

Company number: []

Private company limited by shares

Articles of Association

of

Craven Asset Management Limited

Model Articles

- 1 The model articles of association for private companies limited by shares contained in Schedule 1 to the Companies (Model Articles) Regulations 2008, as amended prior to the date of adoption of these Articles (the **Model Articles**), shall apply to the Company save in so far as they are excluded or varied hereby and such Model Articles (save as so excluded or varied) together with the following articles shall be the articles of association of the Company. References to **these articles** shall be to the following articles as amended from time to time together with such Model Articles as apply to the Company.

Definitions

- 2 In these articles;

“Council” means Craven District Council; and

“elected member” means an elected member of the Council.

Objects clause and business plan

- 3 The Company's objects are unrestricted. The Company shall for each accounting reference period prepare a business plan for approval by the Council in accordance with such timescales and containing such information as the Council shall by notice in writing specify to the Company from time to time.

Unanimous decisions

- 4 A decision of the directors which takes the form of a resolution in writing may consist of several copies each signed by one or more eligible directors. Article 8 of the Model Articles shall be modified accordingly.

Calling a directors' meeting

- 5 A director may waive the requirement that notice of a meeting of the directors or of a committee of the directors be given to him at any time before or after the date on which the meeting is held by notifying the Company to that effect. Where a director gives such notice to the Company after the meeting has been held, that does not affect the validity of the meeting or of any business conducted at it. Article 9(4) of the Model Articles shall be modified accordingly.
- 6 If all the directors participating in a meeting are not in the same place, the meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chairman of the meeting is.

Quorum for directors' meetings

- 7 The quorum for the transaction of business of the directors shall be three and at least one of those three to be a non-executive appointed by the Council. Article 11(2) of the Model Articles shall be modified accordingly.
- 8 If the total number of directors for the time being is less than the quorum required or does not include a director who is not an elected member, the directors must not take any decision other than a decision:
- 8.1 to appoint such number of further directors as are required to make up the quorum required; or
- 8.2 to call a general meeting so as to enable the shareholders to appoint further directors. Article 11(3) of the Model Articles shall not apply to the Company.

Authorisation of directors' conflicts of interest

- 9 For the purposes of section 175 of the Companies Act 2006, as amended, consolidated or re-enacted from time to time (the **2006 Act**), the directors shall have the power to authorise any matter which would or might otherwise constitute or give rise to a breach by a director of the duty to avoid conflicts of interest set out in that section of the 2006 Act. Any reference in these articles to a conflict of interest includes a conflict of interest and duty and a conflict of duties.
- 10 Authorisation of a matter under article 8 shall be effective only if:
- 10.1 the matter in question shall have been proposed in writing for consideration by the directors, or in such other manner as the directors may determine;
- 10.2 any requirement as to the quorum at the meeting of the directors at which the matter is considered is met without counting the director in question and any other interested director (together the **Interested Directors**); and
- 10.3 the matter was agreed to without the Interested Directors voting or would have been agreed to if the votes of the Interested Directors had not been counted.
- 10.4 Unless otherwise determined by the directors (excluding the Interested Directors), any authorisation of a matter under article 8 shall extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the matter so authorised.

- 11 Any authorisation of a matter under article 8 shall be on such terms and/or conditions as the directors (excluding the Interested Directors) may determine, whether at the time such authorisation is given or subsequently and may be varied or terminated by the directors (excluding the Interested Directors) at any time. Such terms or conditions may include (without limitation) terms and conditions as to the duration, renewal and/or revocation of the authorization, and/or the exclusion of the Interest Directors from all information and discussion of the matter in question. A director shall comply with any obligations imposed on him by the directors (excluding the Interested Directors) pursuant to any such authorization.
- 12 A director, notwithstanding his office, may be a director or other officer of, employed by, an elected member of or otherwise interested (including by the holding of shares) in, a shareholder who has appointed him as a director of the Company, or any other member of such shareholder's group, and no authorisation under article 8 shall be necessary in respect of any such interest.
- 13 Any director shall be entitled from time to time to disclose to a shareholder that appointed that director such information concerning the business and affairs of the Company as he shall at his discretion see fit, subject only to the condition that if there be more than one shareholder, the director concerned shall ensure that each of the shareholders receives the same information on an equal footing
- 14 If a director receives or has received any information otherwise than by virtue of his position as a director of the Company and in respect of which he owes a duty of confidentiality to another person, the director is under no obligation to:
- 14.1 disclose any such information to the Company, the directors or any other director or employee of the Company; or
- 14.2 use or apply any such information in connection with the performance of his duties as a director;
- provided that to the extent that such duty of confidentiality arises out of a situation or relationship which would or might otherwise constitute or give rise to a breach by the director of the duty to avoid conflicts of interest set out in section 175 of the 2006 Act, this article shall apply only if such situation or relationship has been authorised by the directors under article 8.
- 15 A director shall not, save as otherwise agreed by him, be accountable to the Company for any benefit which he (or a person connected with him) derives from any matter authorised by the directors under article 8 and any contract, transaction or arrangement relating thereto shall not be liable to be avoided on the grounds of any such benefit.

