

THE COMPANIES ACT 1985

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

MEMORANDUM and ARTICLES of ASSOCIATION

of

KIRKHILL & BUNCHREW COMMUNITY TRUST

- I. The company's name is " Kirkhill and Bunchrew Community Trust ".
- II. The company's registered office is to be situated in Scotland.
- III. This clause shall be interpreted as if it incorporated an over-riding qualification limiting the powers of the company such that any activity which would otherwise be permitted by the terms of the clause may be carried on only if that activity furthers a purpose which is regarded as charitable for the purposes of section 505 of the Income and Corporation Taxes Act 1988 (including any statutory amendment or re-enactment for the time being in force). Subject to that over-riding qualification, the company's objects are: -
- (1) To preserve, conserve, restore and improve the environment
 - (2) To promote trade and industry, for the benefit of the general public
 - (3) To advance education and in particular to promote opportunities for learning for the benefit of the general public.
 - (4) To provide in the interests of social welfare, facilities for recreation and other leisure time activity to the residents of Kirkhill & Bunchrew with a view to improving their conditions of life. The area described as Kirkhill and Bunchrew will be the boundary of the Kirkhill & Bunchrew Community Council area but including Clunes and Carbrich)
 - (5) To provide or assist in the provision of housing for persons within Kirkhill & Bunchrew in necessitous circumstances and/or housing adapted to meet special needs of persons suffering from mental or physical disability, illness or impairment or old age.
 - (6) To relieve poverty, particularly among the residents of Kirkhill & Bunchrew.
 - (7) To promote, establish, operate and/or support other schemes and projects of a charitable nature

In pursuance of those aims (but not otherwise) the company shall have the following powers:

- (i) To establish and/or operate (or assist in the establishment or operation of) visitor centres and museums providing information to the public on the history and current practice of work, transport and recreational pursuits in the area and including ancillary refreshment and other facilities.
- (ii) To establish and/or manage (or assist in the establishment and management of) community woodland schemes, incorporating appropriate arrangements for public access and facilities for public recreation.

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- (iii) To pursue and administer (or assist in the pursuit and administration of) housing projects which fall within the provisions of paragraph (4) above.
- (iv) To advise in relation to, organise, support and/or conduct educational and training courses, programmes and events of all kinds.
- (v) To promote community enterprises and companies whose activities may further one or more of the above objects or may generate income to support the activities of the company, acquire and hold shares, stocks, debentures and other interests of such companies and carry out, in relation to any such company which is a subsidiary of the company, all such functions as may be associated with a holding company.
- (vi) To acquire and take over the whole or any part of the undertaking and liabilities of any person entitled to any property or rights suitable for any of the objects of the company.
- (vii) To establish and operate workspace units.
- (viii) To purchase, take on feu, lease, hire, take in exchange, and otherwise acquire any property and rights, which may be advantageous for the purposes of the activities of the company.
- (ix) To improve, manage, exploit, develop, and turn to account and otherwise deal with all or any part of the undertaking, property and rights of the company.
- (x) To sell, feu, let, hire, license, give in exchange and otherwise dispose of all or any part of the undertaking, property and rights of the company.
- (xi) To lend money and give credit to any person, with or without security, and to grant guarantees and contracts of indemnity on behalf of any person.
- (xii) To borrow money and give security for the payment of money by, or the performance of other obligations of, the company or any other person.
- (xiii) To draw, make, accept, endorse, discount, negotiate, execute and issue cheques and other negotiable or transferable instruments.
- (xiv) To remunerate any individual in the employment of the company and to establish, maintain and contribute to any pension or superannuation fund for the benefit of, and to give or procure the giving of any donation, pension, allowance or remuneration to, and to make any payment for or towards the insurance of, any individual who is or was at any time in the employment of the company and the spouse, widow/er, relatives and dependants of any such individual; to establish, subsidise and subscribe to any institution, association, club and fund which may benefit any such person.
- (xv) To oppose or object to any application or proceedings which may prejudice the company's interests.
- (xvi) To enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the company and to obtain from any such organisation, government or authority any right, privilege or concession.
- (xvii) To enter into any arrangement for co-operation or mutual assistance with any charitable body, whether incorporated or unincorporated
- (xviii) To effect insurance against risks of all kinds
- (xviii) To invest funds not immediately required for the purposes of the company's activities in such investments and securities (including land in any part of the world) and that in

