

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: Holt D.S. and S Federation Allotments Society Limited

Registration number: 8141 R

Date: **12 December 2025**



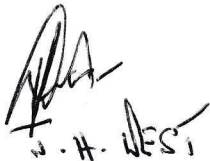
A Co-operative Society Limited by Shares

Holt D. S. & S. Federation Allotments Society Limited

SIGNED



P.R. MINDHAM CHAIRMAN



J.H. WEST

CAR PARK SECRETARY.

~~H.A. Banham~~
Committee Member



T. BECK ALLOTMENT
SECRETARY

DATED.

26/11/2025

26/11/2025.

26/11/2025.

26/11/2025

Rules
of
Holt D.S.& S. Federation Allotments Society Limited

INTERPRETATION

1. Defined terms

The interpretation of these Rules is governed by the provisions set out in Schedule 1 to this document.

THE SOCIETY

2. Name

The name of the organisation shall be Holt D. S. & S. Federation Allotments Society Limited, hereafter referred to as the Society.

3. Type of Society

The Society shall be a co-operative society.

4. Not for profit

The Society is not established or conducted for private gain; any profits or assets are used principally for the furtherance of the Objects of the Society (see Rule 9 below).

5. Restriction on use of Society's assets

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 Members but should be passed to a similar organisation.

6. Registration

The Society shall be registered under the Co-operative and Community Benefit Societies Act 2014 ('the 2014 Act').

7. Registered Office

7.1 The Registered Office of the Society shall be 4 The Peacocks, Holt, Norfolk, NR25 6AL.

7.2 In the event of any change in the situation of the Registered Office, notice shall be sent to the Financial Conduct Authority and any other organisation at the relevant time.

8. Use of Name

8.1 The registered name of the Society shall be mentioned in legible characters in all business letters and documentation 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. Its registered name must also appear on all of its notices, advertisements and other official publications to include its website.

8.2 Any documentation or publication produced or statements made under the heading of the Society must be approved by its Committee of Management or under powers delegated by it.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

9. Objects

9.1 The Objects of the Society are to carry on activities to:

- (a) Manage the Society allotment site and how the site is used by Members.
- (b) Promote allotment gardening, encouraging participation and membership.
- (c) By various means further the interests of Members with regard to the proper cultivation, good management and safe enjoyment of the allotments.

10. Powers

10.1 To further its Objects the Society may do all such lawful things as may be necessary or expedient to further the Society's Objects including the power to deal in any way with land, garages, walls or buildings belonging to the Society, and in particular, but without limitation, may:

10.1.1 Let the land, buildings, garages and car parking spaces and receive an income from; the lease of plots, parking spaces, sale of seeds and/or surplus produce sold and/or from running a café to benefit the community as a whole for social purposes on site.

10.1.2 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.

10.1.3 Take measures to protect Members and the site against damage, trespass and theft to include the purchase of insurance and security.

10.1.4 Maintain or improve the site and the facilities and if necessary erect, pull down, repair, alter or otherwise deal in any way with allotment plots, buildings, walls, garages and car parks thereon.

10.1.5 Acquire, buy or lease land from the Local Authority relating to allotments or small holdings, or from any other person or body.

10.1.6 Borrow, raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds. This includes the power to mortgage or charge any of its property including assets and undertakings of the Society present and future and to 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. The maximum sum that the Society is able to borrow is limited to £5,000.00.

10.1.7 Pay a 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, bank or local authority) that 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.

10.1.8 Receive donations, gifts and loans free of interest from any person to further its Objects, but shall not receive money on deposit.

11. Liability of shareholders

The liability of shareholders is limited to the amount unpaid on the shares held by them.

MEMBERSHIP

12. Membership of the Society

12.1 Membership shall be open to the following persons and bodies who support the Objects of the Society:

12.1.1 Plot Holding Members who have promptly paid the correct annual fees (i.e. to include but not limited to paying the correct rent, annual plot subscription fee and fully paid up share for their plot).

12.1.2 Associate Members who, by written mutual agreement with the Management Committee, may use the plot with a Plot Holding Member and who have promptly paid the correct Associate Member annual fees.

12.1.3 The Committee may decide how many Plot Holding Members and Associate Members are allowed per plot as part of a consistent policy and has the right to, for good and sufficient reason, reject an application for membership.

12.1.4 Applicants under the age of 18 years old may become Associate Members at the discretion of the Committee.

12.1.5 Associate Member status does not confer an automatic right to take over the plot when a Plot Holding Member resigns and a formal application must be made to the Committee for membership.

13. Allocation of Membership and Members

13.1 Application for membership shall be open to such persons, who reside in the Holt, High Kelling area ('the Area').

13.2 The Management Committee has the discretion to allow Plot Holding Members and Associate Members to retain their plot/s should they move out of the Area.

13.3 New Plot Holding Members and Associate Members will only be admitted by the Management Committee, in date order of application, when a vacant plot becomes available.

13.4 The Society shall also consist of the persons by whom the application for registration is signed and such other persons, societies or companies as the Society may admit.

13.5 The Management Committee shall have the right to, for good and sufficient reason recorded in writing, reject an application for membership and refuse to register the application in the Register of Members of the Society.

13.6 To become a Member, all money demanded by the Society for the year must be paid in full and promptly to the Society at the Annual General Meeting by both Plot Holding Members and Associate Members and at the latest by April 30th of each year. Failure to pay on time and/or the accrual of arrears will lead to termination of membership under Rule 16.2.4

13.7 Membership applies and is final when Members have been registered and recorded in the Society's Register of Members.

14. Agreement by all Members and all Associate Members

14.1 All Members and Associate Members agree to:

14.2 Accept these Rules and to abide by the terms and conditions of their Tenancy Agreement therein.

14.3 Adopt and follow; plot and site management practices, guidelines and policies set out by the Management Committee to include 'Rules for Allotment Plot Holders' and 'Guidelines for Allotment Plot Holders' annexed at Schedule 2 to this document as agreed by a majority of voting Members at a General Meeting.

15. Expulsion

Extraordinarily, any Plot Holding Member or Associate Member may be asked to relinquish their membership of the Society by resolution of a majority of Members present at a General Meeting. In this event the Member or Associate Member to whom the expulsion applied would have previously been given at least one verbal request by a spokesperson of the Committee of Management and at least one letter from the Committee of Management setting out the issue at hand and/or the Member's conduct that is detrimental to the Society and its referral to a General Meeting will apply if matters are not satisfactorily resolved within a reasonable and set time period of 30 calendar days from the date of the first written notice.

