

12 Endeavour Square
London
E20 1JN

Tel: +44 (0)20 7066 1000
Fax: +44 (0)20 7066 1099
www.fca.org.uk

Co-operative and Community Benefit Societies Act 2014

Registration of new society

The following society has today been registered by us under Co-operative and Community Benefit Societies Act 2014 as a Co-operative Society:

Society: **Camberwell & District Allotments Society Limited**

Registration number: **5210**

Registration date: 17 June 2024

Address: Grange Lane Allotment Site, Grange Lane, SE21 7LH

Financial year-end date: 30 September

Date: **17 June 2024**



Dated 24 March 2024

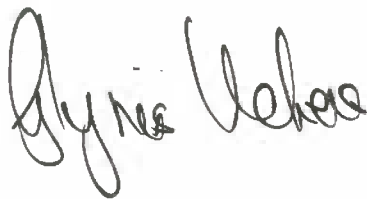
Camberwell & District Allotments Society Ltd

Comprising allotments sites known as
Grange Lane Allotments, Dulwich
Gunsite Allotments, Dulwich and
Grove Allotments, Dulwich Common

Rules

**UNDER SPONSORSHIP OF THE NATIONAL SOCIETY OF ALLOTMENT AND LEISURE
GARDENERS LIMITED**

Signed:



Secretary

Glynis Vickers

Member



Philip Milner

Member



Katharine Heeps

Member



Elaine Broadbent

Camberwell & District Allotments Society Limited

Members of
The National Society of Allotment & Leisure Gardeners Ltd
also known as the National Allotment Society

List of Rules

1. Name
2. Registration
3. Registered Office
4. Use of Name
5. Objects
6. Membership
7. Membership Agreement
8. Shares
9. Voting Rights
10. Management Structure and Organisation
11. Management Structure and Organisation of sections
12. Disputes and appeals
13. Meetings
14. Membership Subscriptions
15. Financial Affairs
16. Copies of Rules
17. Amendment and Application of Rules
18. Indemnity
19. Dissolution

Camberwell & District Allotments Society Limited

The Rules

UNDER SPONSORSHIP OF THE NATIONAL SOCIETY OF ALLOTMENT AND LEISURE GARDENERS LIMITED

1. NAME

- 1.1** The name of the organization shall be Camberwell & District Allotments Society Limited hereafter referred as **the Society**.

2. REGISTRATION

- 2.1** The Society shall be registered under the Co-operative and Community Benefit Societies Act 2014

3. REGISTERED OFFICE

- 3.1** The Registered Office of the Society shall be at Grange Lane Allotment Site, Grange Lane SE21 7LH. In the event of any change in the situation of the Registered Office, notice shall be sent to the Registrar.

4. USE OF NAME

- 4.1** The registered name of the Society shall be mentioned in legible characters in all business letters of the Society and in all bills of exchange, promissory notes, endorsements, cheques and orders for money or goods purporting to be signed by or on behalf of the Society and in all bills, invoices, receipts and letters of credit of the Society.
- 4.2** Any documentation or publication produced, or statements made under the heading of the Society must be approved by its Management Committee (herein referred to as **the Main Committee**) or under powers delegated by it.

5. OBJECTS / POWERS OF THE SOCIETY

- 5.1** The objects of the Society are to:

5.1.1 Manage the Society's allotment sites which at present are the sites known as Grange Lane Allotments and Gunsite Allotments which are both in Grange Lane, Dulwich London SE21 and Grove Allotments which is off Dulwich Common London SE22.

5.1.2 Promote allotment gardening as a community resource; encouraging participation and membership.

5.1.3 By various means further the interests of members with regard to the proper cultivation, good management and safe enjoyment of the allotments.

5.2 The powers of the Society are to:

5.2.1 Take measures to protect Members and each of the sites against damage, trespass and theft.

5.2.2 Maintain each of the sites and the facilities and if necessary erect, pull down, repair, alter or otherwise deal with any buildings thereon.

5.2.3 Conduct negotiations in respect of land and to manage lands held by the Society under lease or agreement.

5.2.4 For the Main Committee to delegate management powers and in particular to delegate management powers for each site to a management committee of that site (herein called a **Section Committee**) to manage that site and for each site to be treated as a section of the Society (herein called a **Section**).

5.2.5 Co-operate with central or local government and any other bodies to achieve the objects.

5.2.6 Do all such other lawful things as may further the Society's objects and, in particular, may borrow or raise funds for any purpose and on behalf of its members.

