



Charity Commission, Woodfield House, Tangier, Taunton, Somerset, TA1 4BL

Direct Line 01823 34 }5078

GTN 1389 }

Fax 01823 34 }5008

GTN 1389 }

Dr A Gayden
3 Broad Street
Bampton
Oxon
OX18 2LS

Our Ref: JAD/16536/CD(T)

Your Ref:

Date: 19 January 1996

Dear Dr Gayden

**FUNDS FROM CHARITY OF AMELIA CARTER, BAMPTON READING ROOM,
OXFORDSHIRE
CHARITY NO. 3010623**

It has come to my attention that matters concerning the distribution of funds relating to the above charity may not yet be fully resolved.

I am enclosing for your attention a copy of a letter dated 7 September 1988, addressed to Reverend A Scott, whom I believe is no longer dealing with this matter. This letter outlines the proposals recommended for the equitable distribution of the capital in accordance with the provisions of Mrs Carter's residuary estate. I would be grateful if you could confirm whether these recommendations have yet been implemented, or inform me of the current situation outlining the action that has been taken to date.

I would also be grateful if you could advise as to the current situation concerning the accumulated income from charity investments summarising what, if any, arrangements have been made in respect of its distribution.

I look forward to hearing from you in due course.

Yours sincerely

JUDITH DYER (Miss)

*When replying, please quote our reference.
For general information enquiries telephone 01823 345000*

Rev. Andrew Scott

Bampton Castle (0993) 851222

5 Deanery Court
Broad Street
Bampton
Oxfordshire
OX18 2LY

29th September, 1995

your ref. LC-89459-CD(S3)

The Charity Commission
St Alban's House
57-60 Haymarket
LONDON SW1Y 4QX

Dear Sir,

Charity of Amelia Carter

Bampton Reading Room

I am ^sreigning as Vicar of this parish on
6th October this year and shall therefore cease
to be a trustee of the above-named charity.

Would you please address any future correspondence
to my fellow-trustee (by virtue of his office as
churchwarden of Bampton) Dr Frederic Alan Gaydon
of 3 Broad Street, Bampton, Oxfordshire OX18 2LS.

Yours faithfully,

Rev. Andrew Scott

Bampton Castle (0993) 851222

5 Deanery Court

Broad Street

Bampton

Oxfordshire

OX18 2LY

29th September, 1995

The Manager
Midland Bank plc
24 Market Square
Witney, Oxfordshire
OX8 2JH

deposit
a/c 33000621

Dear Sir,

Bampton Reading Room
Amelia Carter Charity

Will you please address statements of the
above account, and any correspondence relating to
the account, to

Dr F.A.Gaydon
3 Broad Street,
BAMPTON, Oxfordshire
OX18 2LS

Yours faithfully,

Fox House

Filkins

Lechlade

Glos, GL7 3JQ

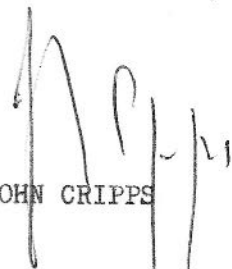
28 February 1990

Dear Mr Scott

I have received your letter of 22 February about the Carter Charity, but I am no longer a Trustee of the Filkins Charity. I am handing your letter and enclosure to my successor:

Mr J Irwin Singer
Gasson's View
Filkins
Lechlade
Glos

Yours sincerely


JOHN CRIPPS

The Rev Andrew Scott
5 Deanery Court
Broad Street
Bampton
Oxford, OX8 2LY

MR & MRS W GASSON
Ivy Nook
Kencott
Lechlade, Glos. GL7 3QU
Tel. (0367) 860250

21/1/96.

A. GAYDON ESQ.
RAMPTON.

Dear Mr Gaydon,

Ref Amelia Carter A/c

I wish to confirm that
the sum of £119.58 has now been
transferred from the Rampton A/c,
to our Barclays bank at

Lechlade, as per our statement
dated the 8th of January 1996.

With our many thanks to
you,
Yours sincerely

1st May, 1987

The Manager,
Midland Bank PLC
Witney

Dear Sir,

I receive regularly from you a statement of the Bampton Reading Room, Amelia Carter Charity deposit account, of which I suppose I am an ex officio trustee, as I am of so many other trusts.