16. Ceasing to be a Member

16.1 A Plot Holding Member or Associate Member may withdraw from the Society by sending 30 calendar days notice from the date of the written notice, to the Secretary at the Registered Office of the Society.

16.2 A Plot Holding Member or Associate Member shall also cease to be a Member in the following eventualities:

16.2.1 Their death.

16.2.2 Their bankruptcy.

16.2.3 Their expulsion under paragraph 15 (above).

16.2.4 The non-payment and/or payment in arrears of the correct annual fees and all money demanded by the Society for the year, terminates membership. See Rule 13.6.

16.2.5 Their re-locating out of the District of the Holt and High Kelling area and not retaining their plot.

16.2.6 Failing to follow the steps set out in paragraph 14 above to include complying with the terms and conditions of; the tenancy agreement, the contents of this document, allotment plot and site management practices of the Society and its Rules and Guidelines.

16.3 Upon expulsion, withdrawal or ceasing to be a Plot Holding Member or Associate Member, to include reasons set out in paragraphs 16.1 and 16.2, all sums paid by the Plot Holding Member or Associate Member on account of shares shall be forfeited and their share shall be extinguished.

16.4 Proceedings on Death or Bankruptcy (and specifically in compliance with sections 37 – 40 of 2014 Act), upon a claim being made by:

16.4.1 The personal representative of the deceased Member; or

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

16.4.3 The office holder to any property in the Society belonging to such a member,

The Society shall transfer or pay property which the personal representative, trustee in bankruptcy or office holder has become entitled, or as that person may direct.

16.5 A Member may, in accordance with the 2014 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 2014 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.

SHARES AND DISTRIBUTIONS

17. Shares to be held by Members

Individual Plot Holding Members and Associate Members shall hold at least one nonwithdrawable share, which is transferable subject to application to the Committee and the Committee's approval. They shall be of the nominal value of £1.00 payable in full and promptly by Plot holding Members and Associate Members upon joining the Society and at the same time as the correct annual fees.

18. Limit of Members interests

No Member (other than a registered society under the 2014 Act) shall hold an interest exceeding £100,000.00 in the shares of the Society.

19. All shares to be fully paid up

19.1 No share is to be issued for less than the aggregate of its nominal value and any premium to be paid to the Society in consideration for its issue.

19.2 This does not apply to shares taken on the formation of the Society by the subscribers.

19.3 The shares held by Members shall not carry any interest and shall not confer any right to dividend.

20. Cancellation of shares

The Committee may repay on any share held by a Member a sum not exceeding the amount paid up and cancel the share. The decision of the Committee is final as to whether or not the application to do so by a Member is accepted.

21. Share transfers

21.1 Shares may be transferred by means of an instrument of transfer in any usual form approved by the Committee, which is executed by or on behalf of the transferor.

21.2 No fee may be charged for registering any instrument of transfer or other Document relating to or affecting the title to any share.

21.3 The Society may retain any instrument of transfer which is registered.

21.4 The transferor remains the holder of a share until the transferee's name is entered in the register of shareholders as shareholder of it.

21.5 The Committee may refuse to register the transfer of a share to a person of whom they do not approve with good reason.

21.6 The Committee may also refuse to register the transfer unless it is lodged at the registered office of the Society or at such other place as the Committee may appoint and is accompanied by such evidence as the Committee may reasonably require to show the right of the transferor to make the transfer; and by such other information, as they may reasonably require.

21.7 If the Committee refuses to register such a transfer, they shall, within two months after the date on which the transfer was lodged with the Society send to the transferee notice of the refusal.

21.8 A non-Member to whom shares are transferred, with the Committee's consent, shall thereby become a Member of the Society.

21.9 The provisions of this paragraph apply in addition to any restrictions on the transfer of a shares which may be set out elsewhere in this document.

22. Society not bound by less than absolute interests

No person is to be recognised by the Society as holding any share upon trust, and except as otherwise required by law, the Society is not in any way to be bound by or recognise any interest in a share other than the holder's absolute ownership of it and all the rights attaching to it.

SHARE CERTIFICATES

23. Share Certificates

23.1 The Society must issue each shareholder, free of charge, with one certificate in respect of the shares which that shareholder holds.

23.2 Every certificate must specify;

- (a) the nominal value of that share.
- (b) That the shares are fully paid; and

- (c) Any distinguishing numbers assigned to it.

23.3 Certificates must;

- (a) have affixed to them the Society's common seal if used, or
- (b) be otherwise executed in accordance with the law of England and Wales.

24. Replacement share certificates

24.1 If a certificate issued in respect of a shareholder's share is;

- (a) damaged or defaced; or
- (b) said to be lost, stolen or destroyed,

that shareholder is entitled to be issued with a replacement certificate in respect of the same share.

24.2 A shareholder exercising the right to be issued with such a replacement certificate;

- (a) must return the certificate which is to be replaced to the Society if it is damaged or defaced; and
- (b) must comply with such conditions as to evidence, indemnity and the payment of a reasonable fee as the Committee decides.

25. Register of Members to record shareholding

A register of Members shall be kept in full compliance with Section 30 of the 2014 Act to include recorded within the register the name of the person to whom each share was originally allotted and the date of the allotment; if the share is transferred, the name of the person to whom it is transferred and the date of transfer; and if the share is cancelled, the date of cancelling.

DECISION-MAKING BY MEMBER/SHAREHOLDERS ORGANISATION OF ANNUAL GENERAL MEETING AND GENERAL MEETINGS

26. Governance of the Society by its Members

26.1 The Governance of the Society shall be vested in the Annual General Meeting ('AGM') and general meetings where all Members (Plot Holding and Associate Members) are expected to participate and vote.

26.2 The day to day management of the affairs and property of the Society is delegated by the membership of the Society to the Directors Management Committee, hereafter referred to as the Committee in accordance with Rule 43.

26.3 A quorum of the Committee may convene the Annual General Meeting or general meetings as deemed necessary and at any time. Members will be given at least 14 days notice of the Annual General Meeting and other General Meetings.

26.4 The Committee must call a general meeting if required to do so by Members with a voting right, in writing and delivered to the Secretary of the Society and which states the reason for the meeting and is signed by at least 50% of the Membership with voting rights. The business of the 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 14 days prior to the meeting date.

27. Annual General Meeting ('AGM')

27.1 The Society shall in each year hold an AGM at such time and place, as the Committee shall determine. Not more than 15 months shall elapse between the date of one Annual General Meeting and that of the next unless there are unusual circumstances that prevent a meeting being held (i.e. a global pandemic) in which case the meeting will be held as soon as possible.