6. MEMBERSHIP AND SECTION MEMBERSHIP

6.1 Membership of the Society and a Section shall be open to the following persons and bodies who support the objects of the Society:

6.1.1 Full membership of the Society shall be open to Plot Holding Members (**Full Members**) who have paid the appropriate annual subscription or fee for the Society and rent for their plot.

6.1.2 Full membership of a Section (**a Section Member**) shall be open to Full Members who have paid the appropriate annual subscription or fee for the Society and rent for their plot which is located in that Section.

6.1.3 Associate membership of the Society and a Section shall be open to **Associate Members**,

6.1.3.1 firstly, who are persons who by mutual agreement, share the use of a plot with a Plot Holding Member as a helper and who have paid the Associate Member's annual subscription or fee to the Section where the plot is located; a maximum of two associate members are allowed per plot unless a Section permits a different number of associate members on plots in that Section; and

6.1.3.2 secondly, who are persons who have expertise in horticulture and/or agriculture and whose application for associate membership is approved by the Main Committee, such approval being granted, refused or withdrawn at the discretion of the Main Committee and if granted shall be for such duration, terms and subscription or fee as the Main Committee shall decide;

Provided that Associate Member status does not confer an automatic right to take over the plot when the membership of the Plot Holding Full Member ceases for any reason and Associate membership does not confer voting rights at General Meetings or a priority entitlement to full membership or to a plot.

6.1.4 The terms member and membership shall include Full Members and Associate Members unless the context requires otherwise.

6.2 Allocation of Membership (other than under 6.1.3.2)

6.2.1 Membership shall be open to such persons as may be admitted by the management committees from time to time as herein provided.

6.2.2 Allocation of membership shall be administered at Section level.

6.2.3 A Section Committee shall admit as a Full Member of the Society and that Section a person to whom the Section Committee may allocate a plot on its site and the arising membership shall be administered and managed by that Section Committee.

6.2.4 A Section Committee may admit as an Associate Member of the Society and that Section a person to share by mutual agreement the use of a plot with a Full Member on its site and the arising membership shall be administered and managed by that Section Committee.

6.2.5 The Section Committee shall have the right to, for good and sufficient reason, reject an application for a plot on its site and membership of any type.

6.3 Any member or associate member may be asked to relinquish their membership of the Society and of a Section by resolution of a majority of members of the Section Committee of the appropriate Section of which the Member is a Section Member. In this event the member to whom the expulsion applied would have previously been given at least one verbal request by a spokesperson of the Section Committee and at least one letter (in writing or electronic form) from the Section Committee setting out the issue at hand. Such a member may appeal against the decision of the Section Committee to the Main Committee and such appeal shall be dealt with in accordance with the Rules of the Society.

6.4 A Member shall cease to be a member of the Society (and thereby a Section Member) in the following eventualities:

6.4.1 The death of the Member

6.4.2 The expulsion of the Member under Rules 6.3 and 7.2.

6.4.3 The withdrawal of the Member from the Society by sending notice in writing or in electronic form to the Section Committee of the appropriate section of which the Member is a Section Member.

6.4.4 The non-payment of subscription or fee or rent for a period of 40 days after it becomes due.

6.4.5 The relinquishment by the Member of all the plots allocated to the Member.

6.4.6 In accordance with the provisions of 6.1.3.2.

6.5 A member may withdraw from the Society by sending notice in writing or in electronic form to the Section Committee of the appropriate Section. Upon withdrawal, all sums paid by the Member on account of subscriptions, fees or rent or shares shall be forfeited, and the Member's share shall be extinguished.

6.6 Proceedings on Death or Bankruptcy of a Member – Upon a claim being made by:

6.6.1 The personal representative of the deceased Member; or

6.6.2 The trustee in bankruptcy of a Member who is bankrupt; or

6.6.3 The person entitled to receive ~~to~~ any property in the Society belonging to such a member

the Society shall transfer property or pay to such a person or persons or as they may direct.

6.7 A Member may in accordance with the Act, nominate any individual or individuals to whom his/her property in the Society at the time of his/her death shall be transferred, but such nomination shall only be

valid to the extent of the amount for the time being allowed in the Act. On receiving a satisfactory proof of death of a Member who has made a nomination the Society shall, in accordance with the Act, either transfer or pay the full value of the property comprised in the nomination to the individual or individuals entitled thereunder.

6.8 The liability of members is limited to the amount of their shareholding.

7. MEMBERSHIP AGREEMENT

7.1 All members shall agree in writing to:

7.1.1 Accept the rules of the Society and to abide by the terms and conditions therein.

7.1.2 Adopt plot and site management practices as set by the Section Committee of the site to which membership relates and agreed by a majority of Section Members at a General Meeting of the relevant Section.

