Grant Request – Lyme Green Community Hall CIO Charity Number: 1212589

Request: £6,000 towards planning phase costs

1. Legal Name, Registered Address and Charity Number

Lyme Green Community Hall CIO (Charity Number 1212589) was established in 2025 to deliver a modern, fully accessible community hall for residents of Sutton Parish and Macclesfield Town. Full registered address details are provided in Appendix 1.

2. What We Want to Deliver

Extensive research and community consultation confirm that a new hall in Lyme Green is both needed and sustainable. The hall will be built on land donated by Vistry Homes, creating a rare opportunity to deliver a high-quality community asset at significantly reduced capital cost.

We are seeking £6,000 from Macclesfield Town Council towards the planning phase, which totals £27,213. This includes architectural drawings, project management, statutory planning fees, land registration and essential technical surveys (topographical, contamination, ecology/biodiversity, highway access, landscaping, foul and surface water). Planning permission is a critical gateway to unlocking major capital funding, as most funders require approved planning status before considering applications. A full breakdown is provided in Appendix 1.

The hall will act as a bridge between new and longstanding residents, strengthening cohesion and reducing isolation through shared use and community-led programming. Residents will actively participate in shaping the hall's design and activities, embedding it in the public imagination as a homegrown social facility that reflects local needs and aspirations.

3. Geographical Area the Project Will Serve

The hall will serve Sutton Parish, Macclesfield South Ward and neighbouring areas. According to the 2021 Census, Macclesfield South Ward contained approximately 3,853 households, a figure that will have grown significantly since then due to ongoing development and population change.

Located approximately 125 yards from the Macclesfield Town boundary, it will be easily accessible to residents of the Treacle Avenue estate, Cornbrook Road, Belgrave Road, Lyme Avenue and the wider Moss Rose Estate. The hall will function as a shared community asset for both Sutton and Macclesfield, with particular benefit to residents living in areas of deprivation.

4. Project Duration

The planning phase will take six to nine months, followed by a nine to twelve-month build. Once completed, the hall will provide a long-term, sustainable resource for residents of all ages.

5. How the Project Fits the Macclesfield Town Council Strategy (2023–2027)

Healthy Communities

The hall directly supports the Council's aim to help residents lead healthier, happier lives. It will provide accessible activities that promote physical and mental wellbeing, reduce isolation and strengthen community connections. A wide range of sport and physical-based activities will be available for all ages, from baby movement and early-years classes through to fitness, wellbeing and low-impact exercise sessions for older residents, with inclusive options for every age group and ability in between. We are also developing a partnership with Wheelies, a charity specialising in mobility-inclusive sport, to ensure residents with mobility differences can participate fully in adapted physical activities and supported sessions. Free or low-cost programmes, cost-of-living support, youth activities and inclusive opportunities delivered with partners such as Cre8 and Sutton Community Fridge all contribute to building resilient families and improving quality of life.

Community Engagement & Participation

The project encourages active involvement from residents across Macclesfield South and neighbouring wards. Opportunities to volunteer, co-design activities, and participate in community events align with the Council's goal of empowering residents to shape their own communities. The hall will also support civic participation through public meetings, PCSO surgeries, and local group activities.

Arts, Culture & Heritage

By hosting music, arts, drama, cultural workshops and creative programmes, the hall strengthens Macclesfield's cultural offer. Activities such as African drumming, arts groups, performances and youth music sessions delivered with Cre8 contribute to the Council's ambition to broaden cultural participation and celebrate community identity.

Environment & Public Realm

The hall will be a high-quality, modern, fully accessible community asset that enhances the local environment. Its location near walking routes and residential areas supports active travel, while outdoor wellbeing activities and partnerships with local groups contribute to improving public spaces and encouraging pride in the local area.

Community Safety & Resilience

Working with organisations such as Cre8, Peaks & Plains and Wheelies, the hall will provide safe, structured activities for young people, reducing the likelihood of anti-social behaviour and supporting vulnerable residents. Safeguarding measures, inclusive programming and volunteer mentoring all align with the Council's objective to build safer, more resilient communities.

Cost-of-Living Support & Social Inclusion

The Council prioritises helping residents facing financial pressures. The hall will offer free activities for children and young people, potential outlets for Sutton Community Fridge, and inclusive programmes for families experiencing hardship. This directly supports the Council's commitment to reducing inequality and ensuring all residents can access support.

Partnership Working

The project strengthens collaboration between local charities, schools, community groups and statutory services. Partnerships with Cre8, Sutton Community Fridge, Peaks & Plains, Wheelies and Cheshire East Council align with the Council's objective to work effectively with local organisations to maximise community benefit.

