

**TRANSITION BLACK ISLE
ADMIN MEETING 18TH AUGUST 2011
SWITCH TO COMPANY LIMITED BY GUARANTEE AND CHARITY**

PAPER 5

Decisions required for the new company are:

- The articles specify a £10 subscription, but the AGM proposed a concessionary subscription; we need to agree details of this and change the articles – I suggest we leave the formal change of the articles for a while to see if other changes are needed;
- Do we want to revert to an associate member class for those who don't fit the "living or operating on the Black Isle" test? This was included in the original constitution but never used; if we want to do it now, I suggest we take the view that associates aren't members, i.e. they have no voting rights, and therefore aren't covered by the articles. That way we don't end up with another change to the articles.

The application for a new bank account has now been completed and sent off; I've had one query back so it has at least been looked at by the bank.

We need bank account details before we can register for gift aid... and I think we need to register for gift aid before we ask members to re-join, so there are still a couple of steps before we can go live.

A proposed new membership form is attached – this will, I think, need to be printed double-sided in order to include the gift aid declaration. I've assumed a £5 concessionary subscription, full price for associate members. I don't think it's all that pretty, maybe someone with more of an eye for these things could tidy it up?

A proposed new headed paper is also attached. Note that the details identifying the company (i.e. charity number and company number) need to be on all documentation issued in the organisation's name – including adverts, posters, etc. etc.

We're going to need to sort out a system to enable the gift aid documentation to be maintained by the treasurer and membership by the membership secretary without tying ourselves in knots. The treasurer probably needs to retain the membership form, and the membership secretary keep a copy of the front page. I'll need to discuss in more detail with Mary Bowers.

PROPOSED NEW MEMBERSHIP FORM (FRONT)



Membership form – Transition Black Isle

Please complete in block capitals

Full name

Address

.....

Postcode Date

Telephone number/s

Email address

Membership: Full (open to those living/ working/ operating on the Black Isle)
 Junior (aged under 16) (non-voting) Date of birth

Associate (others) (non-voting)

Subscription £.....

Donation £.....

Total £..... Cheque enclosed Bank transfer made

The subscription for full and associate members is £10/ annum. The reduced subscription for junior members and concessions is £5. Our bank details are: - Sort code 08-92-99 Bank account number 65352285. If you are a UK tax payer please also complete the gift aid declaration overleaf, which will enable us to reclaim tax on your subscription.

I agree with the objects of Transition Black Isle as set out below. I am happy/ not happy for the above information to be shared amongst other members. (No membership information will be made available outwith the group itself or through the internet.)

Signature

Objects of Transition Black Isle

The objects of Transition Black Isle are:

- (a) to raise awareness of the issues associated with the twin challenges of Peak Oil and Climate Change and the consequent need to develop a low carbon, sustainable future through ethical, social, cultural, economic, environmental and community action;
- (b) to promote, encourage and support the development of education and research concerning areas affected by resource depletion;
- (c) to support and encourage local action on Peak Oil and Climate Change.

Please return with subscription to Mary Bowers, Membership Secretary, 4 High Street, Cromarty IV11 8UZ

Cheques payable to Transition Black Isle

Registered Scottish charity SC042309

Company limited by guarantee, registered in Scotland number 398850

Registered office: Glachbeg, Allanglach Wood, North Kessock, IV1 3XD

PROPOSED NEW MEMBERSHIP FORM (BACK)

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Gift Aid Declaration

To: Transition Black isle

Please treat

- The enclosed gift of £ _____ as a Gift Aid donation; **OR**
- All gifts of money that I make today and in the future as Gift Aid donations; **OR**
- All gifts of money that I have made in the past 4 years and all future gifts of money that I make from the date of this declaration as Gift Aid donations.

Please tick the appropriate box

You must pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April one year to 5 April the next) that is at least equal to the amount of tax that the charity will reclaim on your gifts for that tax year.

To the donor:

Please notify the charity if you:

Want to cancel this declaration

Change your name or home address

No longer pay sufficient tax on your income and/or capital gains.

Tax claimed by the charity

The charity will reclaim 25p of tax on every £1 you give on or after 6 April 2008.

If you pay Income Tax at the higher rate, you must include all your Gift Aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.

PROPOSED HEADED PAPER



Building strength in our communities
to face the challenges of
peak oil and climate change

Registered Scottish charity SC042309

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www.transitionblackisle.org