7.2 The Main Committee may expel a member whose conduct is proved to their satisfaction to be detrimental to the interests of his fellow members. Any allegation against a member must be communicated in writing or electronic form. An appeal from a decision of the Management Committee under this Rule may be made to a Special General Meeting of the Society on the requisition in writing of 50 members.

8. SHARES

8.1 Every full member ie plot holding member admitted under Rule 6.1.1 and 6.1.2 shall hold one non-withdrawable share, which is not transferable. The share shall have the nominal value of £1 payable in full by a plot holding member on joining the Society.

8.2 Joint plot holding members shall hold one share each.

8.3 One share shall be the maximum shareholding of any member.

8.4 For the avoidance of doubt, an Associate Member is not a shareholder.

8.5 Shareholder records shall be retained in electronic form.

9. VOTING RIGHTS

9.1 Each full member i.e. all plot holding members, shall be entitled to one vote at Society general meetings and at general meetings of the Section for the site containing the full member's plot.

9.2 Joint full members shall be entitled to one vote each.

9.3 For the avoidance of doubt, an Associate Member is not entitled to a vote.

10. MANAGEMENT STRUCTURE AND ORGANISATION

10.1 The Governance of the Society shall be vested in the Annual General Meeting whilst day to day management of the affairs and property of the Society is delegated to the Main Committee. Each site of allotment plots held by the Society shall be managed as a separate Section with its own Section Committee as herein provided.

10.2 At the Annual General Meeting (AGM) of the Society full members of the Society shall elect a Chair, Secretary and Treasurer ("the Officers") of the Main Committee for the Society. The Main Committee shall comprise of not fewer than six members and not more than twelve being the Officers and including two Section Committee representatives nominated by each Section Committee. The Officers shall retire at the following AGM but shall be eligible for re-election.

10.3 Prior to each AGM all full members shall be given the opportunity to stand as a candidate as Chair, Secretary and Treasurer of the Main Committee (the three roles together called 'the Officers'). In the event of there being more than one candidate for a particular role the outcome shall be determined by a ballot of the full members present at the AGM.

10.4 The Main Committee shall be able to co-opt any additional members from the Section Committees to fill vacancies or additional roles, during the year until the next Annual General Meeting provided there are equal numbers of representatives from each Section Committee.

10.5 Tenure of any post as a Main Committee Member shall be voluntary, unpaid and open only to full Members of the Society. Arrangements will be put in place by the Main Committee for the reimbursement of appropriate and legitimate out of pocket expenses.

10.6 The Officers and other members of the Main Committee shall keep accurate records of their dealings on behalf of the Society, which shall be available for inspection by Members.

10.7 Unless otherwise stated in these Rules a quorum for the Main Committee shall consist of five committee members including two Officers.

10.8 The Main Committee shall fill vacancies amongst the Officers and for this purpose shall have power to co-opt such Full members as required for this purpose. The members so appointed as Officers shall hold office until the next Annual General Meeting.

10.9 Provisions concerning the governance and management of the Sections are set out in 11 below. The governance of the Sections is under the control of the Society and the management of the Sections is under the control of the Main Committee.

11. MANAGEMENT STRUCTURE AND ORGANISATION OF EACH OF THE ALLOTMENT SITES

11.1 Each allotment site shall be managed as a separate Section of the Society and the governance and day to day management of each Section shall be delegated to the Section Committees of that Section for that site which shall comprise a Chair, a Secretary and a Treasurer ("Section Officers") and other Full Section members to roles such as are considered appropriate at that time.

11.2 The Full Section members of a Section are free to adopt procedures for the governance of that Section provided that they accord with the objects of the Society and the provisions of Rule 13.6 and such procedures allow for an annual general meetings of Section members ('Section AGM') and for the formation of a Section Committee either by:

11.2.1 the election by Full Section members from amongst themselves of a Chair, a Secretary and a Treasurer and other Full Section members to roles such as are considered appropriate at that time, or

11.2.2 the election by Full Section members from amongst themselves to roles such as are considered appropriate at that time and for the elected Section Committee to appoint Section Officers from amongst the Section Committee members.

11.3 Each Section Committee may set out rules for the day-to-day management of the Section's site subject to confirmation of the rules and any changes to them by the Full Section Members at a Section General Meeting.