However, I have no knowledge of the purpose or details of this trust.

It has been suggested to me that when the account was opened you might have been given a copy of the trust deed or some other details about it.

If you do know anything about it, I would be very grateful if you can let me know. It is not a great deal of money, but I have no idea what I am supposed to be doing with it.

Yours faithfully,

Reverend A Scott,
5 Leantry Court,
Broad Street,
BAMPTON, Oxfordshire
OX18 2LY

The Charity Commission
St Alban's House
57-60 Haymarket
LONDON SW1Y 4QX

6th February 1994

Your ref. LC-89459-CD(S3)

Dear Sir,

CHARITY OF AMELIA CARTER BAMPTON OXFORDSHIRE

I refer to your letter of 7th September 1988.

The Reading Room at Bampton having ceased to exist, the endowment for it under the Will of Mrs Amelia Carter should now be split among her other charities in the parishes of Clanfield, Kencot and Filkins.

In the light of the provisions in Mrs Carter's Will, the trustees of the charities involved have agreed on a reasonable apportionment of the endowment between our respective charities.

We therefore request that you arrange for the stock to be apportioned in the following proportions:-

- 1/5 to the Kencot Amelia Carter Charity for Reading Room and the Poor
- 1/5 to the Filkins and Broughton Poggs Relief in Need Charity
- 1/5 to the Filkins and Broughton Poggs Village Hall Management Committee
(the Carter Institute)
- 1/25 to the Clanfield Welfare Trust
- 9/25 to the Clanfield Carter Institute Management Committee.

for the Bampton Reading Room Trust

Andrew Scott A. SCOTT Vicar

for the Kencot Amelia Carter Charity

Andrew Scott

for Filkins Relief in Need Charity

William Glazebrook W. L. GLAZEBROOK Vicar

for Clanfield Welfare Trust

Andrew Scott A. SCOTT Vicar
Andrew Scott chairman

for Filkins Village Hall Committee

Inditha Fry (Chairman)

for Clanfield Carter Institute

Andrew Scott

CARTER INSTITUTE MANAGEMENT COMMITTEE

Charity Registration Number 200,828

Hon. Treasurer - Christopher Groves

Telephone
Clanfield (01367) 810313

5 Bourton Close
Clanfield
Bampton
Oxon.
OX18 2RU

5th January 1996

Dr. F.A. Gaydon,
3 Broad Street,
Bampton,
Oxon.
OX18 2LS

Dear Alan,

Transfer of Funds

Thank you for your letter; I have today called at Lloyds Bank in Faringdon to get an updated statement, and I am pleased to say that it shows the transfer of £176.56 for which I am most grateful.

On behalf of the Management Committee I would like to thank you for dealing with this matter so swiftly.

Yours sincerely



(C.W. Groves)
Hon. Treasurer

Chairman and Hon. Treasurer:- C.W.Groves

Telephone
Clanfield (036781) 313

5 Bourton Close,
Clanfield,
BAMPTON.
Oxfordshire,
OX18 2RU

5th January 1996

Dr. F.A.Gaydon,
3 Broad Street,
Bampton,
Oxon.
OX18 2LS

Dear Alan,

Transfer of Funds

Thank you for your letter; I have today called at Lloyds Bank in Faringdon to get an updated statement, and I am pleased to say that it shows the transfer of £44.14 for which I am most grateful.

On behalf of the Trustees I would like to thank you for dealing with this matter so swiftly.

Yours sincerely



(C.W.Groves)
Hon. Treasurer

Christopher Goves Esq.
5 Bourton Close
Clanfield OX8 2RU

3 Broad Street
Bampton
Oxfordshire
OX18 2LS
Telephone 01993-850882

Dear Chris,

Clanfield Welfare Trust and Carter Institute
Management Committee

I have to-day transferred to Clanfield Welfare Trust £44.14 A/c 0087056 at Lloyds Bank Farnham. I have also transferred £176.56 to Carter Institute Management Committee A/c 0280821. These amounts being $\frac{1}{2}$ and $\frac{1}{2}$ respectively of the sum on deposit in the Bampton Reading Room Amelia Carter account. I would be obliged if you would let me know when these sums appear!