6. Evidence of Need and Community Support

A detailed survey of 322 households across the Treacle Avenue estate, Cornbrook Road, Belgrave Road and Lyme Avenue mirrored a previous survey of 308 households in Lyme Green. Results show overwhelming support:

• Treacle Avenue estate: 75% return rate; 100% said a local meeting venue is important.

• Moss Rose area: 45% return rate; 98% said the hall is important.

Residents also expressed strong interest in cost-of-living support, youth activities and inclusive programmes. Volunteers dedicated over ninety hours to survey delivery and collection, demonstrating significant community commitment. Survey feedback highlights a clear need for facilities that improve wellbeing, reduce isolation and provide safe, structured activities for young people. Appendix 2 provides a detailed summary of responses.

Projected benefit to Macclesfield South Ward residents:

Survey data shows exceptionally strong demand for the hall:

• Treacle Avenue estate: 52% said they would attend; 46% said they might.

• Moss Rose estate: 40% said they would attend; 75% said they might.

As Macclesfield South Ward contains 3,853 households, it is projected from these figures, that the hall will support hundreds of residents the area, and thousands across wider Macclesfield over time, with similar levels of interest reflected across other survey questions. The benefit to Macclesfield South Ward residents will be substantial and far-reaching.

7. Who Will Benefit

The hall will support hundreds of residents in Macclesfield South Ward and thousands across wider Macclesfield over time. It will provide inclusive activities for families, young people, older residents, volunteers, individuals experiencing deprivation and those with mobility or neurodivergent needs.

The hall will act as a bridge between new and longstanding residents, fostering personal connections and strengthening community cohesion. Young people will gain a sense of belonging and pride through relevant and engaging activities, while lonely or isolated residents will benefit from regular social networks that improve mental wellbeing. Individuals with physical disabilities will have access to tailored recreational facilities, supported by specialised design input from Wheelies. Volunteers will develop confidence, skills and pride as they contribute meaningfully to meeting community needs in a sustainable way.

The hall will benefit the whole community rather than a narrow section of it. Residents will have access to a wide range of activities designed to improve health, wellbeing and social connection. Young people will be engaged through tailored programmes, activities and opportunities to volunteer, building confidence, communication skills and self-esteem. Families experiencing cost-of-living pressures will benefit from free activities and potential partnerships with Sutton Community Fridge. Volunteers will be supported to develop skills and contribute meaningfully to their community. The hall will also host cultural and creative activities, including music and arts programmes delivered in partnership with organisations such as Cre8. Safeguarding measures will be fully in place to ensure a safe environment for all users.

In addition, we are developing a working relationship with Wheelies, a local charity specialising in inclusive sport and mobility-friendly activities. Through this partnership, the hall will offer adapted sessions and supported opportunities for residents with mobility differences, ensuring they can participate fully and confidently in community life.

As part of our liaison with Cheshire Connect, we have recently met with several charity CEOs and managers, two of these provide activities in Macclesfield, when we outlined our project to them the two local organisations expressed strong interest. Friends for Leisure, who support children and young people with disabilities across Cheshire East, currently run activities in Macclesfield at various venues including St John's Church (West & Ivy Ward). They advised that an additional accessible venue in South Ward would be extremely valuable for the more than 50 young people they support locally.

We also met with Space4Autism. Their CEO explained that most of their activities currently take place at their town centre premises, but they fully support the development of the hall as they often require larger, suitable spaces to accommodate the high number of people they work with. Their active membership includes around 2,700 adults and 700 young people, many of whom would benefit from access to a local, inclusive venue.

8. Monitoring and Evaluation

Monitoring will take place throughout the planning and build stages. Professional consultants will oversee technical work, and competitive quotes will be obtained to ensure value for money. We work closely with Cheshire Connect, whose skill donors provide expert guidance in project management and fundraising. Progress will be reviewed regularly, with interim and final reports submitted to the Clerk in line with Council requirements.

9. Detailed Budget and Accounts

A full budget, bank details and accounts for 2025/26 are provided in Appendix 1. The governing document and charity profile are provided in Appendix 3. These demonstrate strong financial governance and the organisation's ability to manage funds responsibly.

10. Why the Circumstances Are Exceptional

The hall is located extremely close to the Macclesfield Town boundary and will directly serve Macclesfield residents, particularly those living in areas of deprivation. Survey evidence shows overwhelming support from Macclesfield households. The land donation by Vistry Homes represents a unique opportunity to deliver a major community asset at significantly reduced cost. Planning permission is essential to unlock approximately £1.1 million in capital funding, as most funders only consider applications once planning approval is secured. The project also aligns with long-term community impact goals by mitigating the effects of local deprivation, reducing anti-social behaviour through proactive youth engagement, and strengthening resilience across Macclesfield South.