11.4 Subject to and in default of the provisions of 11.2:

11.4.1 The Section Committees shall each comprise not fewer than five Full Section members and not more than twelve being the Section Officers and other duly elected Full Section members.

11.4.2 Section Officers and Section Committee members elected to serve under 11.2 shall serve until the next Section AGM or, if the members of a Section so decide for that Section, for a longer period not going beyond the third Section AGM after being elected. Section Committee members including Section Officers shall be eligible to stand for re-election.

11.4.3 The Full Section members of a Section are free to provide that:

11.4.3.1 Prior to each Section AGM all Full Section members shall be given the opportunity to stand as a candidate for a Section Committee role and in the event of there being more than one candidate for a particular role the outcome shall be determined by a ballot of the Full Section members present at the Section AGM.

11.4.3.2 Prior notice be given to that Section's Full Members of applications for election to the roles of a Section Officer or membership of the Section Committee and to decide the period of such prior notice.

11.4.3.3 The Section Committee shall be able to co-opt any additional Full Section members to fill vacancies or additional roles, during the year who shall hold office until the next Section AGM.

11.4.3.4 A quorum for each Section Committee shall be five Section Committee members including two Officers unless determined otherwise by a Section Committee and ratified at general meeting of that Section.

11.4.4 A Section Committee shall fill vacancies amongst the Section Officers and have power to co-opt such Full Section members as may be required for this purpose. The Section Members so appointed as Section Officers shall hold office until the next Section AGM.

11.5 Tenure of any post as a Section Committee Member shall be voluntary, unpaid and open only to Full Section Members and Full Members of the Society. Arrangements will be put in place by the Section Committee for the reimbursement of appropriate and legitimate out of pocket expenses.

11.6 The Section Officers and members of the Section Committee shall keep accurate records of their dealings on behalf of the Section and the Society, which shall be available for inspection by Members and the Main Committee.

11.7 In the absence of any decision to the contrary by a Section Committee or at a Section general meeting on matters in which it is competent to act, these Rules shall apply to each Section to the extent applicable.

12. DISPUTES AND APPEALS

12.1 Any unresolved dispute between a Section member and the Section Committee shall be subject to an appeal to the Main Committee of the Society. Any such appeal shall be made within 4 weeks of the decision being appealed against. The Main Committee shall meet within 21 days of being notified of the dispute to resolve the same.

12.2 At any meeting of the Main Committee considering an unresolved dispute under 12.1 members of the Section Committee involved in the dispute shall have no vote, and the quorum at such a meeting shall be not less than three members having the right to vote. Notwithstanding Rule 7.2, the decision of the Main Committee shall be final and binding.

12.3 Disputes between members shall initially be dealt with by the relevant Section Committee with a right of appeal to the Main Committee if no resolution can be reached at Section level.

12.4 Section Committees shall abide by rulings of the Main Committee but the Main Committee may refer any unresolved dispute with a Section Committee to the National Society of Allotments and Leisure Gardens for advice and/or direction.

13. MEETINGS

13.1 The Society shall in each year hold an Annual General Meeting at such time and place, as the Main Committee shall determine. Not more than 15 months shall elapse between the date of one Annual General Meeting of the Society and that of the next.

13.2 The Main Committee may also convene further General Meetings as deemed necessary.

13.3 Full Members will be given at least 21 days' notice of the Annual General Meeting and other General Meetings of the Society and the Full Section members of a Section will be given at least 21 days' notice of the Annual General Meeting and other General Meetings of that Section.

13.4 Special General Meetings of the Society may be called by either, a quorum of the Main Committee, or by written request from a member which states the reason for the meeting and is signed by at least 10% of all Full Members. Such request to be delivered to the Secretary. The business of the Special General Meeting will be restricted to items on the original request with no amendments being accepted. Details will be notified to members, along with notice of the meeting, at least 21 days prior to the meeting date.

13.5 No business shall be transacted at any General Meeting unless a quorum is present. The quorum at any General Meeting of the Society shall be 20 of the shareholding members including two Officers being present. The quorum at any General Meeting of a Section shall be 10% of the shareholding members at each site including two of the Section Officers being present.

13.6 Each Section shall hold an Annual General Meeting. The rules for Section AGMs shall mirror the Society rules set out in Rules 13.1 to 13.3. The quorum at each Section AGM shall be 10% of the shareholding members at each site including two of the Section Officers being present. The rules for Special General Meetings of a Section shall mirror the Society rules set out in Rules 13.4 save that persons signing a written request for Special General Meeting shall be Section Members.

