FINANCIAL
CONDUCT
AUTHORITY

Co-operative and Community Benefit Societies Act 2014

Acknowledgement of registration of a rule amendment

This document acknowledges the registration of the amendment of the attached rules under Co-operative and Community Benefit Societies Act 2014 for:

Society: The Ruislip-Northwood Co-operative Small Holding and Allotment Society Limited
Registration number: 5088 R

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Date: 20 July 2026

RULES OF THE RUISLIP-NORTHWOOD CO-OPERATIVE SMALL HOLDING AND ALLOTMENT SOCIETY LIMITED

Registered under the Co-operative and Community Benefit Societies Act 2014. Registration number 5088R.

These Rules are adapted from the Model Rules for a Registered Society sponsored by the National Society for Allotment and Leisure Gardeners Ltd and accepted by the Financial Conduct Authority on 24 May 2019.

Contents

1. Name
2. Registration
3. Registered Office
4. Use of Name
5. Objects
6. Membership

7. Membership Agreement
8. Shares
9. Voting Rights
10. ManagementStructureandOrganisation
11. Meetings
12. MembershipSubscriptions
13. FinancialAffairs
14. CopiesofRules
15. Amendment and Application of Rules
16. Indemnity
17. Dissolution

1. NAME

1.1 The name of the Society shall be THE RUISLIP-NORTHWOOD CO-OPERATIVE SMALL HOLDING AND ALLOTMENT SOCIETY LIMITED as registered, hereinafter referred to as the Society. The working name of the Society shall be JOEL STREET ALLOTMENTS.

2. REGISTRATION

2.1 The Society shall be registered under the Co-operative and Community Benefit Societies Act 2014, hereinafter referred to as the Act.

3. REGISTERED OFFICE

3.1 The Registered Office of the Society shall be at 63 Knoll Crescent, Northwood, HA6 1HH. 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 Committee or under powers delegated by it.

5. OBJECTS / POWERS OF THE SOCIETY 5.1 The objects of the Society are to:

i. manage the land leased by the Society for Smallholdings and Allotments;
ii. promote allotment gardening as a community resource, encouraging participation

    and membership from local residents;

iii. 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:

i. take measures to protect members and the site against damage, trespass and theft;
ii. maintain the site and the facilities, and if necessary erect, pull down, repair, alter or

otherwise deal with any structures thereon;

iii. affiliate with any relevant associations or organisations approved by the

membership at a General Meeting;

iv. arrange sales of plants or produce if required, such sales to be for the benefit of the

Society, and not for the profit of individual members.

6. MEMBERSHIP
6.1 Membership shall be open to all residents of Northwood, Eastcote or Ruislip who support the objects of the Society. Residents from further afield may be eligible subject to priority being given to residents of the listed areas. Members who move out of the listed areas after joining may remain members should they so wish.
6.2 A member is defined as:

i. an eligible person who has paid rent to the Society for allotment land, hereinafter referred to as a Plot Holder;
ii. a person who has paid rent to the Society for a smallholding, hereinafter referred to as a Smallholder;
iii. a registered associate of a Plot Holder or a Smallholder, hereinafter referred to as an Associate. No more than one associate may be registered for each plot or smallholding.

6.3 All members must purchase a share in the Society (see paragraph 8.1).
6.4 The Committee shall have the right for good and sufficient reason to reject an application for membership.
6.5 The Committee has the right to suspend or expel any member who acts against the objects of the Society or who brings the name of the Society into disrepute.

i. For a member to be suspended, the action must be considered to be a danger to other members, or gross misconduct. In these cases, the suspension is immediate, pending a full investigation.
ii. For a member to be expelled, the Committee must agree to the expulsion by a two- thirds majority. Should the expelled member wish to appeal against the decision, the expulsion will not take immediate effect, and the Committee must convene a Special General Meeting at which a two-thirds majority of the members present will be required for the expulsion to take place.

6.6 A member shall cease to be a member in the following eventualities:

i. The death of the member
ii. The expulsion of the member under paragraph 6.5
iii. The withdrawal of the member from the Society by sending notice in writing to the

Society Secretary at the Registered Office of the Society or by email to the

Society's email address

iv. The non-payment of rent or associate fee for a period of 40 days after it becomes

due.

v. Non-compliance with the membership agreement (Section 7).
6.7 Anyone who has ceased to be a member under paragraph 6.6 ii, iii, iv or v shall have fourteen days in which to remove personal property from the site, after which time anything remaining on the site shall become the property of the Society unless agreement to the contrary is agreed in writing with the Committee.
6.8 Proceedings on Death or Bankruptcy – Upon a claim being made by

i. the personal representative of the deceased member; or
ii. the trustee in bankruptcy of a member who is bankrupt; or
iii. the Office Holder to any property in the Society belonging to such a member:

the Society shall transfer or pay property to which the Office Holder has become entitled as the Office Holder may direct them.
6.9 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.