27.2 The AGM shall usually be held within the first two weeks of April in each year when the Committee of Management shall seek approval for any changes to the annual fees (i.e. to include but not limited to rent, annual membership subscriptions due and value of any shares) from the Plot Holding Members and Associate Members for payment of the cultivation and use of plots.

27.3 At AGMs the following Committee Members shall be elected by Ordinary Resolution; Chairperson, Vice-Chairperson, Secretary and Treasurer for the Society and in addition, other Committee roles such as are considered appropriate at that time in accordance with Rule 45.

27.3.1 Prior to the AGM all Plot Holding Members and Associate Members who have been Members for at least twelve months at the time of the AGM, and who are permitted by law to be a Director, shall be given the opportunity to stand as a candidate for a Committee role at the AGM.

27.3.2 In the event of there being more than one candidate for a particular role the outcome shall be determined by a secret written ballot of the voting Members present at the AGM. In the event of a tie, a break shall be taken by the voting Members who will reconvene upon the instruction of the Chairperson and take further ballots (with breaks) until a clear winner is recognised by the voting membership.

27.3.3 In the event of there being no election of a candidate for a Committee role by the Members entitled to vote, the Committee may elect a Committee Member in accordance with paragraphs 27.3.1, 45.2 and 46.

27.4 Bank or Building Society 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 Committee and on approval by a majority of voting Members at an AGM or General Meeting.

27.5 At the conclusion of each financial year the Treasurer shall complete an income/expenditure report (profit and loss account) and balance sheet for presentation and approval of the Annual General Meeting,

27.6 The Members shall vote annually, at each AGM, as allowed by Section 84 of the 2014 Act to have, when necessary in law or where the voting membership requires:

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

28. Quorum for the AGM and general meetings

28.1 No business other than the appointment of a Chairperson of the meeting shall be transacted at any general meeting or Annual General Meeting if the persons attending it do not constitute a quorum.

28.2 The quorum at all meetings of the Members shall be 20% of all Members entitled to vote on the business to be transacted (each being a Plot Holding Member or Associate Member and shareholder or a proxy for them) including two of Chairperson, Vice Chairperson, Secretary or Treasurer being present.

29. Chairing all meetings of the Members

29.1 If the Members have appointed a Chairperson, the Chairperson shall chair general meetings if present and willing to do so. Otherwise the Chairperson shall be whomever the Committee have appointed.

29.2 If the Members or Committee have not appointed a Chairperson, or if the Chairperson is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start:

- (a) The Committee present; or
- (b) The meeting

must appoint a Committee Member to chair the meeting, and the appointment of the Chairperson of the meeting must be the first business of the meeting.

29.3 The person chairing a meeting in accordance with this Rule is referred to as 'the Chairperson of the meeting'.

30. Attendance and speaking by Committee, Members and non-Members at all meetings of the Members

30.1 Committee Members and Members may attend and speak at general meetings and Annual General Meetings.

30.2 The Chairperson of the meeting may permit other persons who are not;

- (a) shareholders of the Society; or
- (b) otherwise entitled to exercise the rights of Members in relation to general meetings.

to attend and speak at AGM's and general meetings.

31. Adjournment of General Meetings and Annual General Meetings

31.1 If the persons attending an AGM or general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the Chairperson of the meeting must adjourn it.

31.2 The Chairperson of the meeting may adjourn an AGM or general meeting at which a quorum is present if;

- (a) the meeting consents to an adjournment; or
- (b) it appears to the Chairperson of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.

31.3 The Chairperson of the meeting must adjourn a general meeting if directed to do so by the Members entitled to vote at the meeting.

31.4 When adjourning a general meeting, the Chairperson of the meeting must;

- (a) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Committee; and
- (b) have regard to any directions as to the time and place of any adjournment which have been given by the voting Members.

31.5 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Society must give at least 7 Clear Days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given);

- (a) to the same persons to whom notice of the Society's general meetings is required to be given i.e. its Members (being all shareholders); and
- (b) containing the same information which such notice is required to contain.

31.6 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

VOTING AT GENERAL MEETINGS AND ANNUAL GENERAL MEETINGS

32. Voting rights

32.1 Each Member (i.e. all Plot Holding Members and Associate Members) shall be entitled to one vote at Society meetings. Voting is not tied into the number of plots a Plot Holding Member or Associate Member may be cultivating. A person who is not a shareholder of the Society shall not have any right to vote at meetings of the Society.

32.2 A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with Rule 33.

32.3 Rule 32.1 shall not prevent a person who is a proxy for a Voting Member from voting at a general meeting or Annual General Meeting of the Society.

32.4 On a vote on a resolution on a show of hands at a meeting, or a resolution on a poll, every person present in person (whether a Voting Member or proxy of a Member) and entitled to vote shall have a maximum of one vote regardless of their shareholding.

32.5 In the case of an equality of votes, whether on a show of hands or on a poll, the Chairperson of the meeting shall be entitled to a casting vote in addition to any other vote he, she, they may have.

32.6 No Plot Holding Member or Associate Member shall be entitled to vote at any general meeting unless all monies presently payable by them to the Society have been paid.

33. Poll votes

33.1 A poll on a resolution may be demanded;

- (a) in advance of the general meeting where it is to be put to the vote; or
- (b) at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.

33.2 A poll may be demanded by;

- (a) the Chairperson of the meeting;
- (b) the Committee;
- (c) two or more persons having the right to vote on the resolution;

- (d) any person, who, by virtue of being appointed proxy for one or more Members having the right to vote at the meeting, holds two or more votes; or
- (e) any person or persons representing not less than one tenth of the total voting rights of all the Members having the right to vote on a resolution.

33.3 A demand for a poll may be withdrawn if;

- (a) the poll has not yet been taken; and
- (b) the Chairperson of the meeting consents to the withdrawal.

33.4 Polls must be taken immediately and in such manner as the Chairperson of the meeting directs.

34. Errors and disputes

34.1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.

34.2 Any such objection must be referred to the Chairperson of the meeting, whose decision is final.

35. Content of Proxy Notices

35.1 Proxies may only validly be appointed by a notice in Writing (a "Proxy Notice") which;

- (a) states the name and address of the voting Member appointing the proxy;
- (b) identifies the person appointed to be that voting Member's proxy and the general meeting in relation to which that person is appointed;
- (c) is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the Committee may determine; and
- (d) is delivered to the Society in accordance with these Rules and any instructions contained in the notice of the general meeting to which they relate.

35.2 The Committee may require Proxy Notices to be delivered in a particular form, and may specify different forms for different purposes.