13.7 Unless otherwise under these Rules, members of the Main Committee and Section Committees will be given at least 14 days' notice of meetings of the committee of which they are members unless two-thirds of the members of that committee agree a shorter notice period.

14. MEMBERSHIP FEES AND SUBSCRIPTIONS AND OTHER PAYMENTS

14.1 At the General Meeting / Annual General Meeting of the Society held nearest to and prior to the financial year end in each year the Main Committee shall seek approval for any changes to the following payments due to the Society in the following financial year and the due date for those payments:

14.1.1 Annual Membership Fees or Subscriptions for Full Members but not rent for plots in a Section; and

14.1.2 The annual levy payable by each Section (currently 10% of the annual rent payable under the lease for that Section's site).

14.2 Each Section shall pay to the Society:

14.2.1 the rent due for the Site occupied by that Section, and

14.2.2 an annual levy based on the rent in 14.1.2 (currently 10% of the annual rent of payable for the Site occupied by that Section).

14.3 Each Section shall remit to the Main Committee:

14.3.1 the annual subscriptions or fees from Full Members of its Section,

14.3.2 the annual levy and

14.3.3 the annual rent and any other charges payable under the lease for its site.

14.4 At the General Meeting / Annual General Meeting of each Section held nearest to the beginning of the plot rental year of that Section in each year the Section Committee of that Section shall seek approval for any changes to the following payments due from Section members and the due date for those payments:

14.4.1 annual Membership Fees or Subscriptions for Associate Members of that Section (currently £3);

14.4.2 the annual rent due from Full Members of that Section for the plots held by them.

14.5 Annual membership fees and subscriptions and plot rental are due to be paid no later than 40 days after the due date for payment. Failure to pay on time can lead to termination of membership under Rule 6.4.4.

15. FINANCIAL AFFAIRS

15.1 The Society is a non-profit making organisation and all surplus funds arising from the business of the Society shall be used for the furtherance of the objects of the Society.

15.1.1 The Society shall have the power to borrow money from its Members and others to further its objects, providing the amount outstanding at any one time does not exceed £30,000.

15.1.2 The Society shall have the power to mortgage or charge any of its property including assets and undertakings of the Society, present and future and issue loan stock, debentures and other securities for money borrowed or for the performance of any contracts of the Society or its customers or persons having dealings with the Society.

15.1.3 The rate of interest on money borrowed, except on money borrowed by way of bank loan or overdraft or from a finance house or on mortgage from a building society or local authority, shall not exceed 5% per annum or 2% above the Bank of England base rate at the commencement of the loan, whichever is the greater.

15.1.4 The Society may receive from any person grants or donations or loans free of interest in order to further its objects but shall not receive money on deposit.

15.2 The shares held by full members shall not carry any interest and shall not confer any right to dividend.

15.3 The Secretary shall register every issue or cancellation of shares by making an appropriate entry in the register of full members relating thereto.

15.4 Upon withdrawal from membership all sums paid by the Member on account of shares shall be forfeited and the Member's share shall be extinguished.

15.5 The Main Committee may open Bank or Building Society Accounts in the name of the Society in which shall be lodged all monies received on behalf of the Society. These accounts shall be used to administer and record funds received and disbursed on behalf of the Society. Any funds available for term investment may be invested to earn interest with a Bank or Building Society on the recommendation of the Main Committee and on approval by a majority of full members at a General Meeting.

15.6 At the conclusion of each financial year the Treasurer of the Society shall complete accounts and a balance sheet for the Society for presentation and approval at the Annual General Meeting of the Society. After approval the revenue accounts and balance sheet must be signed by the secretary and two committee members of the Society acting on behalf of the Main Committee.

15.7 Within the time allowed by legislation the Secretary will send to the Financial Conduct Authority an Annual Return of the Society's affairs (in the form prescribed by them) accompanied by the signed copy of the accounts and balance sheet, referred to in Rule 15.6.

15.8 Auditing of Society accounts and balance sheet:

15.8.1 The full members shall vote annually, at each annual general meeting, as allowed by Section 84 of the Co-operative and Community Benefit Societies Act 2014. At the Annual General Meeting to have, when necessary, in law or where the membership requires:

- An audit carried out by a qualified auditor
- An audit carried out by two or more lay auditors
- A report by a qualified auditor
- Or unaudited accounts, where the conditions for such exist

15.8.2 If a full audit or a report is required, a person who is a qualified auditor under section 91 of the Co-operative Community Benefit Societies Act 2014 shall be appointed. The qualified OR lay auditors, if so appointed, shall not be officers or servants of the Society and nor shall they be partners of, or in the employment of, or employ, an officer or servant of the Society. Lay auditors shall be chosen by the Main Committee from the general membership and/or others.