11. Evidence of Funding from Other Sources

To date, we have secured £9,000 from Sutton Parish Council, albeit £1,440 of the initial contribution was paid directly to the solicitor to establish the charity and therefore does not appear on the earliest bank statements. Additional contributions have been raised through local businesses, community groups and residents, with some fundraising income recorded through JustGiving. Further funds are expected from activities organised by the Round Table, local Bowls Club, Macclesfield Freemasons Lodges and a sponsored parachute jump by a local business owner. A full breakdown is provided in Appendix 1.

A recent example of local support came from the Year 6 pupils at Ash Grove Academy. The children had planned a sponsored fun run to raise money for the Lyme Green Community Hall project. When heavy rain made the run impossible, the children were determined not to abandon their efforts. Instead, they transformed the school hall into an impromptu "rave", putting just as much energy into dancing as they would have into running, and successfully raising £100 for the project.

Their contribution will soon be recognised by our local MP, Tim Roca, who supports the development of the hall and will present each pupil with a medal kindly donated by one of our volunteers.

If Macclesfield Town Council grant £6,000, the remaining planning phase requirement will reduce to just over £3,700. The CIO is supported by a network of professional skill donors connected via Cheshire Connect and operates with a realistic multi-year financial forecast aimed at achieving self-sustainability through rental income.

12. Safeguarding

As the hall will host children, young people and vulnerable adults, safeguarding policies, risk assessments and volunteer training will be fully in place. We will work with partners such as Cre8 and Peaks & Plains to ensure safe and inclusive delivery.

13. Compliance with Terms and Conditions

We agree to comply fully with all Macclesfield Town Council grant conditions, including use of funds for the defined planning phase, monitoring updates, publicity requirements, permissions for project changes and timely submission of evaluation forms.

Submitted by

Francesca Stubbs-Hayes & Kevin Hoines

Lyme Green Community Hall CIO

Appendix 1.

Contact details-

Applicant name:	Kevin Hoines
Position in organisation:	Trustee-Chair
Organisation:	Lyme Green Community Hall CIO
Address:	Lyme Green Community Hall CIO, London Road, Lyme Green, Macclesfield, Cheshire SK11 0JX
Contact number:	[redacted]
E-mail address:	lgcommunityhall@outlook.com
Contact address (if different from above):	[redacted] for the hall until such time as construction is completed)
Telephone number:	[redacted]

Organisation profile-

Chairity: name	Lyme Green Community Hall CIO
Registered charity:	Yes
Registration number:	1212589
How long has your organisation been in existence?	12 months
A summary of our charity taken from the constitution.	Benefit residents of Lyme Green and Macclesfield, without distinction of sex, sexual orientation, race or political, religious, other opinions by associating together said residents, local authorities, voluntary and other organisations to advance education, provide facilities in interests of welfare for recreation and leisure with objective of improving conditions of life.

Land, premises and facilities-

Own its own land/premises/facilities	The charity will own the land, gifted by Vistry Homes, solicitors for both parties are currently working on the contracts of transfer which will fully come into effect when planning permission is granted. (outline planning permission previously granted by CEC to Vistry Homes)

Bank details-

Organisation's bank account name (payee name):	Lyme Green Community Hall CIO
Organisations bank account sort code and account number:	[redacted]