35.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

35.4 Unless a Proxy Notice indicates otherwise, it must be treated as;

- (a) allowing the person appointed under it as a proxy, discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and

(b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

36. Delivery of Proxy Notices

36.1 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid Proxy Notice has been delivered to the Society by or on behalf of that person.

36.2 An appointment under a Proxy Notice may be revoked by delivering to the Society a notice in Writing given by or on behalf of the person by whom or on whose behalf the Proxy Notice was given.

36.3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

36.4 If a Proxy Notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointer's behalf.

37. Amendments to resolutions to correct grammatical or non-substantive errors

37.1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if;

(a) notice of the proposed amendment is given to the Society in Writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the Chairperson of the meeting may determine); and

(b) the proposed amendment does not, in the reasonable opinion of the Chairperson of the meeting, materially alter the scope of the resolution.

37.2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if;

(a) the Chairperson of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed; and

(b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.

37.3 If the Chairperson of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the Chairperson's error does not invalidate the vote on that resolution.

WRITTEN RESOLUTIONS

38. Written resolutions

38.1 Subject to Rule 38.3 and the requirements of the 2014 Act, a written resolution of the Society passed in accordance with this Rule 38 shall have effect as if passed by the Society in general meeting and must also be in accordance with the statutory resolutions and voting thresholds required by the 2014 Act:

38.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible Members that are voting.

38.1.2 A written resolution is passed as a special resolution if it is passed by eligible Members able to vote and representing not less than 75% of the total voting rights of eligible voting Members unless the special resolution is to amalgamate, transfer engagements or convert the Society, in which case it must be passed in accordance with the procedure and provisions set out in sections 109 to 111 of the 2014 Act.

38.2 In relation to a resolution proposed as a written resolution of the Society the eligible Members entitled to vote are those who would have been entitled to vote on the resolution on the Circulation Date of the resolution.

38.3 A Member's resolution under these Rules removing a Committee Member or an auditor before the expiration of his or her term of office may not be passed as a written resolution.

38.4 A copy of the written resolution must be sent to every Member, together with a statement informing the eligible Members how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Society's auditors, if any.

38.5 An eligible Member able to vote signifies their agreement to a proposed written resolution when the Society receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.

38.5.1 If the Document is sent to the Society in Hard Copy Form, it is authenticated if it bears the Member's signature.

38.5.2 If the Document is sent to the Society by Electronic Means, it is authenticated if it bears the Member's signature and it is from an email Address notified by the voting Member to the Society for the purposes of receiving Documents or information by Electronic Means.

38.6 A written resolution is passed when the required number of eligible Members have signified their agreement to it.

38.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the Circulation Date.

39. Length of Notice of all meetings

39.1 Subject to the statutory resolutions and voting thresholds required by 2014 Act AGM's and general meetings must be called by either;

39.1.1 at least 14 Clear Days' notice; or

39.1.2 shorter notice if so agreed by a majority of the Members having a right to attend and vote at that meeting. Any such majority must together represent at least 90% of the total voting rights at that meeting of all the Members.

40. Contents of notice

40.1 Every notice calling a general meeting must specify the place, day and time of the meeting, whether it is an AGM or general meeting, and the general nature of the business to be transacted.

40.2 If a special resolution is to be proposed, the notice must include the proposed resolution and specify that it is proposed as a special resolution.

40.3 In every notice calling a meeting of the Society there must appear with reasonable prominence a statement informing the Members of his/her/their rights to appoint another person as his or her proxy at an annual general meeting or a general meeting.

41. Service of Notice

Notice of general meetings must be given to every shareholder, to the Committee and to the auditors of the Society.

42. Attendance and speaking at general meetings

42.1 A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.

42.2 A person is able to exercise the right to vote at a general meeting in accordance with Rule 32 when;

- (a) that person is able to vote, during the meeting, on resolutions put to the vote at the meeting; and
- (b) that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.

42.3 The Committee may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.

42.4 In determining attendance at a general meeting, it is immaterial whether any two or more shareholders attending it are in the same place as each other.

42.5 Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting in accordance with Rule 32 and they are (or would be) able to exercise them.

MANAGEMENT STRUCTURE AND ORGANISATION POWERS AND RESPONSIBILITIES

43. Committee's general authority

Subject to these Rules, the Committee is responsible for the day to day management of the Society's business, for which purpose they may exercise all of the powers of the Society in the furtherance of the Objects of the Society.

44. Members reserve power

44.1 Members entitled to vote may, by special resolution, direct the Committee to take, or refrain from taking, specific action.

44.2 No such special resolution invalidates anything that the Committee have done before the passing of the resolution.

MANAGEMENT COMMITTEE

45. Committee structure

45.1 Subject to the circumstances set out in Rules 27.3, 45.2 and 46 the Committee shall comprise of not fewer than eight elected Members and not more than twelve elected Members who have been Members of the Society for a minimum of twelve months (the positions of Chairperson, Secretary and Treasurer are in addition to those elected Members).

45.2 The Committee shall be able to co-opt any additional Members entitled to vote, to fill vacancies or additional roles, during the year if the Members have not been able to elect a Committee Member for a particular position in accordance with Rule 27.3.3.

46. Chairperson

The Chairperson must be elected at the AGM of the Society. If a Chairperson is not elected by the Members, the Committee Members may appoint one of their number to be the Chairperson of the Committee for a term of office as they may determine and the Committee Members may at any time remove him or her from office with good reason which must be recorded in writing.

47. Committee may delegate

47.1 Subject to these Rules, the Committee may delegate specific tasks that support the Objects of the Society and which are conferred on them in the Rules;

- (a) to a working party sub-committee or person;
 - (b) by such means;
 - (c) to such an extent;
 - (d) in relation to such matters or territories; and
 - (e) on such terms and conditions;
- as they think fit.

47.2 The Committee may revoke any delegation in whole or part, or alter its terms and conditions.

48. Sub-Committees

48.1 Sub-Committees or a person to which the Committee delegates any of their management tasks must follow procedures which are based, as far as they are applicable, on those provisions of the Rules which govern the taking of decisions by the Committee.

48.2 A Sub-Committee (or person) to whom a management task has been delegated, must meet and discuss the matter delegated to them (unless one person), decide upon recommendations for the best way to proceed and report back to the Committee with those recommendations for ratification by the Committee.

48.3 A Sub-Committee shall nominate a Chairperson of each Sub-Committee Meeting.

DECISION MAKING BY MANAGEMENT COMMITTEE

49. Committees and sub-committees to take decisions collectively

Any decision of the Committee must be by a majority decision or a decision taken in accordance with Rule 55.