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such manner as may from time to time be considered advantageous (subject to compliance with any applicable legal requirements and being in keeping with the company's objects) and to dispose of and vary such investments and securities.

- (xx) To establish and support any association or other unincorporated body having objects altogether or in part similar to those of the company and to promote any company or other incorporated body formed for the purpose of carrying on any activity which the company is authorised to carry on.
- (xxi) To subscribe and make contributions to or otherwise support charitable bodies, whether incorporated or unincorporated, and to make donations for any charitable purpose connected with the activities of the company or with the furtherance of its objects.
- (xxii) To accept subscriptions, grants, donations, gifts, legacies and endowments of all kinds, either absolutely or conditionally or in trust for any of the objects of the company.
- (xxiii) To take such steps (by way of personal or written appeals, public meetings or otherwise) as may be deemed expedient for the purpose of procuring contributions to the funds of the company, whether by way of subscriptions, grants, loans, donations or otherwise.
- (xxiv) To carry out any of these objects in any part of the world as principal, agent, contractor, trustee or in any other capacity and through an agent, contractor, sub-contractor, trustee or any person acting in any other capacity and either alone or in conjunction with others.
- (xxv) To do anything which may be incidental or conducive to the attainment of any of the objects of the company

And it is declared that

- A) in this clause where the context so admits, "property" means any property, heritable or moveable, real or personal, wherever situated
- B) in this clause, and throughout this memorandum of association the word "charitable" shall have the meaning ascribed to it for the purposes of section 505 of the Income and Corporation Taxes Act including any statutory amendment or re-enactment for the time being in force.

IV.

- A. The income and property of the company shall be applied solely towards promoting the company's objects (as set out in clause 3 of this memorandum of association).
- B. No part of the income or property of the company shall be paid or transferred (directly or indirectly) to the members of the company, whether by way of dividend, bonus or otherwise.
- C. No director of the company shall be appointed as a paid employee of the company; no director shall hold any office under the company for which a salary or fee is payable.
- D. No benefit (whether in money or in kind) shall be given by the company to any director except (i) repayment of out-of-pocket expenses or (ii) reasonable payment in return for particular services (not being of a management nature) actually rendered to the company.

V. The liability of the members is limited

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- VI. Every member of the company undertakes to contribute such amount as may be required (not exceeding £1) to the company's assets if it should be wound up while he/she is a member or within one year after he/she ceases to be a member, for payment of the company's debts and liabilities contracted before he/she 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.
- VII.
- A. If on the winding-up of the company any property remains after satisfaction of all the company's debts and liabilities, such property shall not be paid to or distributed among the members of the company but shall be transferred to some other charitable body or bodies in Kirkhill & Bunchrew (whether incorporated or unincorporated) whose objects are altogether or in part similar to the objects of the company and whose constitution restricts the distribution of income and assets among members to an extent at least as great as does clause 4 of this memorandum of association.
 - B. The body or bodies to which property is transferred under clause 7a) shall be determined by the members of the company at or before the time of dissolution or, failing such determination; by such court as may have or may acquire jurisdiction.
 - C. To the extent that effect cannot be given to the provisions of clauses 7a) and 7b), the relevant property shall be applied to some other charitable object or objects.
- VIII. Accounting records shall be kept in accordance with all applicable statutory requirements, and such accounting records shall, in particular, contain entries from day to day of all sums of money received and expended by the company and the matters in respect of which such receipt and expenditure take place and a record of the assets and liabilities of the company; such accounting records shall be open to inspection at all times by any director of the company.