Appointment and removal of directors

- 16 Unless otherwise determined by ordinary resolution, the [following directors shall be appointed:
- 16.1 3 non-executive directors who shall be elected members nominated by the Leader of the Council;
- 16.2 1 independent non-executive director
- 16.3 a Chief Executive, fulfilling the role of Managing Director

- 16.4 a Director of Services, fulfilling the role of Commercial Director
- 16.5 appointment or removal of any director from office will be by decision of the Council only.
- 16.6 Every such appointment or removal shall be effected by notice in writing to the Company and shall take effect immediately (or on such later date, if any, specified in the notice). Any such notice of appointment or removal may consist of several documents in similar form, each signed by or on behalf of one or more holders. Any such removal shall be without prejudice to any claim that a director may have under any contract between him and the Company.
- 17 In any case where, as a result of bankruptcy, the company has no shareholders and no directors, the trustee in bankruptcy or other transmittee(s) of the last shareholder to have a bankruptcy order made against him has the right, by notice in writing, to appoint a natural person (including himself) who is willing to act and is permitted to do so to be a director.

Termination of a director's appointment

- 18 Notwithstanding any other provision of these articles, a person ceases to be a director, in the following circumstances;
- 18.1 as soon as he has for more than six consecutive months been absent without permission of the directors from meetings of directors held during that period and the Craven District Council resolve that his office be vacated; or
- 18.2 being an elected member at the time of his appointment as a director, he ceases to be an elected member or is disqualified as an elected member at any time; or
- 18.3 being an officer of the Council at the time of his appointment as a director, his employment by the Council is terminated for any reason; or
- 18.4 notification is received by the company from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms; or he is otherwise duly removed from office.

Nil- or partly-paid shares permitted

- 19 Article 21 of the Model Articles shall not apply to the Company. If the Company at any time has nil or partly-paid shares in issue, articles 52 to 62 (inclusive) of the model articles of association for public companies contained in Schedule 3 to the Companies (Model Articles) Regulations 2008, as amended prior to the date of adoption of these articles, shall apply to the Company and form part of these articles as if the text of such provisions was set out in full in these articles.

Share certificates

- 20 Every share certificate must specify the amount paid up on the shares to which it relates. Article 24(2)(c) of the Model Articles shall not apply to the Company.

Share transfers

- 21 The instrument of transfer of any share taken on formation of the Company by a subscriber to the company's memorandum of association need not be executed by or on behalf of the transferee even where the share is not fully paid.

Calculation of dividends

22 Except as otherwise provided by these articles or the rights attached to shares, all dividends must be:

22.1 declared and paid according to the amounts paid up on the shares on which the dividend is paid; and

22.2 apportioned and paid proportionately to the amounts paid up on the shares during any portion or portions of the period in respect of which the dividend is paid.

If any share is issued on terms providing that it ranks for dividend as from a particular date that share ranks for dividend accordingly. For the purposes of calculating dividends, no account is to be taken of any amount which has been paid up on a share in advance of the due date for payment of that amount. Article 30 of the Model Articles shall be modified accordingly.

23 Quorum for general meetings

23.1 No business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

23.2 One person entitled to vote shall be a quorum if that person is a duly authorised representative of the controlling shareholder.

23.3 At any time where the company has one shareholder:

23.3.1 any decision that may be taken by the company in general meeting may be taken by that shareholder solely; and

23.3.2 such decision is effective as if agreed by the company in general meeting.

23.4 where a sole shareholder takes a decision under article 24.3 he must (unless that decision is taken by way of a written resolution) provide the company with written details of that decision.

23.5 Article 38 of the Model Articles shall not apply to the Company.

Proceedings at general meetings

24 If a general meeting is adjourned, then notice of the time and place to which it is adjourned shall be given to all the members of the Company. Article 41(5) of the Model Articles shall be modified accordingly.

Poll votes

25 A poll may be demanded by any member (present in person or by proxy) having the right to attend and vote at the meeting or by a duly authorised representative of a corporation. Article 44(2)(c) of the Model Articles shall be modified accordingly.

26 A demand for a poll may, before the poll is taken, be withdrawn. A demand so withdrawn shall not invalidate the result of a vote on a show of hands declared before the demand was made. Article 44(3) of the Model Articles shall not apply to the

Company.