50. Calling a Committee meeting

50.1 One Committee Member may call a Committee meeting.

50.2 A Committee meeting must be called by at least seven Clear Days' notice unless either;

50.2.1 all the Committee agree; or

50.2.2 urgent circumstances require shorter notice.

50.3 Notice of Committee meetings must be given to each Committee Member.

50.4 Every notice calling a Committee meeting must specify;

50.4.1 the place, day and time of the meeting; and

50.4.2 if it is anticipated that the Committee participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

50.5 Notice of Committee meetings must be in Writing.

50.6 Notice of Committee meetings may be sent by Electronic Means to an Address provided by the Committee Members for that purpose.

51. Participation in Committee meetings

51.1 Subject to the Rules, the Committee participate in a Committee meeting or part of a Committee meeting, when;

51.1.1 the meeting has been called and takes place in accordance with the Rules; and

51.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

51.2 In determining whether Committee Members are participating in a Committee meeting, it is irrelevant where any Committee Member is or how they communicate with each other.

51.3 If all the Committee Members participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

52. Quorum for Committee meetings

52.1 A quorum for the Committee shall consist of six Committee Members including two of Chairperson, Vice Chairperson, Secretary or Treasurer.

52.2 At a Committee meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

52.3 If the total number of the Committee for the time being is less than the quorum required, the Committee must not take any decision other than a decision;

52.3.1 to appoint further Committee Members, or

52.3.2 to call a general meeting so as to enable the Members to appoint further Committee Members.

53. Chairing of Committee Meetings

The Chairperson, or in his or her absence another Committee Member nominated by the Committee Members present shall preside as Chairperson of each Committee Meeting.

54. Voting at Committee Meetings

54.1 Questions arising at a Committee meeting shall be decided by a majority of votes.

54.2 In all proceedings of the Committee, each Committee Member must not have more than one vote.

54.3 In case of an equality of votes, the Chairperson shall have a second vote known as a 'casting' vote.

55. Decisions without a meeting

55.1 The Committee may take a unanimous decision without a meeting by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Committee Member or to which each Committee Member has otherwise indicated agreement in Writing. Note that the Act requires that some decisions must be undertaken at a meeting of all members, in which case the Committee must follow the 2014 Act and refer the matter to the members, for example a special resolution for the transfer of engagements.

55.2 A decision which is made in accordance with Rule 55.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with;

55.2.1 approval from each Committee Member must be received by one person being either such person as all the Committee Members have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Committee;

55.2.2 following receipt of responses from all of the Committee Members, the Recipient must communicate to all of the Committee Members by any means whether the resolution has been formally approved by the Committee Members in accordance with this Rule 55;

55.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

55.2.4 the Recipient must prepare a minute of the decision in accordance with Rule 64 below.

56. Conflicts of interest

56.1 Whenever a Committee Member finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he, she, they must declare his or her interest, in Writing, to the Committee Members.

56.2 Whenever a matter is to be discussed at a meeting or decided in accordance with Rule 55 and a Committee Member has a Conflict of Interest in respect of that matter then he, she, they must;

56.2.1 remain only for such part of the meeting as in the view of the other Committee Members is necessary to inform the debate;

56.2.2 not be counted in the quorum for that part of the meeting; and

56.2.3 withdraw during the vote and have no vote on the matter.

56.3 If any question arises as to whether a Committee Member has a Conflict of Interest, the question shall be decided by a majority decision of the other Committee Members.

56.4 When a Committee Member has a Conflict of Interest which he, she, they have declared to the Committee Members, he, she, they shall not be in breach of his or her duties to the Society by withholding confidential information from the Society if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

57. Register of Committee Members interests

The Committee Members shall cause a register of Committee's interests to be kept. A Committee Member must declare the nature and extent of any interest, direct or indirect, which he, she, they have in a proposed transaction or arrangement with the Society or in any transaction or arrangement entered into by the Society which has not previously been declared.

APPOINTMENT AND RETIREMENT OF COMMITTEE MEMBERS

58. Methods of appointing Committee Members

58.1 Committee Members are appointed in accordance with paragraphs 27.3, 45.2 and 46.

58.2 The standard tenure of an elected Member of the Committee shall be two years on a rolling programme so that 50% of the elected Committee Members, are eligible and may stand for re-election every year.

58.3 In any case where, as a result of death, the Society has no Members and no Committee Members, the personal representatives of the last shareholder to have died have the right, by notice in Writing, to appoint a person to be a Committee Member.

58.4 For the purposes of Rule 58.3, where two or more Members die in circumstances rendering it uncertain who was the last to die, a younger shareholder is deemed to have survived an older shareholder.

59. Termination of a Committee Member's appointment

59.1 A person ceases to be a Committee Member of the Society as soon as;

- (a) that person ceases to be a Director by virtue of any provision of the Company Directors Disqualification Act 1986, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) the other Committee Members reasonably believe he, she, they are suffering from mental disorder and incapable of acting and they resolve that he, she, they shall be removed from office;
- (e) notification is received by the Society from the Committee Member that the Committee Member is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least six Committee Members remain in office when such resignation has taken effect); or
- (f) the Committee Member fails to attend three consecutive meetings of the Committee and the Committee resolve that the Committee Member be removed for this reason.

59.2 The Society may remove by special resolution any Committee Member before the expiration of the period of the Committee Member's office irrespective of anything in the regulations and may by ordinary resolution replace that Committee Member.

60. Committee Member's remuneration

The holding of the office of a Committee Member of the Society shall be voluntary and unpaid.

61. Committee Member's expenses.

61.1 The Society may pay any reasonable expenses which the Committee Members properly incur in connection with their attendance at;

- (a) meetings of the Committee;
- (b) Annual General Meetings and general meetings;

(c) separate meetings of Members or of debentures in the Society.

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Society.

61.2 Any Honorariums offered for specific roles within the Management Committee must be proposed to the AGM and an ordinary resolution vote taken for the approval of each proposal.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

62. Means of communication to be used

62.1 Subject to this document, anything sent or supplied by or to the Society under the Rules may be sent or supplied in any way in which the 2014 Act provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Society.

62.2 Subject to these Rules, any notice or Document to be sent or supplied to a Committee Member in connection with the taking of decisions by Committee Members may also be sent or supplied by the means by which that Committee Member has asked to be sent or supplied with such notices or Documents for the time being.

62.3 A Committee Member may agree with the Society that notices or Documents sent to that Committee Member in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

63. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the 2014 Act specifies that such informality, irregularity or want of qualification shall invalidate it.