We the subscribers to this memorandum of association, wish to be formed into a company pursuant to this memorandum.

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Names and addresses of subscribers

David Edward Shepherd
Windyridge
Craggach
Kirkhill
Inverness IV5 7PW

Sheila Margaret Bates
7 Knockbain
Kirkhill
Inverness IV5 7PL

.....
David George Rogerson
Altnacardoch
Lentran
Inverness IV3 6RN

.....
Alan Duncan Humphries
10 Easter Clunes
Kirkhill
Inverness IV5 7PN

.....
Martha Hamilton McLachlan
Cottage 2
Groam Farm
Kirkhill
Inverness IV5 7PB

.....
Gerard Anthony Joseph Church
3 Newtonhill
Lentran
Inverness IV3 8RN

.....
Tracey Jean Smith
Cottage 1
Groam Farm
Kirkhill
Inverness IV5 7PB

.....
Robert Brian Smith
Hill House
Wardlaw Road
Kirkhill
Inverness IV5 7NB

Dated

Witness to the above signatures:

Alan F. Caldwell,
Corrom Trust
Davidson House
Drummond Street
Comrie
Perthshire
PH6 2DW

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ARTICLES of ASSOCIATION

of

KIRKHILL & BUNCHREW COMMUNITY TRUST

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Membership

1. The subscribers to the memorandum of association and such other persons as are admitted to membership under articles 4 to 11 shall be the members of the company.
2. Membership shall cease on death.
3. A member may not transfer his/her membership to any other person.

Qualifications for membership

4. Subject to articles 1, 5, 6 and 7, membership shall be open to individuals who have their main residence (at least 6 months each year) in the Kirkhill & Bunchrew area.

Membership shall also be open to constituted organisations based within the Kirkhill & Bunchrew area. Unincorporated organisations are required to nominate a representative who has the power to cast the single vote. Incorporated organisations will have the right to a single vote.

A further category of associate, non-voting, membership shall be open to individuals and organisations with an interest in Kirkhill and Bunchrew who do not qualify for full membership.

5. No employee of the company may become a member; a person admitted to membership shall automatically cease to be a member if he/she becomes an employee of the company.

6. The directors shall be entitled at their discretion to refuse to admit any person to membership even if he/she is qualified for membership under article 4 and is not debarred from membership by article 5. An applicant for membership who has been refused by the directors has a right to appeal to an EGM of the membership.
7. A person, once admitted to membership, may remain a member, at the directors' discretion, even if he/she ceases to fulfil any of the qualifications under article 4.

Application for membership

8. Any person who wishes to become a member shall lodge with the company a written application for membership (in such form as the directors require), signed by him/her; an application for membership must be accompanied by a remittance for the full amount of the annual membership subscription.
9. A person applying for membership shall lodge with the company such information and evidence in support of his/her application as the directors require.
10. Each application for membership shall be considered by the directors at the first meeting of the directors that is held after receipt by the company of the written application and remittance (and, if required by the directors, supporting information and evidence) required under articles 8 and 9.
11. The directors shall, within a period of seven days after the meeting at which an application for membership is considered, notify the applicant in writing of the directors' decision as to whether or not to admit him/her to membership; if the decision was to refuse admission, the directors shall return to the applicant the remittance lodged by him/her under article 8.

Membership subscription

12.
 - a) Unless otherwise determined by ordinary resolution, the amount of the membership subscription for individual members shall be free. The amount of the membership subscription for unincorporated and incorporated organisations shall be free. The amount of the membership subscription for associates shall be at the discretion of the Board of Directors
13. The annual membership subscription shall be due on each accounting reference date of the company and shall (subject to articles 8 and 17) be taken to cover the period from one accounting reference date to the date falling immediately prior to the next accounting reference date.
14. The directors shall give to the members at least ten days' notice of each accounting reference date; each notice shall specify the amount of the membership subscription which will be due and shall state the possible consequence (under the following article) of failure to make payment.
15. If the company has not received a member's annual membership subscription within fourteen days after the accounting reference date on which it fell due, the directors may by resolution expel that person from membership; if, however, proper notice under article 14 was not given, a member shall not be liable to be expelled under this article unless he/she fails to pay the subscription within 24 days after notice requiring payment has been given to him/her.