15.8.3 If the full members vote for unaudited accounts, the society's income and expenditure ledger shall be scrutinised by the secretary and the Main Committee members only and signed, as a true record, by the Secretary and two Committee members or any other number as may be required by legislation. An income and expenditure report will be prepared to present to the Society's members at each Annual General Meeting.

15.9 Each Section Committee may open Bank or Building Society Accounts in the name of the Section in which shall be lodged all monies received on behalf of the Section. These accounts shall be used to administer and record funds received and disbursed on behalf of the Sections and shall remain the assets of the Society.

15.10 At the conclusion of each financial year the section Treasurers shall complete accounts and a balance sheet for presentation and approval at the section AGM. The Section accounts and balance sheet shall be presented to the Main Committee Officers for inspection and approval.

15.11 Subject to the inspection and approval of the accounts of each Section under Rule 15.10, the provisions of Rules 15.7 and 15.8 shall apply to such accounts which will be treated as part of the accounts of the Society.

16. NOTICES AND COPIES OF RULES

16.1 Notices under these Rules or under any delegated powers may be given by electronic means.

16.2 It shall be the duty of the Main Committee to supply free of charge to all members a copy of current rules which may be delivered by email or by delivery of a hard copy or by access to an online copy. Where a member has already been provided with a copy there may be a charge of up to £5 for a second copy (under s18 of the 2014 Act).

16.3 It shall be the duty of the Section Committee to supply free of charge to all Section members a copy of the rules for the day-to-day management of the Section's site which may be delivered by email or by delivery of a hard copy or by access to an online copy. Where a member has already been provided with a copy there may be a charge of up to £5 for a second copy.

17. AMENDMENT AND APPLICATION OF RULES

17.1 Changes to the rules of the Society (ie. new rules made, rules amended or rescinded) may only be made in accordance with the procedure set out in Rule 13.4 and agreed at a General Meeting of the Society when a two-thirds majority of voting members who are present at the meeting approve the change.

17.2 No new rule or amendment of a rule is valid until registered with the Financial Conduct Authority in accordance with the 2014 Act.

17.3 The Society shall be run in accordance with its registered rules.

18. INDEMNITY AND INSURANCE

18.1 Every member of the Committee and the Section Committees shall be indemnified by the Society against all losses and liabilities incurred by him in relation to the execution of his Office providing that nothing in this clause shall entitle him to any indemnity against liability arising through a criminal act or fraud or similar actions on his part.

18.2 The Main Committee may decide to purchase and maintain insurance at the expense of the Society for the benefit of any member or former member of the Main Committee and/or any of the Section Committees in respect of loss or liability which has been or may be incurred by such a member in connection with their duties or powers in relation to the Society or any Section.

19. DISSOLUTION

19.1 The Society may at any time be dissolved by the consent of three-fourths of the full members testified by their signatures to an instrument of dissolution in the form prescribed in the 2014 Act.

19.2 If on winding up or dissolution of the Society, any of its assets remain to be disposed of after its liabilities are satisfied, none of these assets shall be distributed among the Full Members but should be passed to an organisation with similar objects.

Register a co-operative society

Section 1 – About this form

Use this form to register a co-operative society under the Co-operative and Community Benefit Societies Act 2014 or the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969.

Use this form for either a new registration of a co-operative society, or for a conversion to a co-operative society from either a company or society registered under the Friendly Societies Act 1974.

To register a society we need:

- this completed form
- one signed copy of the society’s rules (or two copies where not submitting electronically)

This form, including any details provided on the form, will be made available to the public through the Mutuels Public Register: <https://mutuals.fca.org.uk>. Our privacy notice explains how and why we use personal data: <https://www.fca.org.uk/privacy>.

Before you start completing this form you may find it helpful to read Chapter 4 of our guidance on our registration function under the Co-operative and Community Benefit Societies Act 2014: <https://www.handbook.fca.org.uk/handbook/R FCCBS>.

Section 2 – About this application

2.1 What are you applying to do?

Register a new co-operative society	☒
Convert a company to a co-operative society	☐
Convert a friendly society into a co-operative society	☐

2.2 Who should we contact about this application?

Name	Katharine Heeps
Position	Site representative
Postal address	20 Cooper Close, London SE1 7QU
Telephone number	07843 424303
Email address	kathyheeps@live.com

Section 3 – About the society

3.1 What will be the registered name of the society? (This must be exactly as it appears on the society's proposed rules). Please see page 24 of our guidance for further guidance on society names.