Yours sincerely,

Alan

J. Cambridge Esq
St Peter's House
Fulkins
Lechlade Glos GL7

3 Broad Street
Bampton
Oxfordshire
OX18 2LS
Telephone 01993-850882
28. December 1995

Dear Mr Cambridge

Filkins & Broughton Pops Village Hall Management.

I have to-day transferred to your charity
£110.35 Lloyds Bank Lechlade A/c 0017533
being 1/5 of that as deposit in the Bampton
Reading Room Amelia Carter account. I
would be obliged if you would let me know
when it appears in your account.

Yours sincerely

Alan Baydon

JOHN CAMBRIDGE
SAINT PETER'S HOUSE
FILKINS
LECHLADE
GLOS. GL7 3JQ
TEL: 0367-860387

4 Jan 96

Dear Dr. Gaydon

Thank you for your kind
letter of 28 December. I can
confirm that The Carter Institute
account with Lloyds Bank Lechlade
has safely received your transfer
of £110.35.

Thank you again.

Yours sincerely

John Cambridge

Treasurer, The Carter Institute.

Share out from Deposit A/c 33000621 Midland Bank Witney
Bampton Reading Room Amelia Carter Charity

Kencot Trustees of the Amelia Carter Institute Kencot (1)
Barclays Bank Lechlade A/c 90236098
(Treasurer W.E. Gasson Ivy Nook Kencot 01367-860250)

Filkins or Broughton Pops Relief in Need Charity (2)
Lloyds Bank Lechlade A/c No 0017754
(Treasurer E. Stephenson Corner Cottage Broughton Pops
01367-860467)

Filkins or Broughton Pops Village Hall Management Committee (3)
Lloyds Bank Lechlade A/c 0017533
(Treasurer J. Cambridge St Peter's Home Filkins 01367-860387)

Clanfield Welfare Trust Lloyds Farnham 30.9.18 (4)
A/c 0037056

Clanfield Carter Institute Management Committee (5)
A/c 0280821
(Treasurer for both Christopher Grove 5 Boulton Close Clanfield
01367-810313)

Amount on Deposit = 560.58

Expenses =

Deduct : £9.23

Net £551.35

Divide by 5 = £110.27 (a)

2 & 3 receive this (a) £110.27³⁵

1 receives this + £9.23 = £119.50⁸

4 receives 1/25 i.e. 1/5 of this (a) £22.05⁸

5 receives 4/25 i.e. 4/5 of this (a) £88.22⁸

£44.14
£17 6 56
11 9 58
220.70
560.98

Clanfield Welfare Trust

FROM C.Groves
TO Vicar
DATE 27th May 1992
SUBJECT Funds from Bampton Rading Rooms

I enclose a reply which I have received from Rev. W. Glazebrook; I do not know why he sent the information to me since I just asked him to get on with acting on your earlier letter; however, we have got a decision from Filkins so hopefully the Charity Commissioners will be able to get on with sorting it out.

13th May 1992

Dear Mr Grove,

Funds form Bampton Reading Rooms

Following your letter on this matter of 11th March (!), we have now resolved the matter of the division in Filkins.

Any monies due to us are to be divided equally between: i) The Filkins & Broughton Poggs Village Hall Management Committee; c/o Filkins Farmhouse; Filkins; Lechlade; Glos GL7 3JJ (Miss Betty Booth. tel Faringdon 860253). And ii) The Filkins Relief in Need Fund. c/o myself, at this address.

I am so sorry that it has taken so long to resolve this matter. Thank you for your patience, and I trust that you will now at long last be able to wind this matter up.

Yours sincerely,

William G. Leach

Recd.

Bill Casson.

Helen Squire

F'dm.

860205

860337

Grassans View
FIlkins

036786 416.

