

**THE CHARITY COMMISSION FOR ENGLAND AND WALES**

Under the power given in the Charities Act 2011

Orders that from today, the

**14 November 2023**

this

**SCHEME**

will govern the charities

formerly known collectively as

**CAMBRIDGE UNITED CHARITIES (204640)**

and now to be known as

**UNITED CHARITIES OF CAMBRIDGE (204640)**

at

Cambridge

**Nia Jones**

**A member of staff of the Charity Commission authorised to act on behalf of the Charity Commission**

**As amended 21 November 2024**

## **1. Definitions**

In this scheme:

“the area of benefit” means The City of Cambridge and its surrounding area.

“the charities” means the charities listed in part 4 of the schedule to this Scheme.

“the charity” means the charity created by clause 2 of this Scheme.

“the Commission” means the Charity Commission for England and Wales.

“the existing residents” means the residents living in the homes at the date of this scheme.

“the former trusts” mean the scheme dated 24 June 1970 as amended by the resolution dated 4 July 2014 and scheme dated 9 December 2014.

“home” means one of the almshouses.

“the homes” means the almshouses of the charity.

“the reserve funds” means the funds identified in clause 27 of this scheme.

“residents” means those beneficiaries of the charity who live in the homes and “resident” means one of the residents.

“the trustees” means the trustees of the charity acting under this scheme and “trustee” means one of the trustees.

## **ADMINISTRATION**

### **2. Administration**

The charities are to be administered as one charity in accordance with this scheme. This scheme replaces the former trusts of the charities.

### **3. Name of the charity**

The name of the charity is the United Charities of Cambridge.

## **OBJECTS**

### **4. Objects of the charity**

(1) The object of the charity is the relief of need of persons, including residents, living in the area of benefit, or persons who can establish a personal connection with the said area, through:

(a) the provision of Almshouses; and

- (b) the making of grants of money or providing or paying for items, services or facilities, calculated to reduce the need, hardship or distress of such persons.
- (2) Subject to the provisions of clause 5 (Power to dispose of and replace purpose property), the land identified in part 1 of the schedule to this scheme must be held as functional permanent endowment by the trustees for use as Almshouses for the objects of the charity.

## **5. Powers to dispose of and replace purpose property**

- (1) This clause is subject to the requirements of part 7 of the Charities Act 2011.
- (2) The trustees may dispose of all or any part of the land identified in part 1 of the schedule to this scheme. The trustees must replace the land disposed of with equivalent land to be used as Almshouses for the objects of the charity.
- (3) The trustees may dispose of all or any part of the land identified in part 2 of the schedule to this scheme. The proceeds of sale will be held as investment permanent endowment for the objects of the charity.

## **POWERS OF THE TRUSTEES**

### **6. Powers of the trustees**

In addition to any other powers which they have, the trustees may exercise the following powers in furtherance of the objects of the charity:

- (1) Power to make reasonable regulations consistent with this scheme for the management of the homes and the welfare of the residents.
- (2) Power to insure against public liability and, if appropriate, employers' liability; and to insure the homes to their full value against fire and all other usual risks.
- (3) Power to appoint a warden and other staff (who must not be trustees) and pay them reasonable remuneration, including pension provision for them and their dependants, and to provide a residence for the warden in the homes or elsewhere.
- (5) Power to set eligibility criteria for residence in the homes.
- (6) Power to delegate management of the homes to managing agents.
- (7) Power to make regulations for the conduct of their business including the conduct and management of meetings.
- (8) Power to co-operate with and enter into partnerships with other bodies.

## **TRUSTEES**

### **7. Trustees**

- (1) There should normally be:

2 nominated trustees and  
Between 6 and 10 co-opted trustees

appointed in accordance with clauses 8 and 9.

(2) The continuing trustees are the persons listed in part 3 of the schedule to this scheme. Subject to clause 12 (termination of trusteeship) they will hold office for the periods shown in the schedule.

## **8. Nominated trustees**

(1) The University of Cambridge shall appoint 2 trustees.