Withdrawal from membership

16. Any person who wishes to withdraw from membership shall lodge with the company a written notice of retiral (in such form as the directors require), signed by him/her; on receipt of the notice by the company he/she shall cease to be a member.
17. A person who ceases to be a member shall not be entitled to any refund (total or partial) of the annual membership subscription.

General meetings

18. All general meetings other than annual general meetings are to be called extraordinary general meetings.
19. The directors must convene an extraordinary general meeting if there is a valid requisition by members (under section 368 of the Act) or a requisition by a resigning auditor (under section 392A(2) of the Act).
20. Subject to the preceding article and to the requirements under section 366 of the Act (which lay down the maximum period which can pass before the first annual general meeting and the maximum period between one annual general meeting and the next), the directors may convene general meetings whenever they think fit.

Notice of general meetings

21. At least twenty one clear days' notice must be given of (a) an annual general meeting or (b) an extraordinary general meeting at which a special resolution (see article 26) or a resolution requiring special notice under the Act is to be proposed; all other extraordinary general meetings shall be called by at least fourteen clear days' notice.
22. The reference to "clear days" in article 21 shall be taken to mean that, in calculating the period of notice, the day after the notice is posted, and also the day of the meeting, should be excluded.
23. A notice calling a meeting shall specify the time and place of the meeting; it shall (a) indicate the general nature of any business to be dealt with at the meeting and (b) if a special resolution (see article 26) (or a resolution requiring special notice under the Act) is to be proposed, shall also state that fact, giving the exact terms of the resolution.
24. A notice convening an annual general meeting shall specify that the meeting is to be an annual general meeting.
25. Notice of every general meeting shall be given to all the members and directors and (if there are auditors in office at the time) to the auditors.

Special resolutions and ordinary resolutions

26. For the purposes of these articles, a "special resolution" means a resolution passed by 75% or more of the votes cast on the resolution at an annual general meeting or extraordinary general meeting, providing proper notice of the meeting and of the intention to propose the resolution has been given in accordance with articles 21 and 23; for the avoidance of doubt, the reference to a 75% majority relates only to the number of votes cast in favour of the resolution as compared with the number of votes cast against the resolution, and accordingly no account shall be taken of abstentions or members absent from the meeting.
27. In addition to the matters expressly referred to elsewhere in these articles, the provisions of the Act allow the company, by special resolution,
 - a) to alter its name

- b) (subject to the provisions of the Act) to alter its memorandum of association with respect to the company's objects
- c) to alter any provision of these articles or adopt new articles of association.

28. For the purposes of these articles, an "ordinary resolution" means a resolution passed by majority vote (taking account only of those votes cast in favour as compared with those votes cast against, and (as applicable) the chairperson's casting vote) at an annual general meeting or extraordinary general meeting, providing proper notice of the meeting has been given in accordance with articles 21 and 23.

Proceedings at general meetings

- 29. No business shall be transacted at any meeting unless a quorum is present; 10 or one third of the membership (whichever is less)
- 30. If the quorum required under article 29 is not present within half an hour after the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting.
- 31. The Chairperson shall (if present and willing to act as chairperson) preside as chairperson of the meeting; if the Chairperson is not present and willing to act as chairperson within half an hour of the time appointed for holding the meeting, the directors present shall elect one of their number to act as chairperson or, if there is only one director present and willing to act, he/she shall be chairperson.
- 32. A director shall, even if he/she is not a member, be entitled to attend and speak at any general meeting.
- 33. The chairperson may, with the consent of the meeting at which a quorum is present (and must, if the meeting requests him/her to do so), adjourn the meeting but not for a period in excess of thirty days; no notice need be given of an adjourned meeting.
- 34. A resolution put to the vote of a meeting shall be decided on a show of hands unless before the show of hands, or immediately after the result of the show of hands is declared, a secret ballot is demanded by the chairperson, or by at least two members present in person at the meeting.
- 35. If a secret ballot is demanded in accordance with the preceding article it shall be taken at once and shall be conducted in such manner as the chairperson may direct; the result of the ballot shall be declared at the meeting at which the ballot was demanded.