Society name	Camberwell & District Allotments Society Limited
---------------------	--

All societies must be carrying out an industry, business or trade. Here we are looking to gain a practical understanding of what that is for your society.

3.2 What is the business of the society? For example, will you be providing housing, manufacturing goods, developing IT systems etc.

The society manages three allotment sites and is not-for-profit. The society promotes allotment gardening as a community resource; encouraging participation and membership.

3.3 What Standard Industrial Classification code best describes the society's main business? Where more than one code applies, please select the code that you feel best describes the society's main business activity. You will find a full list of codes here: <http://resources.companieshouse.gov.uk/sic/>

01130

We need to be satisfied that the society is a bona fide co-operative society. Chapter 4 of our guidance provides more information about how we approach this. We generally consider something to be a bona fide co-operative where it is an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically controlled enterprise.

3.4 Please describe the members' common economic, social and cultural needs and aspirations. In answering this question, please make sure it is clear what needs and aspirations members have in common.

The common aims of the members are:

- to provide a productive and environmentally sustainable site in compliance with the lease
- to ensure that every member has the opportunity to grow fruit, vegetables and/or flowers for domestic use in a supportive environment
- to have a well-managed site with communal social areas, paths and car parking spaces
- to have a safe and secure site with appropriate risk assessments and insurance

3.5 How will the society's business meet those needs and aspirations? You have described the society's business answer to question 3.3, and in question 3.4 you have described the common needs and aspirations of members. Please now describe how that business meets those common needs and aspirations.

The society is managed by an elected committee of members for the benefit of all members. All committee members and those with areas of responsibility act voluntarily to maintain and improve the three allotment sites. Members grow fruit, vegetables and flowers for their own domestic

use or to share with friends and family. Opportunities are provided for members to share growing tips – particularly with new members and to support members who may be temporarily unable to work their plot. Volunteer working groups are formed to clear or maintain communal areas, maintain the water supply and organise plant sales. Committee members seek advice and guidance from The National Society of Allotment & Leisure Gardeners Limited.

3.6 How will members democratically control the society? For example, will the members elect a board at an annual general meeting; will all members collectively run the society.

Committee members are elected from the membership at an Annual General Meeting

3.7 What will the society do with any surplus or profit? For instance, will you pay a dividend to members (and if so, on what basis); will money be reinvested in the business; put into reserves; used for some other purpose?

No surpluses are distributed to members. Any surplus from income (primarily fees and plot rents paid by members), after meeting costs of managing the sites, are held in the Society's reserves. Any surplus is reinvested in maintaining and developing the sites and site facilities. Reserves are held to ensure that the Society can meet unexpected costs such as repairs.

In order to satisfy ourselves that the society is a bona fide co-operative, we need to understand the society's relationships with other key stakeholders.

3.8 Please state any close links which any of the founding members or directors has, or intends to have, with any society, company or authority. 'Close links' includes any directorships or senior positions held by directors or founding members of the society in other organisations.

Elaine Broadbent: trustee of Camberwell & District Allotment Society an unincorporated association

Philip Milner: trustee of Camberwell & District Allotment Society an unincorporated association

Katharine Heeps: director and Company Secretary of MK Community Shop (Kingston) Ltd, Pre-school Learning Alliance Property Trust Corporation and Pre-school Playgroups Ltd. Company Secretary of Pre-school Learning Alliance, Early Years Alliance and Pre-school Learning Alliance Trading Ltd

3.9 On what date do you want the society's financial year to end? This is the date the society's financial year will end, every year after the society is registered. If you have a preference (e.g. 31 March) please specify that here. If you do not select a date the society will be given the anniversary of the last day of the month it was registered in.

3	0	/	0	9
---	---	---	---	---

Section 4 – The society's rules

4.1 If you have used a sponsoring body to submit this application please include their details here.

Name of sponsoring body	The National Society of Allotment & Leisure Gardeners Limited
Name of model rules	The National Allotments Society sponsorship rules
Signature on behalf of sponsoring body (unless submitted by email by the sponsor)	
Date	23/05/2024

The Act requires rules of societies to make provision for all of the matters listed below. If you have not made provision for all of the matters listed below we will not be able to register your society.