64. Minutes

64.1 The Committee Members must cause accurate minutes of their dealings on behalf of the Society, to be made in books kept for the purpose;

65.1.1 of all appointments of Committee Members (and officers) made by the Members and Committee Members;

64.1.2 of all resolutions of the Society and of the Committee Members (including, without limitation, decisions of the Committee Members made without a meeting); and

64.1.3 of all proceedings at meetings of the Society and of the Committee Members, and of sub-committees of Committee Members, including the names of the Committee Members present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Committee Members' meetings signed or authenticated) by the Chairperson of the meeting at which the proceedings were had, or by the Chairperson of the next succeeding meeting, shall, as against any Member or Committee Member of the Society, be sufficient evidence of the proceedings.

64.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

65. Records and accounts

65.1 The Committee Members shall maintain a Member's register, keep financial records, the audit or examination of accounts and the preparation and transmission thereof to the Financial Conduct Authority of;

65.1.1 annual reports;

65.1.2 annual returns; and

65.1.3 annual statements of account.

65.2 Members of the Society, and any person having an interest in its funds, are entitled (within all reasonable hours) to inspect the documents set out in section 103 of the 2014 Act and any of the Society's accounting or minutes of meetings records or Documents.

65.3 Following approval of the revenue accounts and a balance sheet by the Members at the AGM, both must be signed by the Secretary and two committee Members acting on behalf of the Society's Committee.

65.4 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 27.5.

66. Audits of Accounts and Balance sheets

66.1 An income/expenditure report (profit and loss account) and balance sheet will be prepared to present to the Society's Members at each AGM.

66.2 If a full audit or a report is required, a person who is a qualified auditor under section 91 of 2014 Act shall be appointed.

66.3 If the membership vote for unaudited accounts, the Society's income and expenditure ledger shall be scrutinised by the Secretary and the 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.

66.4 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, of an officer or servant of the Society. Lay auditors shall be chosen by the Committee of Management from the general membership and/or others.

67. Indemnity

67.1 Every Member of the Committee 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 negligence or fraud or similar actions on his part.

67.2 This Rule does not authorise any indemnity which would be prohibited or rendered void by any provision of the 2014 Act or by any other provision of law.

68. Insurance

a. The Committee Members may decide to purchase and maintain insurance, at the expense of the Society, for the benefit of any relevant Committee Member in respect of any relevant loss.

b. In this Rule;

1. a “relevant Committee Member” means any Committee Member or former Committee Member of the Society; and
2. a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Committee Member in connection with that Committee Member’s duties or powers in relation to the Society, or any pension fund or employees’ share scheme of the Society.

69. Copies of this document containing the rules of the Society

It shall be the duty of the Committee to supply free of charge to all Members a copy of this document and current rules which may be delivered by email or by delivery of 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 (under s.18 of the 2014 Act).

70. Amendment and application of Rules

70.1 Changes to the Rules of the Society and (i.e. new rules made, rules amended or rescinded) may only be made at a General Meeting and when a majority of voting Members who are present at the meeting approve the change.

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

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

71. Dissolution

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

SCHEDULE 1

INTERPRETATION

1. In the Rules, unless the context requires otherwise, the following terms shall have the following meanings:

Term	Meaning
the “2014 Act”	The Co-operative and Community Benefit Societies Act 2014.
“Address”	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means.
“bankruptcy”	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy.
“Circulation Date”	in relation to a written resolution, means the date on which copies of a written resolution are sent to the Members (or if copies are sent to the Members on different days, the first of those days).
“Clear Days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and excluding the day for which it is given or on which it is to take effect.
“Co-operative Society”	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.
“Conflict of Interest”	any direct or indirect interest of a Committee Member (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts or might conflict with the interests of the Society.

“Committee Member”	means a shareholder and member of the Society, and includes any person occupying the position of Committee Member or by whatever name called.
‘Director’	a person appointed to perform the duties and functions of a director of a company in accordance with the provisions of the Companies Acts.
“Document”	includes, unless otherwise indicated, any document sent or supplied in Electronic Form.
“Electronic Form and Electronic Means”	have the meanings respectively given to them in section 148 of the 2014 Act.
“fully paid”	in relation to a share, means that the nominal value and any premium to be paid to the Society in respect of that share have been paid to the Society.
“Hard Copy Form”	A document or information is sent or supplied in hardcopy form if it is sent or supplied in a paper copy or similar form capable of being read.
“holder”	in relation to shares means the person whose name is entered in the register of shareholders as the holder of the shares.
“instrument”	means a Document in Hard Copy Form.
“Member”	means a person who is the holder of a share.
“paid”	means paid or credited as paid.
“participate”	in relation to a Committee meeting, has the meaning given in Rule 51.
“Proxy Notice”	has the meaning given in paragraph 35.
“Rules”	means the contents of this document as well as plot and site management practices, guidelines and policies set out by the Management Committee to include ‘Rules for Allotment Plot Holders’ and ‘Guidelines for Allotment Plot Holders’ as agreed by a majority of voting

	Members at a General Meeting.
“Secretary”	the secretary of the Society.
“shares”	means shares in the Society.
“Society’	Means Holt D.S.& S. Federation Allotments Society Limited.
“transfer”	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property.
“writing”	means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. Any reference in these Rules to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.

SCHEDULE 2

Holt D. S. & S. Federation Allotments Society Ltd

Rules for Allotment Plot Holders

Generally

The ownership of the Allotments is vested in the Holt D. S. & S. Federation Allotments Society Ltd, (hereafter referred to as the Society).

Applications to rent an allotment plot should be made, in writing please, to the secretary at the address below.

Specifically

1. Members shall conduct themselves in a considerate manner towards other members. No Member will harass another Member due to age, gender, disability etc in accordance with the **Society's Equality, Diversity and Equal Opportunities Policy**.
2. The **Plot Termination** process is identified through Plot Inspections which are held quarterly. The Inspection team use both the Tenancy Agreement and Rules for Allotment Plot Holders to identify whether a plot holder is not complying within site rules. The Inspection team follows three steps, under the direction of the Committee (Please see guidelines for further details).
 - i. Improvement Letter
 - ii. Formal Warning Letter
 - iii. Notice to Quit

In the event of a serious breach of the Tenancy Agreement, the Committee reserves the right to serve immediate "notice to Quit", without progression through all the stages as detailed above.