Votes of members

- 36. Every member shall have one vote which (whether on a show of hands or on a secret ballot) must be given personally unless they have received previous allowance from the directors to vote by proxy. A request to vote by proxy must be submitted to the Board Secretary up until 24 hours prior to an AGM. or EGM to which the vote is to be applied. Proxy voting shall only be allowed by the company when non-attendance is deemed to be unavoidable due to health reasons, previously arranged holidays or other reasons that are deemed to be unavoidable. Members right to vote by proxy is limited to two consecutive AGMs.

37. In the case of an equality of votes, whether on a show of hands or on a ballot, the chairperson of the meeting shall be entitled to a casting vote in addition to any other vote he/she may have.

Categories of directors

38. For the purposes of these articles
- a) "Member Director" means a director (drawn from the membership of the company) appointed under articles 41 to 47
 - b) "Appointed Director" means a non-elected director appointed or re-appointed by the directors under articles 48 to 51.

Number of directors

39. Unless otherwise determined by special resolution, the maximum number of directors shall be 13, of whom 10 directors shall be Member Directors and a maximum of 3 directors shall be Appointed Directors. Kirkhill & Bunchrew Community Council shall nominate one of the Appointed Directors.
40. The Member Directors shall at all times constitute a majority of the directors.

Election, retirement, and re-election: Member Directors

41. Any member who wishes to be considered for election as a director at an annual general meeting must lodge with the company a written notice (in such form as the directors require), confirming that he/she is willing to be appointed; the notice must be signed by him/her and must be lodged with the company at any time prior to the annual general meeting.
42. At an annual general meeting the company may elect as a director (a "Member Director") any member who has given notice of his/her willingness to accept appointment in accordance with the preceding article.
43. The directors may at any time appoint any member (providing he/she is willing to act) to be a director (a "Member Director"), either to fill a vacancy or as an additional director.
44. At the first annual general meeting, all the Member Directors shall retire from office.
45. At each annual general meeting (other than the first)
- a) any Member Director who was appointed by the directors (under article 43) in the period from the date of the last annual general meeting shall retire from office
 - b) out of the remaining Member directors, one quarter of the directors (those who have been longest in office) since they were last appointed or re-appointed shall retire from office.
46. If two or more directors were appointed or re-appointed on the same date, the question of which of them is to retire under paragraph (b) of article 45 shall be decided by some random method.
47. The company may at any annual general meeting re-elect any Member Director who retires from office at the meeting under article 44 or 45 (providing he/she is willing to act); if any such Member Director is not re-appointed, he/she shall retain office until the

meeting appoints someone in his/her place or, if it does not do so, until the end of the meeting.

A director who has served for six years must retire from office and will not be eligible for reappointment until a further year has passed.

Appointment, vacating of office, re-appointment: Appointed Directors

48. In addition to their powers of appointment under article 43, the directors may at any time appoint any non-member (other than an employee of the company) to be a director (an "Appointed Director") providing he/she is willing to act, either to fill a vacancy or as an additional director.
49. At the conclusion of each annual general meeting (including the first) all Appointed Directors shall vacate office.
50. Immediately following each annual general meeting, the directors may re-appoint any person who, as an Appointed Director, vacated office under the preceding article at the conclusion of the annual general meeting; the directors may alternatively appoint someone in his/her place or resolve not to fill the vacancy.
51. The directors shall exercise their powers under articles 48 and 50 in such a way as to ensure that at any given time up to a maximum of 4 directors are individuals nominated for office by organisations which are regarded by the directors as being of relevance to the regeneration of the Kirkhill & Bunchrew area.