4.2 Please complete this table

Provision required by the Act	Number of the rule(s) covering this E.g. '2.3-2.7'
The society's name	1.1
The objects of the society	5.1
Place of the society's registered office, to which all communications and notices may be addressed	3.1
The terms of admission of the members, including any society or company investing funds in the society under the provisions of the Act	6.1/6.2
The method of holding meetings, the scale and right of voting, and the method of making, altering or rescinding rules	13/9/17
The appointment and removal of a committee (by whatever name) and of managers or other officers and their respective powers and remuneration	10/11
The maximum amount of the interest in the shares of the society which may be held by any member otherwise than by virtue of section 24(2) of the Act	8.1 to 8.3
whether the society may contract loans or receive moneys on deposit subject to the provisions of this Act from members or others, and if so under what conditions, under what security, and to what limits of amount	15.1
Whether any or all shares are transferable, and provision for the form of transfer and registration of shares, and for the consent of the committee to transfer or registration Whether any or all shares are withdrawable, and provision for the method of withdrawal and for payment of the balance due on them on withdrawing from the society	6.4 to 6.7
Provision for the audit of accounts in accordance with Part 7 of the Act	15.8
Whether members may withdraw from the society and if so how, and provision for the claims of the representatives of deceased members and of the trustees of the property of bankrupt members (or, in Scotland, members whose estates have been sequestrated), and for the payment of nominees	6.5 to 6.7
The way in which the society's profits are to be applied	15.1
If the society is to have a common seal, provision for its custody and use	n/a
Whether any part of the society's funds may be invested, and if so by what authority and in what way	15.5

Section 5 – converting to a society

You only need to complete this section if you are converting from a company or friendly society to a co-operative society. If this does not apply to you please move on to section 6.

Requirements

If you are converting a company into a society, three copies of a special resolution to convert the company, with the following information included in the resolution:

- Company name & number
- Date the resolution was passed
- Names of three members appointed to sign the society's rules and to either: accept alterations to the rules made by the FCA without further consulting the company; or lay any such alterations before a general meeting of the company for acceptance

Details

5.1 Please provide details of the friendly society or company you are converting from.

Name	n/a
Registration number	
Registered office address	
Postcode	

Section 6 – Member details

6.1 Please provide the details of the secretary below. All societies must have someone fulfilling the role of secretary.

Name	Glynis Vickers
Month of birth	June September GV Glynis Vickers
Year of birth	1946 1949 GV Glynis Vickers
Signature	Glynis Vickers
Date	20/5/24

6.2 Please provide the details of 3 members below.

Name	Philip David Milner
Month of birth	June
Year of birth	1946
Signature	Philip Milner
Date	12/5/24

Name	Elaine Broadbent
Month of birth	October
Year of birth	1964
Signature	E Broadbent
Date	19/5/24

Name	Katharine Heeps
Month of birth	December
Year of birth	1964
Signature	K Heeps
Date	10/5/24

6.3 Societies are within the scope of the Company Directors Disqualification Act 1986 (CDDA). Please confirm that no proposed director is disqualified under that Act:

No proposed director is disqualified ☒

Section 7 – Submission details

7.1 Please complete the submission checklist below.

Items	Options
The society's rules signed by three members and the secretary	☒ Two copies attached - submitting by post ☐ One copy attached - submitting by email
Marked-up copy of rules showing what changes the society is making to the model rules	☒ One copy attached ☐ Not attached - not using model rules ☐ Not attached - using model rules with no changes
Special resolution to convert the company to a society, including the following information: • Company name & number • Date the resolution was passed • Names of three members appointed to sign the society's rules and to either: accept alterations to the rules made by the FCA without further consulting the company; or consult the company about any such alterations	☐ Three copies attached - submitting by post ☐ One copy attached - submitting by email ☒ Not attached - not a company converting to a society
Cheque for registration fee made payable to the Financial Conduct Authority Please indicate below which fee is applicable to you, then select a box on the right to show how you are paying it: ☐ £40 - using model rules with no changes ☐ £120 - using model rules with 1-6 changes ☐ £250 - using model rules with 7-10 changes ☒ £950 - using model rules with 11 or more changes ☐ £950 - not using model rules ☐ No fee - Friendly society converting to a society	☒ Cheque attached - submitting this form by post ☐ Cheque posted separately - submitting this form by email ☐ No fee - Friendly society converting to a society

Section 8 – Submitting this form

Please submit a signed, scanned version of your application by email to:
mutual.societies@fca.org.uk

Or please submit by post to:

Mutual Societies
Financial Conduct Authority
12 Endeavour Square
London
E20 1JN

This form is available on the **Mutuals Society Portal**:
<https://societyportal.fca.org.uk>

Registered as a Limited Company in England and Wales No. 1920623. Registered office as above.