Accounts Summary-

We are not registered for VAT

Date	Name	Reason	Monies In	Monies Out	Total
24.11.2025	Kevin Hoines (Trustee)	Donation	£ 45.60		£ 45.60
25.11.2025	Sphere UK	Resources - printing		£ 38.00	£ 7.60
19.12.2025	Sutton Parish Council	Donation	£ 4,560.00		£ 4,567.60
30.01.2026	Post Office	Resources		£ 3.90	£ 4,563.70
16.02.2026	JustGiving	Donation	£ 107.31		£ 4,671.01
27.02.2026	Cheshire Paint Repair	Donation	£ 200.00		£ 4,871.01
02.03.2026	Lyme Green MOT	Donation	£ 200.00		£ 5,071.01
03.03.2026	JustGiving	Donation	£ 14.41		£ 5,085.42
05.03.2026	Ap Friends LTD Shell Garage	Donation	£ 100.00		£ 5,185.42
06.03.2026	Morris Homes	Donation	£ 1,000.00		£ 6,185.42
09.03.2026	JustGiving	Donation	£ 122.02		£ 6,307.44
27.03.2026	Morris Homes	Donation	£ 1,000.00		£ 7,307.44
30.03.2026	JustGiving	Donation	£ 28.82		£ 7,336.26
01.04.2026	Morris Homes	Overpayment (duplication of payment)		£ 1,000.00	£ 6,336.26
07.04.2026	JustGiving	Donation	£ 86.48		£ 6,422.74
13.04.2026	Kevin Hoines (Trustee)	On Behalf of Cyril Benson - swimathon fundraiser	£ 300.00		£ 6,722.74
13.04.2026	Park4all	Donation	£ 500.00		£ 7,222.74
17.04.2026	Sutton Community Fridge	Tractor Run fundraiser	£ 112.00		£ 7,334.74
27.04.2026	Helen Buchanan	Resources - printing		£ 125.00	£ 7,209.74
30.04.2026	Home Bargains	Resources		£ 3.99	£ 7,205.75
05.05.2026	JustGiving	Donation	£ 33.43		£ 7,239.18
11.05.2026	Home Bargains	Resources		£ 3.99	£ 7,235.19
21.05.2026	Vistry Homes	Donation	£ 1,000.00		£ 8,235.19
01.06.2026	JustGiving	Donation	£ 67.46		£ 8,302.65
29.06.2026	JustGiving	Donation	£ 126.62		£ 8,429.27
03.07.2026	Sutton Parish Council	Donation	£ 3,000.00		£11,429.27
03.07.2026	Holdcroft Hyundai	Donation	£ 500.00		£11,929.27

* In addition to the current balance of £11,929.27, a further £5,500 has been pledged by two highly respected local benefactors. This amount will be transferred to our account once we reach our overall fundraising target.

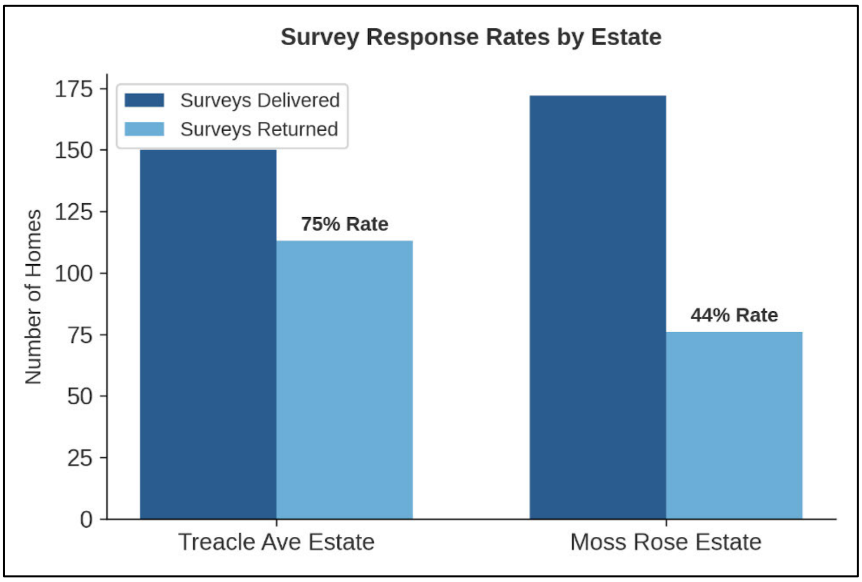
Planning phase, cost breakdown-

Architectural drawings	£3,000
Project management fee	£2,800
Contingency	£5,000
Insurance	£763
Legal and land transfer	£1,920
Cheshire East planning fees	£2,500
Land registration fees	£450
Topographical survey	£1,440
Contamination survey	£1,140
Ecology & biodiversity survey	£1,800
Highway access survey	£1,000
Landscaping survey	£2,400
Foul & surface water survey	£3,000
Total	**£27,213**