Disqualification and removal of directors

52. A director shall vacate office if
 - a) he/she ceases to be a director by virtue of any provision of the Act or becomes prohibited by law from being a director
 - b) he/she is sequestered
 - c) he/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months
 - d) he/she becomes an employee of the company
 - e) he/she resigns office by notice to the company
 - f) he/she is absent for more than three consecutive meetings of directors (without permission of the directors) and the directors resolve to remove him/her from office
- or
- g) he/she is removed from office by ordinary resolution (special notice having been given) in pursuance of section 303 of the Act.

Appointments to office

53. Directors shall be appointed to hold the offices of Chairperson, Vice Chairperson, Treasurer, Secretary etc. and any other offices that the directors may consider appropriate.

54. The appointments under the preceding article shall be made at meetings.
55. Each office shall be held (subject to article 56) until the conclusion of the annual general meeting which next follows appointment; a director whose period of office expires under this article may be re-appointed to that office under article 53 (providing he/she is willing to act).
56. The appointment of any director to an office under article 53 shall terminate if he/she ceases to be a director or if he/she resigns from that office by notice to the company.
57. If the appointment of a director to any office under article 53 terminates, the directors shall appoint another director to hold the office in his/her place.

Directors' interests

58. Subject to the provisions of the Act and of clause 4 of the memorandum of association and provided that he/she has disclosed to the directors the nature and extent of any personal interest which he/she has (unless immaterial), a director (notwithstanding his/her office)
 - a) may be a party to, or have some other personal interest in, any transaction or arrangement which the company or any associated company has an interest
 - b) may be a party to, or have some other personal interest in, any transaction in which the company or any associated company has an interest
 - c) may be a director or secretary of, or employed by, or have some other personal interest in, any associated companyand
 - d) shall not, because of his/her office, be accountable to the company for any benefit that he/she derives from any such office or employment or from any such transaction or arrangement or from any interest in any such company.

and no such transaction or arrangement shall be liable to be treated as void on the ground of any such interest or benefit.

59. For the purposes of the preceding article an interest of which a director has no knowledge and of which it is unreasonable to expect him/her to have knowledge shall not be treated as an interest of his/hers; the references to "associated company" shall be interpreted as references to any subsidiary of the company or any other company in which the company has a direct or indirect interest.

Directors' remuneration and expenses

60. No director shall be entitled to any remuneration, whether in respect of his/her office as director or as holder of any office under article 53.
61. The directors may be paid all travelling and other expenses quarterly, on submission of evidence of expenses, incurred by them in connection with their attendance at meetings of directors, general meetings or meetings of committees of directors or otherwise in connection with the carrying-out of their duties.

Powers of directors

62. Subject to the provisions of the act, the memorandum of association and these articles and to any directions given by special resolution, the business of the company shall be managed by the directors who may exercise all the powers of the company.
63. A meeting of directors at which a quorum is present may exercise all powers exercisable by the directors.

Proceedings of directors

64. Subject to the provisions of these articles, the directors may regulate their proceedings as they think fit.
65. Any two directors may call a meeting of the directors or request the secretary to call a meeting of the directors.
66. Questions arising at a meeting of directors shall be decided by a majority of votes; in the case of an equality of votes, the chairperson shall have a second or casting vote.

The directors may fix the quorum for the transaction of the business of the directors and, unless so fixed at any other number, shall be five as long as member directors attending the meeting are in the majority.

