or by any 2 members of the committee, upon not less than 4 days' notice being given to the other members of the committee of the matters to be discussed, but if the matter includes the appointment of a co-opted member then not less than 21 days' notice must be given.

(3) Any trustee may call a meeting of the trustees.

(4) The secretary must call a meeting of the trustees if requested to do so by a trustee.

(5) The chairman shall act as chairman at meetings of the committee. If the chairman is absent from any meeting, the members of the committee present shall choose one of their number to be chairman before any other business is transacted.

(6) There shall be a quorum when at least one third of the number of members of the committee for the time-being, or three members of the committee (whichever is the greater), are present at a meeting.

(7) No decision may be made by a meeting of the trustees unless a quorum is present at the time the decision is purported to be made.

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

(9) If the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.

(10) Questions shall be determined by a majority of votes of the members of the committee present and voting on the question, but in the case of equality of votes, the chairman of the meeting shall have a second or 'casting' vote.

(11) The committee shall keep minutes of the proceedings at meetings of the committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.

(12) The committee may appoint one or more sub-committees, consisting of three or more members of the committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the committee.

(13) Where the Society has a paid conductor or musical director, he or she may attend committee meetings except when his/her position is being considered. He/she shall not be eligible to vote in a committee meeting.

## **11. Conflicts of interests and conflicts of loyalties**

A Society trustee must:

(1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Society or in any transaction



or arrangement entered into by the Society which has not been previously declared; and

(2) absent himself or herself from any discussions of the Society trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Society and any personal interest (including but not limited to any personal financial interest). Any trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the trustees on the matter.

## **12. Rules**

(1) The trustees may from time to time make rules or bye-laws for the conduct of their business.

(2) The bye-laws may regulate the following matters but are not restricted to them:

(a) the admission of members of the Society (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;

(b) the conduct of members of the Society in relation to one another, and to the Society's employees and volunteers;

(c) the setting aside of the whole or any part or parts of the Society's premises at any particular time or times or for any particular purpose or purposes;

(d) the procedure at general meeting and meetings of the trustees in so far as such procedure is not regulated by this constitution;

(e) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.

(3) The trustees must adopt such means as they think sufficient to bring the rules and byelaws to the notice of members of the Society.

(4) The rules or bye-laws shall be binding on all members of the Society. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.

## **13. Finance**

(1) The financial year shall end on 31<sup>st</sup> July

(2) A banking account shall be opened in the name of the Society and payments shall be authorised by any two officers.

(3) The income and property of the Society whencesoever derived shall be applied solely towards promoting the objects of the Society as set forth above. No portion thereof shall be paid or transferred either directly or indirectly to any trustee except in payment of legitimate expenses incurred on behalf of the Society or with approval and/or permission from the Charity Commission.

#### **14. Annual General Meeting**

(1) The Society must hold a general meeting within twelve months of the date of the adoption of this constitution.

(2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.

(3) At least 21 days' written notice of an AGM shall be given to all members.

(4) The committee shall present to each AGM the report and accounts of the Society for the preceding year.

(5) Nominations for election to the committee must be made by members of the Society in writing. Should nominations exceed vacancies, an election shall be held.

#### **15. Special General Meeting**

(1) All general meetings other than annual general meetings shall be called special general meetings.

(2) The trustees may call a special general meeting at any time.

(3) At least 21 days' written notice of an SGM shall be given to all members.

(4) The trustees must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever is the greater. Where the Society has less than 30 members, the trustees must call a special general meeting if requested to do so in writing by at least five members. The request must state the nature of the business that is to be discussed. If the trustees fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.

#### **16. Procedure at General Meetings**

(1) No business shall be transacted at any general meeting unless a quorum is present.

(2) A quorum is:

(a) 3 members entitled to vote upon the business to be conducted at the meeting; or

(b) one tenth of the total membership at the time, whichever is the greater.

(3) If:

(a) a quorum is not present within half an hour from the time appointed for the meeting; or

(b) during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the trustees shall determine.

(4) The trustees must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date time and place of the meeting.

(5) If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum.

(6) The secretary or other person specially appointed by the committee shall keep a full record of proceedings at every general meeting of the Society.

#### **17. Accounts**

The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinized by a person who is independent of the Committee and then submitted to the members at the Annual General Meeting.

#### **18. Alterations to the constitution**

(1) The constitution may be altered by a two-thirds majority of the members present and voting at any General Meeting, provided that fourteen days' notice of the proposed alteration has been sent to all members and provided that nothing herein contained shall authorise any amendment which shall have the effect of the Society ceasing to be a charity.

(2) No amendment may be made to clause 1 (the name of the Society), clause 2 (the objects), clause 13 (finance), or clause 19 (dissolution), without the prior written consent of the Charity Commission. The committee shall send the Charity Commission a copy of any amendment made under this clause. Where a society is too small to register with the Charity Commission only sub clause (1) of this clause will be applicable.

#### **19. Dissolution**

In the event of the Society being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Society.



## Wymondham Symphony Orchestra Summary Sheet 2021-22

	2021-22	2020-21
<b>Income</b>		
Subscriptions	5,175	4,170
Gift Aid	0	94
Friends	530	40
Autumn Concert	0	0
Spring Concert	817	0
Summer Concert	1,339	0
Other Concerts	0	0
Interest	16	27
Others	38	1,603
<b>Total</b>	<b>7,915</b>	<b>5,934</b>

### Expenditure

Making Music Subscription & Insurance	193	319
Librarian	0	25
Others	214	6
Production company Loans	9,000	3,500
<b>Total</b>	<b>9,407</b>	<b>3,850</b>

Net WSO Income	<b>-1,491</b>	<b>2,084</b>
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	2021-22	2020-21
Balances Brought Forward at start of yr	11,134	9,050
Balances Carried Forward at end of yr	<b>9,643</b>	<b>11,134</b>

### Balance Sheet as at 30.07.2022

Shawbrook account	3,052	
CAF 60 day account		3,037
Barclays Account	6,590	8,097
	<b>9,643</b>	<b>11,134</b>

I CERTIFY THESE AS A TRUE AND ACCURATE SET OF  
ACCOUNTS FOR THE YEAR 21/22.

James Wagg

JAMES WAGG FPFS.