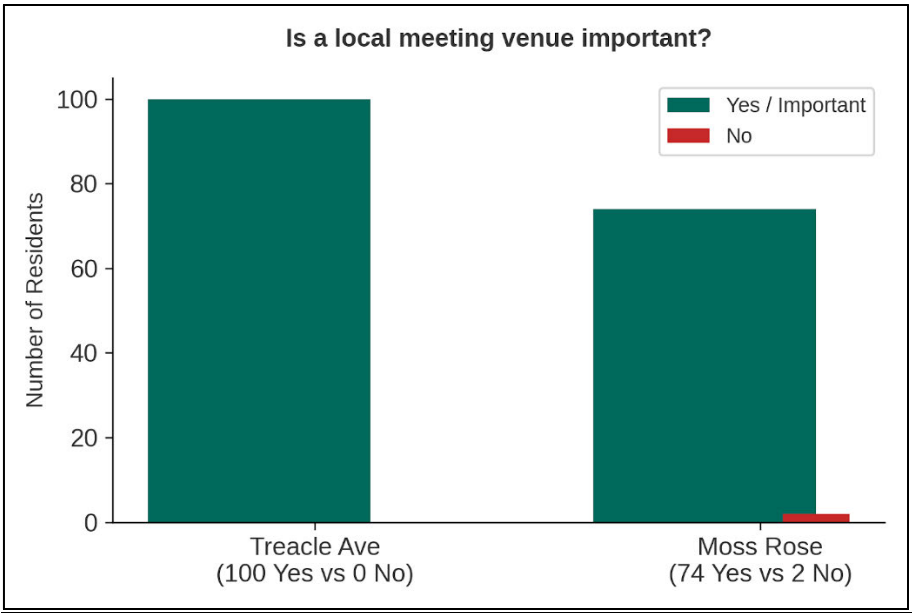
Appendix 2.