7. MEMBERSHIP AGREEMENT
7.1 By paying rent for smallholding or allotment land, or by paying the associate member fee, all members agree to:

i. accept the Rules of the Society and to abide by the terms and conditions therein.
ii. adopt plot and site management practices as set by the Committee and agreed by a

majority of members at a General Meeting.

8. SHARES
8.1 Every Plot Holder and Associate admitted under paragraphs **6.1** and **6.2** shall

hold one non-withdrawable share which is not transferrable. The share shall have the nominal value of £1 payable in full on joining the Society.
8.2 The maximum shareholding of any Plot Holder or Associate is one share.
8.3 Every Smallholder admitted under paragraphs **6.1** and **6.2** shall hold at least one and not more than 200 non-withdrawable shares with the nominal value of £1 per share, and which are transferrable. Transfer of a Smallholder's shares to a new Smallholder shall be approved and recorded by the Committee when a new Smallholder becomes a member.

9. VOTING RIGHTS
9.1 Each member present at Society meetings shall be entitled to one vote. The Chair shall have an additional casting vote in the event of a tie.

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 Committee.
10.2 The Committee shall be elected at the Annual General Meeting, and shall comprise a Chair, a Secretary and a Treasurer, these three being the Officers of the Society. In addition, other Committee members shall be elected at the AGM to fulfil other Committee roles as are considered appropriate at that time. The Committee including Officers shall comprise not fewer than five members and not more than nine. No two Officers shall be from the same household unless no other member is willing to stand for election.

10.3 At or prior to each AGM, all members shall be given the opportunity to stand as a candidate for an Officer or Committee role. In the event of there being more than one candidate for a particular role, the outcome shall be determined by a ballot of the members present at the AGM. Officers and Committee members shall be eligible to stand for re- election each year.

10.4 The Committee shall be able to co-opt any additional members to fill vacancies or additional roles during the year, such additional roles to be set out in the Committee minutes.
10.5 Tenure of any post as an Officer or a Committee member shall be voluntary, unpaid and open only to members of the Society. Arrangements will be put in place by the Committee for the reimbursement of appropriate and legitimate expenses subject to proper receipts and documentation.

10.6 The Officers and members of the Committee shall keep full and accurate records of their dealings on behalf of the Society, which shall be available for inspection by members at all reasonable times as agreed between the requesting member and an Officer of the Society.

10.7 A quorum for a Committee meeting shall consist of four Committee members including at least one Officer.

10.8 Committee meetings shall take place at regular intervals throughout the year with no more than two calendar months between meetings.
10.9 Any Officer or Committee member who has a conflict of interest in any matters discussed in the Committee meeting must formally declare such, and such declaration recorded in the Minutes of the meeting.
10.10 Sub-committees may be established either at a General Meeting or by the Committee, to deal with specific one-off or major tasks.

11. MEETINGS
11.1 The Society shall in each calendar year hold an Annual General Meeting at such time and place as the Committee shall reasonably determine. Not more than 15 months shall elapse between the date of one Annual General Meeting and that of the next.
11.2 Members will be given at least 14 days notice of the Annual General Meeting and other General Meetings. Notice of any General Meeting must include date, time and place. **11.3** Special General Meetings may be called by either a quorum of the Committee, or by written request from a member which states the reason for the meeting and is signed by at least 15 members or by 20% of the membership whichever is lower, such request to be delivered to the Secretary. The business of the Special General Meeting will be restricted to items on the original request. A Special General Meeting must be held within two calendar months of the request, unless a later date is agreed with the members requesting the meeting.
11.4 No business shall be transacted at any General Meeting unless a quorum is present. The quorum at any General Meeting shall be 20 members or 20% of the membership whichever is lower.
11.5 Any member who has a conflict of interest in any matters discussed in the General Meeting and who wishes to contribute to the discussion must formally declare such at the beginning of their participation to the discussion, and such declaration recorded in the Minutes of the meeting.