(2) Any appointment must be made at a meeting held according to the ordinary practice of the University of Cambridge.

(3) Each appointment must be made for:

- (a) 4 years; or
- (b) if the appointment is being made to fill a casual vacancy, the unexpired term of the appointee's predecessor.

(4) The appointment will be effective from the later of:

- (a) the date of the vacancy; and
- (b) the date on which the trustees or their secretary or clerk are informed of the appointment.

(5) The person appointed need not be a member of the University of Cambridge.

(6) A nominated trustee may be eligible for reappointment for a further term of four years if authorised by resolution of the other trustees at a duly convened meeting and with the consent of the University of Cambridge.

## **9. Co-opted trustees**

(1) The co-opted trustees shall be persons residing or carrying on business in or near the City of Cambridge.

(2) The appointment of a co-opted trustee must be made by the trustees at a duly convened meeting (whether ordinary or special).

(3) An appointment may, but need not, be made before the date on which the term of office of an existing co-opted trustee comes to an end, to take effect on that date. In these circumstances:

- (a) the appointment may not be made more than 3 months before the date on which the existing co-opted trustee's term of office is due to end; and
- (b) any co-opted trustee whose term of office is about to come to an end must not vote in favour of their own re-appointment.

(4) A co-opted trustee shall be appointed for a term of four years and shall be eligible for reappointment for a further term of four years if authorised by resolution of the other trustees at a duly convened meeting.

## **10. New trustees**

The trustees must give to each new trustee, on their first appointment:

- (1) a copy of this scheme and any amendments made to it;
- (2) a copy of the charity's latest report and statement of accounts.

## **11. Register of trustees**

- (1) The trustees must keep a register of the name and address of every trustee and the dates on which their terms of office begin and end. Every trustee must sign the register before acting as a trustee, whether on their first appointment or on any later re-appointment.
- (2) The trustees must promptly report any vacancy in the office of nominated trustee to the body entitled to appoint the trustee.

## **12. Termination of trusteeship**

A trustee will cease to be a trustee if he or she:

- (1) is disqualified from acting as a trustee by section 178 of the Charities Act 2011; or
- (2) is absent without the permission of the trustees from all their meetings held within a period of 12 months and the trustees resolve that his or her office be vacated; or
- (3) gives not less than 1 months' notice in writing of his or her intention to resign (but only if at least 8 trustees will remain in office when the notice of resignation is to take effect).

## **OFFICERS**

### **13. Chair and Vice-Chair**

- (1) At their first ordinary meeting of every other calendar year the trustees must elect a chair and vice-chair of the charity for a term of two years and shall be eligible for reappointment for a further four terms of two years provided that no trustee shall serve more than 8 years in succession as chairperson or vice-chairperson.
- (2) If at a meeting neither the chair or the vice-chair is present the trustees attending such meeting must elect one of their number to chair the meeting.

### **14. Secretary or clerk**

The trustees may appoint a secretary or clerk. The office may be held by:

- (1) a trustee (who must not receive any reward for acting and who may be dismissed as secretary or clerk at any time); or
- (2) some other suitable person (who may be employed upon such reasonable terms, including terms as to notice, as the trustees think fit).

## **MEETINGS OF TRUSTEES**

### **15. Ordinary meetings**

- (1) The first meeting after the date of this scheme must be called by the chair or, if they do not do so within 3 months from that date, by any 2 trustees.
- (2) The trustees must hold at least 3 ordinary meetings in each 12 month period.
- (3) Ordinary meetings require at least 10 days' notice.
- (4) The chairperson, or any 2 trustees, may call an ordinary meeting at any time.

### **16. Special meetings**

- (1) The chairperson, or any 2 trustees, may call a special meeting at any time.
- (2) Special meetings require at least 4 days' notice, except that meetings to consider the appointment of a co-opted trustee require at least 21 days' notice.
- (3) The notice calling a special meeting must include details of the business to be transacted at the meeting.
- (4) A special meeting may, but need not, be held immediately before or after an ordinary meeting.