67. The continuing directors or a sole continuing director may act notwithstanding vacancies but if the number of remaining directors is less than the number fixed as the quorum, they or he/she may act only for the purpose of filling vacancies or of calling a general meeting.
68. Unless he/she is unwilling to do so, the Chairperson shall preside as chairperson at every meeting of directors at which he/she is present; if the Chairperson is unwilling to act as chairperson or is not present within fifteen minutes after the time appointed for the meeting, the directors present may appoint one of their number to be chairperson of the meeting.
69. A director shall not vote at a meeting of directors or at a meeting of a committee of directors on any resolution concerning a matter in which he/she has, directly or indirectly a personal interest or duty (unless immaterial) which conflicts or may conflict with the interests of the company.
70. For the purposes of the preceding article, an interest of a person who is taken to be connected with a director for any purpose of the Act (excluding any statutory modification not in force at the date of incorporation of the company) shall be treated as a personal interest of the director.
71. A director shall not be counted in the quorum present at a meeting in relation to a resolution on which he/she is not entitled to vote.
72. The company may by ordinary resolution suspend or relax to any extent, either generally or in relation to any particular matter, the provisions of articles 69 and 71.

Delegation to committees of directors and holders of offices

73. The directors may delegate any of their powers to any committee consisting of one or more directors; they may also delegate to the Chairperson or a director holding any other office such of their powers as they consider appropriate.
74. Any delegation of powers under the preceding article may be made subject to such conditions as the directors may impose and may be revoked or altered.

75. Subject to any condition imposed in pursuance of the preceding article, the proceedings of a committee consisting of two or more directors shall be governed by the articles regulating the proceedings of meetings of directors so far as they are capable of applying.

Secretary

76. Subject to the provisions of the Act, the secretary shall be appointed by the directors for such term, at such remuneration and upon such conditions as they may think fit; and any secretary so appointed may be removed by them.

Minutes

77. The directors shall ensure that minutes are made (in books kept for the purpose) of all proceedings at general meetings, meetings of the directors, and meetings of committees of directors; a minute of a meeting of directors or of a committee of directors shall include the names of the directors present and the minutes of each meeting shall be signed by the chairperson of that meeting.

Accounts

78. A) The directors shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements.
- B) The directors shall prepare annual accounts, complying with all relevant statutory requirements. If an audit is required under any statutory provisions or if they otherwise think fit, they shall ensure that a qualified auditor carries out an audit of such accounts.
- C) No member shall (unless he/she is a director) have any right of inspecting any accounting or other records, or any document of the company, except as conferred by statute or as authorised by the directors or as authorised by ordinary resolution of the company.

Social Audit

79. The directors shall issue a report each year to the members of the company (in such form as the directors may reasonably deem appropriate) setting out the social and community benefits that they consider the activities of the company to have achieved.

Notices

80. Any notice to be given in pursuance of these articles shall be in writing; the company may give any such notice to a member either personally or by sending it by post in a pre-paid envelope addressed to the member at his/her registered address or by leaving it at that address.
81. Any notice, if sent by post, shall be deemed to have been given at the expiry of forty eight hours after posting; for the purpose of proving that any notice was given, it shall be sufficient to prove that the envelope containing the notice was properly addressed and posted.

Winding Up

82. If the company is wound up, the liquidator shall give effect to the provisions of clause 7 of the memorandum of association.

Indemnity

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83. Subject to the provisions of the Act but without prejudice to any indemnity to which a director may otherwise be entitled, every director or other officer or auditor of the company shall be indemnified out of the assets of the company against any loss or liability which he/she may sustain or incur in connection with the execution of the duties of his/her office including, without prejudice to that generality, any liability incurred by him/her in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the company.

Interpretation

84. In these articles "the Act" means the Companies Act 1985; any reference in these articles to a provision of the Act shall be taken to include any statutory modification or re-enactment of that provision which is in force at the time.
85. References in these articles to the singular shall be deemed to include the plural.

Memorandum and Articles last amended at EGM on 6th September 2004; Memorandum VIII, Articles 36, 39 and 78.

Kirkhill & Bunchrew Community Trust
Memorandum and Articles of Association

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Dated

Witness to the above signatures:

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