12. MEMBERSHIP SUBSCRIPTIONS
12.1 The Committee shall recommend the membership fees due each year to the membership at the Annual General Meeting, for approval and implementation.

12.2 Invoices for the membership fees for the calendar year shall be issued during January and shall be paid no more than 40 days after the date of the invoice. Failure to pay on time can lead to termination of membership under paragraph 6.6 iv.

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

i. The Society shall have the power to borrow money to further its objects, providing the amount outstanding at any one time does not exceed one half of the annual income from rent. Borrowing in excess of this must be approved by the membership at a General Meeting.

ii. TheSocietyshallhavethepowertomortgageorchargeanyofitspropertyincluding 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 persons having dealings with the Society.
iii. 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.
iv. The Society may receive from any person donations or loans free of interest in order to further its objects but shall not receive money on deposit.

13.2 The shares held by members shall not carry any interest and shall not confer any right to dividend.
13.3 The Treasurer shall register every issue or cancellation of shares by making an appropriate entry in the register of members relating thereto.

13.4 Upon cessation of membership, a Plot Holder's or Associate's share shall be extinguished. All sums paid by the Plot Holder or Associate on account of shares shall be returned on request. Upon cessation of membership, a Smallholder's shares shall be transferred to the new Smallholder. In the event of there being no new Smallholder, the value of the Smallholder's shares shall be returned on request and the shares extinguished.
13.5 The 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 hold 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 that is part of the Financial Services Compensation Scheme (or equivalent) on the recommendation of the Committee and on approval by a majority of members at a General Meeting.
13.6 The Committee shall be authorised to spend Society funds on single items costing up to 15% of the Society's annual income from rent. Expenditure on single items costing in excess of this amount must be approved by the membership at a General Meeting.
13.7 The financial period for the Society accounts shall run from 1 January to 31 December in any year.
13.8 At the conclusion of the Society's financial year the Treasurer shall complete income and expenditure accounts and a balance sheet for presentation and approval at the Annual General Meeting. After approval the income and expenditure accounts and balance sheet must be signed by the secretary and two committee members of the society acting on behalf of the society's committee.
13.9 Within the time allowed by legislation the Treasurer 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 paragraph **13.8.**

13.10 Auditing of Society accounts and balance sheet

i. The members shall vote annually, at each Annual General Meeting, as allowed by Section 84 of the Act, 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.

ii. If a full audit or a report is required, a person who is a qualified auditor under section 91 of the Act shall be appointed.
iii. The qualified or lay auditors, if so appointed, shall not be Officers, Committee members or servants of the Society, nor shall they be partners of, or in the employment of, or employ, an Officer, Committee member or servant of the Society. Lay auditors shall be chosen by the Committee from the general membership and/or others.

iv. If the membership vote for unaudited accounts, the Society's income and expenditure ledger shall be scrutinised by the Secretary and 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. The membership may vote for one lay auditor to scrutinise the accounts in addition.

14. COPIES OF RULES
14.1 It shall be the duty of the Committee to supply free of charge to all members a copy of the current Rules which may be delivered by email or by delivery of a hard copy. Where a member has already been provided with a copy there may be a charge of up to £5 for a second copy in accordance with section 18 of the Act.

15. AMENDMENT AND APPLICATION OF RULES
15.1 Changes to the Rules of the Society (ie. paragraphs added, amended or removed) may only be made at a General Meeting and when a majority of two thirds of the voting members who are present at the meeting approve the change.
15.2 No new paragraph or amendment of a paragraph in the Rules is valid until registered with the Financial Conduct Authority in accordance with the Act.

15.3 The Society shall be run in accordance with its registered Rules and with the provisions of the Act.

16. INDEMNITY

16.1 Every Officer or member of the Committee shall be indemnified by the Society against all losses and liabilities incurred by them in relation to the execution of their Office providing that nothing in this clause shall entitle them to any indemnity against liability arising through negligence or fraud or similar actions on their part.

17. DISSOLUTION

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

17.2 If on winding up or dissolution of the Society, any of its assets remain to be disposed of after its liabilities are satisfied, these shall be distributed in accordance with the members' majority vote.

Signature of Secretary
Full Name Block Capitals CHRISTINE ELLEN NEFFGEN

Signature of Treasurer
Full name Block Capitals ANDREW SPIRES

Signature of Chair
Full name Block Capitals CHRISTINA DEACON Signature of Assistant Secretary (Rules)
Full name Block Capitals BARBARA JEAN CUMBERS