### **17. Quorum**

No business may be transacted at a meeting unless at least 4 trustees are present.

### **18. Voting**

- (1) Every matter must be decided by majority decision of the trustees present and voting at a duly convened meeting of the trustees.
- (2) The chairman of the meeting may cast a second or casting vote only if there is a tied vote.

### **19. Recording of meetings**

The trustees must keep a proper record of their meetings.

### **20. Trustees to act jointly**

The trustees must exercise their powers jointly, at properly convened meetings.

## ALMSHOUSES AND RESIDENTS

### **21. Existing residents**

The terms on which the existing residents occupy the homes are not affected by the making of this scheme.

### **22. Contributions**

The trustees may make it a condition of appointing a resident that the resident must:

- (1) contribute a weekly sum (which should not cause the resident hardship) towards the cost of maintaining the homes and essential services in them;
- (2) contribute towards the cost of lighting and heating the homes and providing hot water in them.

### **23. Applications for appointment**

- (1) The trustees must give public notice of a vacancy in the homes, unless:
  - (a) the person to be appointed has been a resident; or
  - (b) notice has been given in the last 12 months.
- (2) Before making an appointment the trustees must:
  - (a) decide how applications are to be made to them;
  - (b) consider the suitability of each applicant;
  - (c) arrange for at least one of the trustees, an officer of the charity or the managing agent, to meet the person to be appointed, unless they consider that special circumstances make this unnecessary.
- (3) The trustees may, in exceptional circumstances, appoint a resident who lives outside the area of benefit but is otherwise qualified. The trustees must record in the record of their meetings the nature of the exceptional circumstances justifying the appointment. The number of residents appointed under this sub-clause must not exceed one-third of the number of residents at any one time.

### **24. Records**

The trustees must keep records of:

- (1) the date of each vacancy and the reason for it;
- (2) the names of persons who have applied for appointment;
- (3) the name and age of every resident and the date of their appointment.

## **25. Occupation of homes**

- (1) The trustees must set out in writing the terms on which a resident occupies their home. A copy of the document recording the terms of occupation (which may take the form of a letter of appointment) must be signed by the resident as evidence of their acceptance.
- (2) The terms must include:
  - (a) a requirement that neither the resident nor any relation or guest of theirs will be a tenant of the charity or have any legal interest in the home;
  - (b) a requirement that the resident must live in the home and not be absent from it, without the trustees' permission, for more than 28 days in any year;
  - (c) a requirement that, without the trustees' permission, the resident must not:
    - (i) allow anyone to share the home with them; or
    - (ii) give up possession of it,in whole or in part;
  - (d) a power for the trustees to require the resident to move, temporarily or permanently, to another home;
  - (e) a power for the trustees to end the resident's appointment at any time for the reasons mentioned in clause 26 of this scheme; and
  - (f) such other provisions as the trustees think necessary for the effective running of the homes for the benefit of the residents generally.

## **26. Termination of appointments**

The trustees may terminate the appointment of any resident who:

- (1) was appointed without the necessary qualifications or no longer has the necessary qualifications; or
- (2) persistently breaches the regulations referred to in clause 25 of this scheme; or
- (3) is no longer suited to be a resident by reason of illness or disability.

## **27. Reserve Fund**

- (1) The trustees must continue to hold an Extraordinary Repair Fund to be used by them for the extraordinary repair, improvement or rebuilding of the homes and the other property of the charity.
- (2) They must use the charity's income to do so and they must invest the funds in trust for the charity.

(3) The trustees must keep the size of the funds under review in the light of the demands which may be made upon the funds.

**28. Property**

(1) The Official Custodian for Charities is discharged from his trusteeship of the land identified in part 1 and 2 of the schedule to this order.

(2) The title to the land described in part 1 and 2 of the schedule to this scheme is transferred by this scheme to the incorporated trustee body called The Trustees of the United Charities of Cambridge in trust for the charity.