Questionnaire results

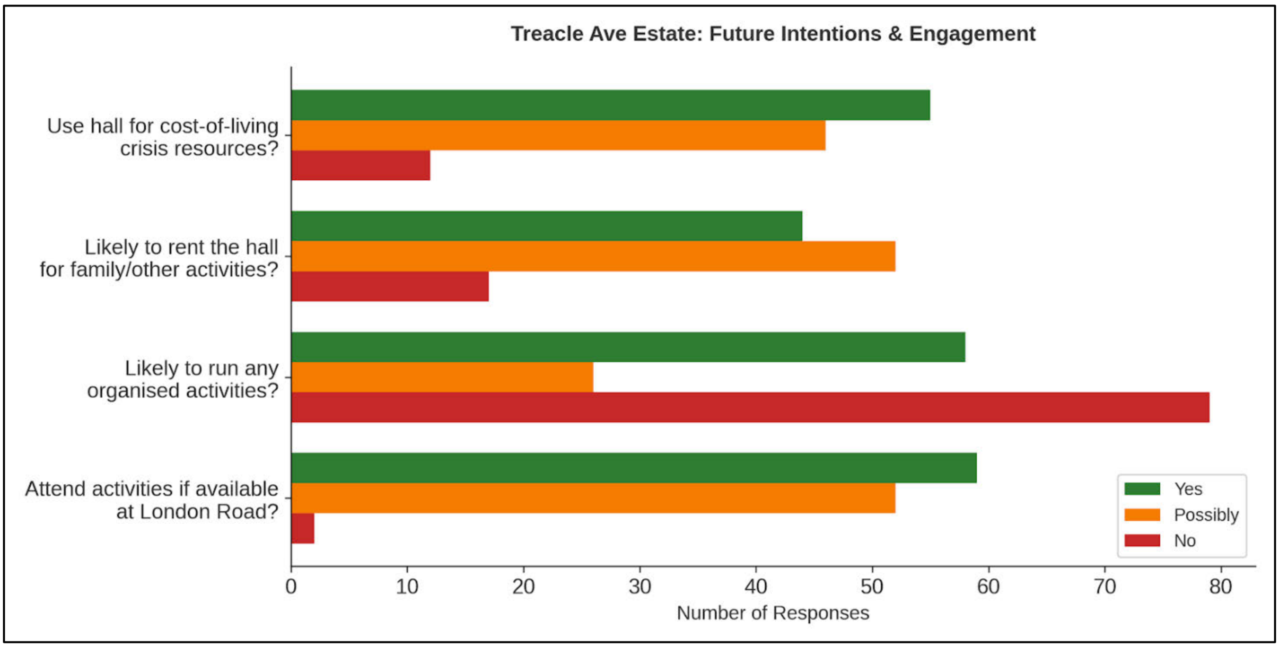
Response Rates



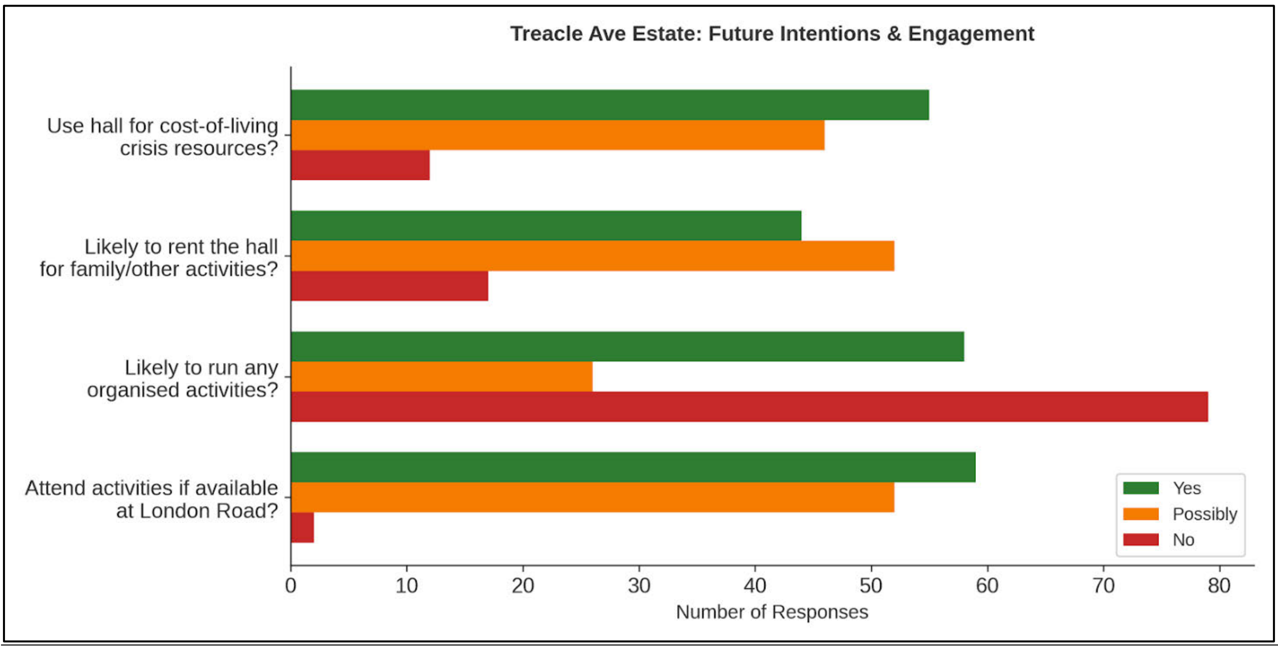
Importance of Local Meeting Venue



Treacle Ave Trends



Moss Rose Trends



Appendix 3.

Constitution of

Lyme Green Community Hall CIO

Registered Charity number 1212589

Adopted December 2024

Registered 18 March 2025

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(‘Foundation’ model constitution)

Date of constitution (last amended): December 2024

1. Name

The name of the Charitable Incorporated Organisation (“the CIO”) is

Lyme Green Community Hall CIO.

2. National location of principal office

The CIO must have a principal office in England or Wales. The principal office of the CIO is in England.

3. Objects

The objects of the CIO are:

To further or benefit the residents of Lyme Green, Macclesfield and wider neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with the Charities Act 2011.

4. Powers

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

(1) establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects;

(2) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply

as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;

(3) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

(4) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;

(5) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;

(6) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

(1) The income and property of the CIO must be applied solely towards the promotion of the objects.

  (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

  (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.

(3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

(1) **General provisions**

No charity trustee or connected person may:

(a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;

(b) sell goods, services, or any interest in land to the CIO;

(c) be employed by, or receive any remuneration from, the CIO;

(d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

7. Scope and powers permitting trustees' or connected persons' benefits

(a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO, provided that a majority of the trustees do not benefit in this way.

(b) A charity trustee or connected person may enter into a contract for the supply of services and/or goods to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.

(c) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(d) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(e) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(2) In sub-clause (2) of this clause:

(a) “the CIO” includes any company in which the CIO:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the board of the company;

(b) “connected person” includes any person within the definition set out in clause 30 (Interpretation).

8. Conflicts of interest and conflicts of loyalty

A charity 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 CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

(2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity 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 charity trustees on the matter.

9. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

10. Charity trustees

(1) **Functions and duties of charity trustees**

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

(a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

(i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

(ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

(a) Every charity trustee must be a natural or legal person.

(b) No individual may be appointed as a charity trustee of the CIO:

- if he or she is under the age of 18 years; or
- if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).

(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(3) Number of charity trustees

(a) There must be at least 3 charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(b) The maximum number of charity trustees is 8. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) First charity trustees

The first charity trustees are as follows, and are appointed for the following terms –

Kevin Hoines (3 years)
Brenda Griffiths (3 years)

Trevor Priestman (3 years)

Zoe Kinsella (3 years)

11. Appointment of charity trustees

(1) Apart from the first charity trustees, every trustee must be appointed for a term of 3 years by a resolution passed at a properly convened meeting of the charity trustees.