3. All new members will have a 6 month Probation period. Visible progress in clearing and cultivating the plot is required within 3 months of taking on the tenancy. At the end of the 6 month probation period, it is expected that at least 25% of the allotment will be dug over and cultivated. If this is not achieved you may be notified of termination.
4. 50% of your plot(s) are to be cultivated every year, kept in a good condition and weeds kept under control.
5. Members are responsible for the safety, hazards and conditions on their plot and cannot hold the Society or any Committee member liable for any accident the Member or their guest/s have on their plot.
6. Members accept that whilst the Society does its best to provide a safe environment for members this is a working Allotment site which by its very nature will have trip and other hazards and that the member is responsible for their safety and the safety of their guests.
7. Members are responsible for the security of their possessions kept on their plot. The Society cannot be held liable for any damage of theft from the member's plot.
8. If a member has guests on their plot, it is the Member's responsibility to ensure that guests are aware of the Rules of the Society and they (the guests) obey the rules.

9. Members and their guests are not allowed onto other members plots without their permission. Committee Members are allowed access for the purpose of managing the Holt Allotments.
10. A Member wishing to give up or surrender their allotment should give 4 weeks' notice, in writing, to the secretary. Sympathetic consideration will be given by the management committee in case of illness, death or any other bona fide reason.
11. When a member gives up their allotment, they will ensure it is in good condition for the next tenant, leaving it as weed free as possible and clearing all hard rubbish. Failure to do so will result in a charge being levied for any costs incurred. When the membership ceases any sheds or buildings if not required by next tenant should be removed.
12. Rents are payable yearly in advance at the Members AGM. If rents are not received by the Treasurer by the end of April, a further charge of £10 will be made.
13. All allotment Members become Members of the Society with voting rights if they are at least 18 years old. Underage applicants will be sympathetically considered and will be associate members.
14. No Member shall sublet or assign their tenancy of an allotment or any part thereof.
15. Any Member wishing to make a complaint may do so in writing to the secretary for discussion by the management committee at its next meeting.
16. No Member is to fire or discharge any firearm or gun on the Allotments.
17. Permission should be requested in writing for any new permanent building that has a concrete floor.
18. Permission should be requested in writing for the keeping of livestock, fowls and bees etc. Permission will be granted subject to location. Storage of feed should be appropriate. Livestock are to be kept in accordance with RSPCA and DEFRA guidelines and current Animal welfare acts.
19. Any Member found interfering with the paths (e.g. moving paths, digging paths up, making paths narrower) or roadways without the express written permission of the committee will be given two warning letters to rectify the matter and then evicted if the matter is not satisfactorily rectified.
20. When watering crops members may only use a hosepipe (if permitted by Anglia Water regulations) for 30 minutes in any one day per plot. **Please note:** During a hose pipe ban it is the Society which is held liable and has to pay the fine if the water authority catches any member breaking the hose pipe ban. Any member found to be breaking the hose pipe ban by a member of the committee or another member of the Society and reported to the committee will be given two written warning letters and then evicted if they continue to use a hose pipe.
21. No leisure vehicles, like caravans, motorhomes etc., are be stored on the plot.
22. The Society, through the management committee, reserves the right to terminate or refuse to renew any Membership of the Society where the Member is more than 40 days in arrears of rent, or persistently neglects to cultivate their plot in a proper manner, as determined by the management committee, or fails to remedy any breach of these rules when required to do so by the committee in writing.

I..... and

.....

(**Plot No:**) accept the above mentioned rules and agree to vacate the plot and cease to be a member of **the Holt D. S. & S. Federation Allotments Society Ltd** if found to be in breach of the said rules.

Signed: Date

Signed: Date

The Chairman
Holt D. S. & S. Federation Allotments Society Ltd.
4 The Peacocks
Holt Norfolk NR25 6AL

SCHEDULE 2 Cont'd

Holt D. S. & S. Federation Allotments Society Ltd

Guidelines for Allotment Plot Holders

- 1.** The Members Annual General Meeting (AGM) is normally held in the first two weeks in April and members are informed by letter or email of the date and will be given at least 14 days' notice of the AGM and other General Meetings. There will also be a notice on the notice board on the allotments. The officers and committee members are elected at the AGM and matters of concern and Society updates to members will be discussed. It is important that all members should endeavour to attend.

2. Plot Termination Process

The Inspection Team shall be entitled at any time to inspect the allotment plots. As a minimum, inspections will be held Quarterly throughout the year. The inspection team uses the Tenancy Agreement and Rules for Allotment Plot Holders for identifying whether a plot holder is not complying with the rules laid out to them. Photographic evidence of the plot that is classed as contrary to the rules maybe be taken as evidence.

Step One - Improvement Letter

The first course of action if a plot is identified as not complying with the tenancy agreement and rules, will be an Improvement letter. This letter will detail the unacceptable criteria and indicate what is required to bring the plot up to the required standard. The plot holder is given 30 days to rectify the situation and/or explain satisfactorily the reasons for the plots unacceptable condition. The Holt Allotment Inspection Team should be made aware of any special circumstances relating to a plot holder whose plot is unacceptable e.g.: illness, bereavement. Any information gathered will be dealt with confidentially and each instance will be dealt with on an individual basis. The Inspection Team will be authorised to make this decision on whether an Improvement letter is issued.

Step two - Formal Warning Letter

After the rectification period (30 days) and in absence of an explanatory letter from the plot holder, a final warning letter will be issued, reaffirming the statements in the improvement letter. The tenant must show an immediate improvement within 14 days of the date of issue of the letter or an explanation as to why the improvement letter was ignored. The Inspection Team will present a report to the Holt Allotment Committee for consideration of next action.

Step Three - Notice to Quit

If there is no immediate improvement or a satisfactory explanation within the timescales, the Holt Allotment Committee will issue a termination letter (Notice to Quit) to the plot holder. The plot holder will then be

given 7 days to remove any crops, tools and structures left on the site. All notices to quit will be sent recorded delivery.

Please Note.

In the event of a serious breach of the Tenancy Agreement, the Committee reserves the right to serve immediate Notice to Quit, without progression through all stages as detailed in this process.