Proxies and corporate representatives

- 27 The failure of any proxy or corporate representative to vote in accordance with any instructions given by the member by whom such proxy or corporate representative is appointed shall not invalidate the result of any vote in which the proxy or corporate representative has participated and the Company and the directors shall be under no duty to enquire as to the instructions given to any such proxy or corporate representative.

Written resolutions

- 28 A proposed written resolution of the members of the Company (or of a class of members) shall lapse if it is not passed before the end of the period of 28 days beginning with the circulation date of such resolution (as defined in section 290 of the 2006 Act).

Means of communication to be used

- 29 Any notice, document or other information shall be deemed served on or delivered to the intended recipient:
- 29.1 if properly addressed and sent by prepaid United Kingdom first class post to an address in the United Kingdom, 48 hours after it was posted (or five working days after posting either to an address outside the United Kingdom or from outside the United Kingdom to an address within the United Kingdom, if (in each case) sent by reputable international overnight courier addressed to the intended recipient, provided that delivery in at least five working days was guaranteed at the time of sending and the sending party receives a confirmation of delivery from the courier service provider);
- 29.2 if properly addressed and delivered by hand, when it was given or left at the appropriate address;
- 29.3 if properly addressed and sent or supplied by electronic means, one hour after the document or information was sent or supplied; and
- 29.4 if sent or supplied by means of a website, when the material is first made available on the website or (if later) when the recipient receives (or is deemed to have received) notice of the fact that the material is available on the website.

For the purposes of this article, no account shall be taken of any part of a day that is not a working day.

- 30 In proving that any notice, document or other information was properly addressed, it shall be sufficient to show that the notice, document or other information was delivered to an address permitted for the purpose by the 2006 Act.

Indemnity

- 31 The Company may indemnify any relevant officer out of the assets of the Company from and against any loss, liability or expense incurred by him or them in relation to the Company (including any liability incurred in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational

pension scheme (as defined in section 235(6) of the 2006 Act)) **provided that** this article shall have effect, and any indemnity provided by or pursuant to it shall apply, only to the extent permitted by, and subject to the restrictions of, the 2006 Act. This article does not allow for or provide (to any extent) an indemnity which is more extensive than as permitted by the 2006 Act and any such indemnity is limited accordingly. This article is also without prejudice to any indemnity to which any person may otherwise be entitled. Article 52 of the Model Articles shall not apply to the Company.

- 32 To the extent permitted by, and subject to the restrictions in, the 2006 Act and without prejudice to any indemnity to which he may otherwise be entitled, the board shall have the power to provide funds to meet any expenditure incurred or to be incurred by any relevant officer in defending any criminal or civil (including regulatory) proceedings, or in connection with an application under the 2006 Act, or to enable him to avoid incurring such expenditure.
- 33 Without prejudice to the provisions of article 53 of the Model Articles, the directors may exercise all the powers of the Company to purchase and maintain insurance for the benefit of any person who is a relevant officer or an employee or former employee of the Company or any associated company or who is or was a trustee of a retirement benefits scheme or another trust in which a relevant officer or an employee or former employee is or has been interested, indemnifying him against liability for negligence, default, breach of duty or breach of trust or any other liability which may lawfully be insured against by the Company.
- 34 In these articles:
- 34.1 companies are **associated** if one is a subsidiary of the other or both are subsidiaries of the same body corporate;
- 34.2 **relevant officer** means any current or former director, alternate director, secretary or other officer of the Company or an associated company (including any company which is a trustee of an occupational pension scheme (as defined in section 235(6) of the 2006 Act)), other than any person (whether an officer or not) engaged by the Company (or associated company) as an auditor, to the extent he acts as an auditor.

Right to inspect accounts and other records

- 35 The Council and its authorised representatives shall have the right, on giving to the Company reasonable advance notice, during normal business hours to inspect the books and records of the Company and any subsidiary of the Company. Article 50 of the Model Articles shall not apply to the Company.

Certification of documents

- 36 Any director or the company secretary or any person appointed by the directors for the purpose shall have power to authenticate and certify as true copies of extracts from:
 - 36.1 any document comprising or affecting the constitution of the Company, whether in hard copy form or in electronic form;
 - 36.2 any resolution passed by the Company, the holders of any class of shares in the capital of the Company, the directors or any committee of the directors, whether in

hard copy form or in electronic form; and

36.3 any book, record and document relating to the business of the Company, whether in hard copy form or in electronic form (including, without limitation, the accounts).

37 If certified in this way, a document purporting to be a copy of a resolution, or the minutes of or an extract from the minutes of a meeting of the Company, the holders of any class of shares in the capital of the Company, the directors or a committee of the directors, whether in hard copy form or in electronic form, shall be conclusive evidence in favour of all persons dealing with the Company in reliance on it or them that the resolution was duly passed or that the minutes are, or the extract from the minutes is, a true and accurate record of proceedings at a duly constituted meeting.