(2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

12. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

(a) a copy of the current version of this constitution; and

(b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

13. Retirement and removal of charity trustees

(1) A charity trustee ceases to hold office if he or she:

(a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

(b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;

(c) dies;

(d) in the written opinion, given to the CIO, 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;

(e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a charity trustee is eligible for reappointment.

(3) A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

14. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
    - a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
    - the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

15. Delegation by charity trustees

(1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

(2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

(a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;

(b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and

(c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

16. Meetings of charity trustees

(1) **Calling meetings**

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

(b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

(a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

(b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

(c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(4) Participation in meetings by electronic means

(a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.

(b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

(c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

17. Membership of the CIO

(1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.

(2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

18. Informal or associate (non-voting) membership

(1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

(2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

19. Decisions which must be made by the members of the CIO

(1) Any decision to:

(a) amend the constitution of the CIO;

(b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or

(c) wind up or dissolve the CIO (including transferring its business to any other charity)

must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

(2) Decisions of the members may be made either:

(a) by resolution at a general meeting; or
(b) by resolution in writing, in accordance with sub-clause (4) of this clause.

(3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause 28 (amendment of constitution), clause 29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

(4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

(a) a copy of the proposed resolution has been sent to all the members eligible to vote; and

(b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

20. General meetings of members

(1) **Calling of general meetings of members**

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 18 (Decisions which must be made by the members of the CIO).

(2) Notice of general meetings of members

(a) The minimum period of notice required to hold a general meeting of the members of the CIO is 7 days.

(b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

(c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

(4) Proxy voting

(a) Any member of the CIO may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of the CIO. Proxies must be appointed by a notice in writing (a "proxy notice") which:

(i) states the name and address of the member appointing the proxy;

(ii) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;

(iii) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CIO may determine; and

(iv) is delivered to the CIO in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.

(b) The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

(c) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

(d) Unless a proxy notice indicates otherwise, it must be treated as:

(i) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and

(ii) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

(e) A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CIO by or on behalf of that member.

(f) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.

(g) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

(h) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

(5) Postal Voting

(a) The CIO may, if the charity trustees so decide, allow the members to vote by post or electronic mail ("email") to elect charity trustees or to make a decision on any matter that is being decided at a general meeting of the members.

(b) The charity trustees must appoint at least two persons independent of the CIO to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.

(c) If postal and/or email voting is to be allowed on a matter, the CIO must send to members of the CIO not less than 7 days before the deadline for receipt of votes cast in this way:

(i) a notice by email, if the member has agreed to receive notices in this way under clause 22 (Use of electronic communications), including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CIO,

containing details of the resolution being put to a vote, or of the candidates for election, as applicable;

(ii) a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable.

(d) The voting procedure must require all forms returned by post to be in an envelope with the member's name and signature, and nothing else, on the outside, inside another envelope addressed to 'The Scrutineers for Lyme Green Community Hall CIO', at the CIO's principal office or such other postal address as is specified in the voting procedure.

(e) The voting procedure for votes cast by email must require the member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.

(f) Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.

(g) The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.

(h) The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a charity trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote. A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts towards the quorum.

(i) For postal votes, the scrutineers must retain the internal envelopes (with the member's name and signature). For email votes, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.

(j) Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.

(k) The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.

(l) Following the final declaration of the result of the vote, the scrutineers must provide to a charity trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.

(m) Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the charity trustees, to consist of two trustees and two persons independent of the CIO. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

21. Saving provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
- for whom there is a technical defect in their appointment as a trustee of which the trustees were unaware at the time;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep

any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

22. Execution of documents

(1) The CIO shall execute documents either by signature or by affixing its seal (if it has one).

(2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

(3) If the CIO has a seal:

(a) it must comply with the provisions of the General Regulations; and

(b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

23. Use of electronic communications

(1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

(a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

(b) any requirements to provide information to the Commission in a particular form or manner.

(2) To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(3) By the CIO

(a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

(b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:

(i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings);

(ii) give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); [and

(iii) submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 18 (Members' decisions), 18(4) (Decisions taken by resolution in writing), or 19(5) (Postal voting).

(c) The charity trustees must –

(i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and

(ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

24. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

25. Minutes

The charity trustees must keep minutes of all:

(1) appointments of officers made by the charity trustees.

(2) proceedings at general meetings of the CIO;

(3) meetings of the charity trustees and committees of charity trustees including:

- the names of the trustees present at the meeting;
- the decisions made at the meetings; and
- where appropriate the reasons for the decisions;

(4) decisions made by the charity trustees otherwise than in meetings.