3. Members should not plant any invasive species – Japanese knotweed, Himalayan balsam, Giant hogweed, Bamboo etc.
4. Do not plant any trees that are not fruit trees and if you plant a fruit tree, ornamental bush, vine etc., do not plant it on the boundary of your plot (this is to prevent the roots from your tree interfering with the neighbouring plot)
5. All members are responsible for their own pest control.
6. All hazardous materials- rat poison, inflammables etc kept on the plot should be stored securely and safely.
7. Pesticides should be used sparingly and in a safe manner.
8. Paths must be a minimum of 60 cm (two feet) wide at its narrowest.
 - Members must not for any reason dig up or move paths.
 - If an existing path is wider than 60 cm (two feet) it must stay at its current size
9. Pathways should be kept clear of obstructions with enough space to allow a wheelbarrow between plots. The common areas pathways, roads, toilets and clubhouse should be left in a clean and safe state.
 - Leave 30cm between the edge of the path and any constructions on your plot.
10. Do not put stones or leave stones on the path. Not only do they ruin mower blades, but they become a dangerous hazard when flung out from the mower.
11. Plots should be kept free of rubbish including household items, car tyres and anything else related to non-cultivation
12. Bonfires are discouraged and only organic non-compostable wastes from plots should be burnt in a controlled and safe manner with consideration to other members and surrounding properties and should be kept under constant supervision.
13. The use of rainwater collection and compost bins is encouraged.

- 14.** Green waste should be composted where possible and other rubbish removed from the allotments.
- 15.** Dogs should be kept under control at all times and on leads when not on the owner's plot.
- 16.** Children should be supervised at all times.
- 17.** All vehicles are to be driven slowly at 5mph on the roadways

Complete Rule Amendment form

Society Name: Holt D.S. and S Federation Allotments Society Limited
Society Num: 8141 R

Use this form to register a complete rule change for a society registered under the Co-operative and Community Benefit Societies Act 2014 (2014 Act) (except credit unions); or for societies registered under the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969 (1969 Act). A complete amendment means a whole new set of rules is registered in place of an existing rule book.

To register a complete amendment of rules we need:

- this completed form
- one signed copy of the society's rules (or two copies where not submitting electronically)
- a marked up version of the rules tracking changes made to the model, if you are using a set of model rules
- a completed [Statutory Declaration form](#).

Please note that 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>.

Societies may find it helpful to read Chapter 3 of our guidance on our registration function under the 2014 Act before completing this form: <https://www.handbook.fca.org.uk/handbook/RFC CBS>

All societies are registered meeting one of two conditions for registration. These are that the society is either:

- a bona fide co-operative society ('co-operative society'); or
- are conducting business for the benefit of the community ('community benefit society').

We must maintain arrangements that are designed to enable us to determine whether a society is complying with the 2014 Act. One way we do this is by requiring societies to complete the questions in the next section of this form when submitting a rule amendment.

You must answer the questions set out in in the next section of this form, depending on which condition for registration you meet.

If you are not sure which of these two conditions for registration applies to you, please read chapters 4 and 5 of our guidance [here](#).

3.1 Condition for Registration

- Co-operative society
- Community Benefits society

Co-operative societies must answer the following questions in relation to the financial year covered by this return.

3A.1 What is the business of the society?

For example, do you provide housing, manufacture goods, develop IT systems etc.

The Society provides and manages allotments and car parking for Holt and High Kelling residents.

3A.2 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 members requirements are for the provision of land to rent (an allotment plot), on which they can grow fruit, vegetables and use as a place of recreation. The land (allotment) is provided to the members at an affordable annual rent. The society also provides land for car parking spaces in Holt for its members and the residents of Holt, at an affordable rent as Holt Town lacks car parking facilities for its residents.

3A.3 How did the society's business meet those needs and aspirations?

You have described the society's business at question 3A.1, and at question 3A.2 you have described the common needs and aspirations of members. Please now describe how that business meets those common needs and aspirations.

The Society owns land which it rents out to its members from the local Holt and High Kelling community at an affordable price, to enable the growing of fruit, vegetables and as a recreational area. The revenue from the car parking is used to heavily subsidise allotment rents and pay for all major expenses incurred by the Society.

3A.4 How did members democratically control the society?

For example, did the members elect a board at an annual general meeting; did all members collectively run the society.

The members elect a Committee (board) at the annual general meeting to manage the day to day affairs and property of the Society.

3A.5 What did the society do with any surplus or profit?

For instance, did you pay a dividend to members (and if so, on what basis); did money get reinvested in the business; put into reserves; used for some other purpose?

Any surplus is used for ongoing security, maintenance of roadways, paths and hedges, pest control, water rates, electricity, plot clearance and rubbish removal. The maintenance and ongoing provision for the members club house.

The Society does not pay dividends.

3A.6 Please state any close links which any of the directors has with any society, company or authority.

'Close links' includes any directorships or senior positions held by directors of the society in other organisations.

None

Provision required by the Act	Number of the rule(s) covering this E.g. '2.3-2.7'
The society's name	<input type="text" value="2"/>
The objects of the society	<input type="text" value="9"/>
Place of the society's registered office, to which all communications and notices may be addressed	<input type="text" value="7"/>

The terms of admission of the members, including any society or company investing funds in the society under the provisions of the Act

12

The method of holding meetings, the scale and right of voting, and the method of making, altering or rescinding rules

26-44

The appointment and removal of a committee (by whatever name) and of managers or other officers and their respective powers and remuneration

27.3, 45.2, 46, 58, 59

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

18

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

10

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

21

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

Provision for the audit of accounts in accordance with Part 7 of the Act

66

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

16

The way in which the society's profits are to be applied

4

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

10.1.6

5.1 Please confirm the rules have been signed by 3 members and the secretary (4 signatures in total)

The rules contain the required signatures

5.2 Please confirm either:

- Model rules have not been used.
- Model rules have been used without amendment
- An amended set of model rules have been used, and a marked up copy detailing the changes made to the model is included with the application.

6.1 Please confirm you have completed and are submitting a Statutory Declaration along with this application form.

- Completed Statutory Declaration enclosed

Statutory declaration


Use this form to provide a statutory declaration accompanying a rule change.

An officer of the society must complete this section:

Name	PAUL MINDHAM
Role	CHAIRMAN

I do solemnly and sincerely declare that the amendment of rules complies with the legislative requirements and has been duly made by the society in the manner provided in its rules for the making, altering or rescinding of rules.

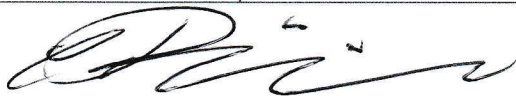
I make this solemn declaration conscientiously believing it to be true, and by the provisions of the Statutory Declarations Act 1835.

Signature	
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Date	26	11	2025
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This was declared before me, a:

- Retired Solicitor SRA ID No 125372
- Commissioner for oaths
- Notary Public
- Justice of the Peace

Name	CHRISTOPHER PHILLIPS
Declared at:	4, THE PEACOCKS HOLT, NORFOLK NR25 6AL
Signature	

Date	26	11	2025
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