

Notice of Intention to Propose a Candidate for Election as a Trustee of Kington Langley Village Hall  
& Recreation Ground Charitable Incorporated Organisation

Details of Proposer

\*Name: ..... \*Address: .....  
.....  
.....

I hereby give notice that I intend to propose the person named below for election as a trustee of the CIO at the forthcoming AGM. I confirm that I am eligible to vote at that election.

\*Signed: ..... \*Date: .....

Details of Candidate

Title: Mr/Mrs/Miss/Ms/Dr/Rev/Other

\*Personal name(s): .....

\*Family name (surname): .....

Suffix: .....

Display name: .....

\*Date of birth: .....

Candidate's address:

\*Address line 1: .....

\*Address line 2: .....

Address line 3: .....

Address line 4: .....

Address line 5: .....

\*Post code: .....

Telephone number: .....

Email address: .....

*Completion of items marked \* is mandatory*

Certificate by Candidate

I confirm that I am willing to be elected as a trustee of Kington Langley Village Hall & Recreation Ground Charitable Incorporated Organisation at the forthcoming AGM.

\*Signed: ..... \*Date: .....

## Background Information

The CIO constitution provides for the election of up to 6 trustees which has to take place at an AGM at which all inhabitants of the parish of Kington Langley of 18 years and upward are entitled to attend and vote. To be eligible a candidate must be age 16 years or over and not disqualified from acting as a charity trustee by virtue of section 178 - 180 of the Charities Act 2011. More detail of this is given below. Candidates must be nominated in writing by someone entitled to vote at the election giving not less than 14 nor more than 35 day's notice before the date of the AGM.

In addition, that written notice must include the personal information which the CIO has to submit to the Charity Commission for successful candidates and be signed by the candidate to confirm their willingness to serve if elected. The personal information required is covered by the various fields in the form. To explain some of those fields, the Commission requires the trustee's home address rather than a work or charity address so that the information is valid for identification and intelligence purposes. It would also be helpful to have a contact telephone number and email address for each trustee in case the Commission needs to contact the trustee. If wished, candidates may add a suffix to their name to record any qualifications or honours to appear after the name, e.g. BA, OBE (Without any full stops or punctuation).

A 'Display Name' can also be entered for the entry. For example, Mr Robert James Clarkin may prefer to be known and addressed as Bob Clarkin. The Commission will use the trustee's display name on the Register of Charities and for mailing purposes. If no display name is provided the Commission will use the full name details of the trustee.

### Eligibility to Serve as a Trustee

Some people are disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. In particular trustees must not:

- have an unspent conviction relating to any offence involving deception or dishonesty;
- be an undischarged bankrupt nor have made a composition or arrangement (such as an Individual Voluntary Arrangement) with, or granted a trust deed for, their creditors (this does not apply if discharged from such an arrangement);
- be subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(2) of the Insolvency Act 1986;
- have been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor under the Law Reform (miscellaneous Provisions) (Scotland) Act 1990 or the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any relevant organisation or body;
- be subject to a disqualification order under Part II of the Companies (Northern Ireland) Order 1989.

An Individual Voluntary Arrangement is a legally binding agreement between an individual and his or her creditors. The arrangement will normally last 5 years and during this period he or she is expected to pay what he or she can afford outside reasonable living costs. An IVA has to be set up by a licensed professional called an Insolvency Practitioner (IP). All unsecured debts must be declared into an IVA.