

# NORTHUMBRIA POLICE (LILIAN EVE MEMORIAL) TRUST

## REGULATIONS

### NAME OF THE TRUST

1. The Trust shall be called the Northumbria Police (Lilian Eve Memorial) Trust, hereinafter referred to as, the Trust.

### ADMINISTRATION

2. The Trust shall be administered by Trustees who will be appointed in accordance with Clause 5 of the Trust Deed. Provisions as to the appointment, discharge and retirement of Trustees shall be in accordance with Clause 6 of the Trust Deed.

3. On the appointment or retirement of a Trustee a memorandum must be prepared and signed and sealed by the person presiding at the appropriate Trustees meeting and witnessed by two other persons present at the meeting, (in accordance with Clause 6 (E) of the Trust Deed).

4. The Trustees will appoint a Chairman, Vice Chairman, Secretary, Treasurer and Assistant Treasurer of whom the Chairman, Secretary and Treasurer shall be trustees. The Vice Chairman and Assistant Treasurer need not be Trustees however they will be entitled to attend meetings but not be entitled to vote. An election for these offices, for the ensuing year, will be held at each Annual meeting.

5. The Annual meeting of the Trustees will be held in January of each year and additional meetings will be held from time to time as may be necessary for the transaction of business. No more than six months shall elapse between each meeting.

6. Meetings will be called by the Secretary as business arises or at the request of any Trustee. The quorum for any meeting will be five Trustees. Voting at all meetings of the Trustees will be by show of hands. The Chairman will not have a casting vote and, in the case of a tied vote, the motion will be lost.

7. The Honorary Treasurer shall be responsible for the proper keeping of accounts and records of investments and shall have power to give receipt for all monies paid to him on account of the Trust Fund. He will arrange for all monies to be correctly banked and will ensure the safe custody of all documents relating to his office.

8. The Honorary Secretary shall be responsible for making and maintaining a correct record of all meetings and will ensure the safe custody of all documents relating to his office.

### INCOME AND CAPITAL

9. In accordance with the Trustee Investments Act, 1961, the Trustees will obtain proper written advice from a financial adviser before investing any income or capital.

10. Such investments will not be made unless the written advice states that they are suitable for the Trust and that there is sufficient diversification.

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11. Income and capital must be applied for the purposes set out in the Trust Deed - Clause 2(b) with the overall proviso that such use must be charitable and with 'welfare and the relief of need' in mind.

12. At each Annual meeting the Trustees will appoint a financial adviser and Accountants to cater for the provisions of the Trust Deed. The accounts of the Trust shall be audited at twelve monthly intervals, and a balance sheet will be published for the information of members of the Force.

13. Payments from the Trust Fund over £500, as agreed by the Trustees, shall be authorised by two of the following officials, Chairman, Vice Chairman, Treasurer, Assistant Treasurer and Secretary.

14. Electronic banking payments from the Trust Fund up to £500, as agreed by the Trustees, may be authorised by one of the following officials, Chairman, Vice Chairman, Treasurer, Assistant Treasurer and Secretary who must be a trustee.

### GENERAL

15. Any alteration to these regulations must be made at the Annual Meeting of the Trustees and any proposed amendment, variation or addition to these Regulations must be submitted, in writing, to the Secretary, not later than 30th November immediately preceding the Annual Meeting and the proposal shall be circulated to each Trustee.

16. Any matter on which these Regulations are silent, to be decided by the Trustees at a meeting.

17. These Regulations will come into operation on 8th February, 1978 - amended 22nd January 1985 – amended 18<sup>th</sup> January 2011.