26. Accounting records, accounts, annual reports and returns, register maintenance

(1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

(2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

27. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

28. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation under the auspices of the Centre for Effective Dispute Resolution (CEDR) before resorting to litigation.

29. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

(1) This constitution can only be amended:

(a) by resolution agreed in writing by all members of the CIO; or

(b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).

(2) Any alteration of the CIO's objects, of any provision of the CIO's constitution directing the application of property on its dissolution or any provision of the CIO's constitution where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution.

30. Voluntary winding up or dissolution

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or

dissolve the CIO can only be made:

(a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:

(i) by a resolution passed by a 75% majority of those voting, or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

(b) by a resolution agreed in writing by all members of the CIO.

(2) Subject to the payment of all the CIO's debts:

(a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.

(b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

(3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:

(a) the charity trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of the CIO;

(ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

(iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;

(b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

(4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

31. Interpretation

In this constitution:

"**connected person**" means:

(a) a child, parent, grandchild, grandparent, brother or sister (including half or step-relatives) of the charity trustee;

(b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;

(c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;

(d) an institution which is controlled –

  (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or

  (ii) by two or more persons falling within sub-clause (d)(i), when taken together

(e) a body corporate in which –

  (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or

  (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

"Dissolution Regulations" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **"Communications Provisions"** means the Communications Provisions in Part 9, Chapter 4 of the General Regulations.

"charity trustee" means a charity trustee of the CIO.

A **"poll"** means a counted vote or ballot, usually (but not necessarily) in writing.

-ENDS-

LYME GREEN COMMUNITY HALL CONSULTATION- APRIL 2026
(Please note a volunteer will call and collect this form in 2/3 days)

A Community Hall is intended to be built in Lyme Green on land donated by Vistry Homes. (See attached Newsletter.)

The project is now in the planning stage and monies are being raised for costs associated with planning permission. As part of this fundraising Lyme Green Community Hall CIO are asking Macclesfield Town Council for some grant monies. The building plot is a few hundred metres outside the Town Council boundary therefore it is necessary to establish if the hall will benefit the nearby residents of Macclesfield Town. This survey is being undertaken for that purpose. A previous survey in Lyme green was very positive.

Your support will help us create a place where residents can come together, enjoy shared activities, and feel part of a community. Together, we can build a hub that reflects the values of inclusivity, wellbeing, and community spirit. There is a list of suggested activities on the next page.

We value your opinions on the following:

Do you think it is important that this project provides a local meeting venue? **YES / NO**

Do you attend any activities in other premises? **YES / NO**

If yes, in which area are these activities? E.g. Sutton, Langley, Macclesfield, Other

……………………………………………………………………………………………………..

Is it likely that you would attend activities if available at the hall in London Road?

Yes □ Possibly □ No □

Are you likely to run any organised activities in a community hall in London Road?
If yes, please add in comments below what they might be.

Yes □ Possibly □ No □

Are you likely to rent the hall for family/other activities, e.g. Childs birthday party?
If yes, please add in comments below what they might be.

Yes □ Possibly □ No □

Are you likely to use the hall if there were activities/resources that helped with the cost-of-living crisis? E.g. *Free activities for children/young people to help those in nearby areas of deprivation, Support to and potential outlet for Sutton Community Fridge to help those experiencing difficulties due to the cost-of-living crisis.*

Yes □ Possibly □ No □

SUGGESTED ACTIVITIES

Art Groups, Drama classes. Games Groups. E.g., Bingo, Board games, Bowls. Book club, Blood donor sessions. Charity events, Children's clubs, Choir, Coffee mornings, Computer courses. Darts, Dominos.

Lunch club, Mums and tots, Music/Entertainment, Mini farmers market (showcasing local products, jam, home bakes) Plant sale, Plays, Quiz nights, Talks/Presentations, Tea dance. Children's parties, Cheshire Police PCSO surgery, Private meetings, public meetings, Residents meetings, social events, Voting venue, Celebration of Life. Boccia, Dance Classes, Exercise Classes, Healthy eating workshops, wheelchair activities. Padel tennis, Pilates, Show live sporting events, Sports classes for children, Table tennis, Vaccination hub, Wheelchair basketball, Weight loss, Yoga, Defibrillator training, Educational Talks, first aid courses, Leadership skills, Team working activities, young parenting workshops. Improving life skills.

Any other activities that you would you attend that are not listed? Any other comments or suggestions about a community hall in London Road, Lyme Green?

If you would like to be included in any further consultations and/or added to our newsletter circulation, please add your name and email address below: -

COMMENTS