**29. Use of income and capital**

(1) The trustees must firstly:

(a) apply:

(i) the charity's income; and

(ii) if the trustees think fit, expendable endowment; and

(iii) when the expenditure can properly be charged to it, its permanent endowment

in meeting the proper costs of administering the charity and of managing its assets (including the repair and insurance of its buildings);

(b) make such annual payments to the reserve funds as they consider necessary.

(2) After making these payments, the trustees must apply the remaining income in furthering the objects of the charity.

(3) The trustees may also apply for the objects of the charity:

(a) expendable endowment; and

(b) permanent endowment, but only:

(i) where it is permitted in accordance with (and subject to the conditions in) the Charities Act 2011; or

(ii) on such terms (including for the replacement of the amount spent) as the Commission may approve in advance.

**GENERAL PROVISIONS**

**30. Questions relating to the Scheme**

The Commission may decide any question put to it concerning:

(1) the interpretation of this scheme; or

(2) the propriety or validity of anything done or intended to be done under it.

## SCHEDULE

### PART 1

ALMSHOUSES	Street Numbers	Land Registry Title Number
King Street, Cambridge CB1 1LD (5 plus office)	117, 119, 121, 123, 125, 127 (office)	CB329509 (inc Radegund as 129)
Church Street, Chesterton, CB4 1DT (4)	18, 19, 20, 21	CB329511
Mansfield Court, Chesterton CB4 1ES (2)	1, 2	CB329511
St Anthony's Walk, Cambridge CB2 1JL (6)	1, 2, 3, 4, 5, 6	CB329506
John Street, Cambridge, CB1 1DT (11)	18a, 18b, 18c, 18d, 18e, 18f 20a, 20b, 20c, 20d, 20e	CB20997

**PART 2**

<b>OTHER LAND AND PROPERTY</b>		
<b>Land and Property</b>		
<b>Address/description</b>	<b>Further details</b>	<b>Land Registry Title Number</b>
St Radegund Public House, King Street, CB1 1LD	129 King Street	CB329509 (as above)
Hobson House, St Andrews St, Cambridge, CB2 3AS	Freehold Land	CB338120
Land lying to the West of Beach Road Cottenham, Cambridge	44.5 acres	CB338121
Land on the West side of Teversham Road, Fulbourn, Cambridge	1.22 acres	CB338122
Parking places (5) behind John Street properties on Brandon Place	2 for residents, rent out others	CB20997 (as John Street above)
<b>Endowment</b>		
£787,570	Permanently endowed capital fund invested with CCLA as of March 2022	

### **PART 3**

#### **Continuing nominated trustees**

<b>Name</b>	<b>Term of office</b>
David Secher	4 years from November 2022
Emma Davies	4 years from June 2023

#### **Continuing co-opted trustees**

<b>Name</b>	<b>Term of office</b>
Brenda Biamonti	4 years from November 2022
Rebekah Fairley	4 years from November 2022
Helen Valentine	4 years from November 2022
Hai Xin	4 years from November 2022
Huw Jones	4 years from November 2022
Belinda Greenwell	4 years from July 2021
Alison Ainley	4 years from March 2022
Ruth Waight	4 years from June 2023

### **PART 4**

#### The charities:

EDWARD CHAPMAN	204640-1
RICHARD CHEVYN	204640-2
JOHN CRANE	204640-3
LAMBERT DAMPS	204640-4
THOMAS ELLYS	204640-5
THOMAS JOHNSON FOR POOR	204640-6
SIR THOMAS WHITE	204640-7

THOMAS HOBSON	204640-8
ROGER ROE FOR THE POOR	204640-9
STEPHEN MANSFIELD FOR ALMSHOUSES	204640-15
EMILY WOOD	204640-16
WILLIAM MOTT	204640-17
CONSOLIDATED ALMSHOUSE CHARITY	204640-19
ASSETS OF THE FORMER CHARITY KNOWN AS HOBSON AND CRANE EDUCATIONAL FOUNDATION	