25th October 1990

The Reverend A Scott
5 Deanery Court
Broad Street
Bampton
Oxford
OX3 2LY

Dear Reverend Scott

I have received your earlier letters about the Bampton Reading Room and steps that need to be taken about distributing part of the Amelia Carter Fund. I think the best plan certainly is to get together with Reverend Glazebrook, I am sending him a copy of this letter and since he and I see other quite often: may I suggest that you fix up a suitable time one evening in the week of the 5th November or thereabouts when we can meet to discuss this and then he can liaise with me.

Yours sincerely



JEREMY IRWIN-SINGER

14th August, 1990

Dear Mr Singer,

Charity of Amelia Carter
Bampton Reading Room

The Bampton Reading Room having ceased to exist, the funds allotted to it by the will of Amelia Carter have to be redistributed.

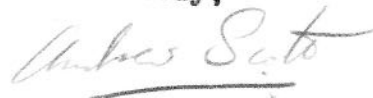
I understand from Sir John Cripps that he has ceased to be a Trustee of the Filkins Charity and that you have succeeded him in that office, and that he has passed on to you my letter and the letter from the Charity Commission on this subject.

Before we can proceed with the redistribution it is necessary for the Trustees of the Carter Institute at Filkins and the Trustees of the Relief in Need Charity to agree on the proportion in which they will share the 2/5 share which is due to Filkins.

Could you get together with the Reverend W Glazebrook, who is, I believe, the Trustee of the other part, and agree with him in what proportion to split the proceeds and let me know. The rest of us cannot get our shares (which will not amount to very much) until you at Filkins have come to your agreement.

I enclose a copy of the Charity Commission letter, in case you have not got a copy.

Yours sincerely,



Vicar and Trustee.



COIF Charity Funds

Dr F A Gaydon
3 Broad Street
Bampton
Oxfordshire
OX18 2LS

8 December, 1995

Dear Dr Gaydon

Thank you very much indeed for your letter dated the 1st December. I am most grateful that you were able to attend to the completion of the application forms.

We have dealt with the various transfers of shares and the various correspondents will have received contract notes from us direct.

Yours sincerely,

R Coulson
Manager
Client Services Department

COIF

CCLA Investment Management Limited

St Alphage House, 2 Fore Street, London EC2Y 5AQ

Tel: 0171-588 1815 Telex: 8954509 Fax: Client Services 0171-588 6291 Fax: Investment Department 0171-256 6333

CCLA Investment Management Limited (Registered in England No. 2183088 at the above office) is regulated by IMRO in the conduct of investment business and is the Fund Manager of the COIF Charity Funds (Registered Charities Nos. 218873, 803610 and 1046249).



COIF Charity Funds

Dr F A Gaydon
3 Broad Street
Bampton
OX18 2LS

9 November, 1995

Dear Dr Gaydon

Thank you for your letter of 2nd November and, indeed, for sending copies of earlier correspondence that you have had with the Charity Commission which has been very useful indeed.

As you will have gathered from the letter you received from the Charity Commission dated 14th October, we took responsibility for the Share Register of the COIF Charities Investment Fund only at the end of 1992 and it seems that the Charity Commission have not advised us with regards to any subsequent arrangement made with regard to the five charities referred to in Mr. Scott's letter of 6th February 1994.

Our own records show a single holding of 115.35 COIF Charities Investment Fund Shares registered in the name of "Amelia Carter's Reading Room Charity".

In the light of the correspondence that you have sent me it will certainly be straight forward to separate this into the proportions mentioned in the letter of 6th February 1994. Before doing this though, I should be grateful if you could arrange for the attached five application forms to be completed on behalf of the charities in question. Forgive me for troubling you with this; it is important for me to have details of the bank account to which dividends are to be paid and indeed the correct address for correspondence in future.

Please feel free to telephone me if any further comment might be helpful in this regard. I am, for the moment, sending copies of the correspondence that we have received over the last year or so with regard to this account in case it is helpful to you in resolving these problems.

Yours sincerely,

R Coulson
Manager

Client Services Department

CCLA Investment Management Limited

St Alphage House, 2 Fore Street, London EC2Y 5AQ

Tel: 0171-588 1815 Telex: 8954509 Fax: Client Services 0171-588 6291 Fax: Investment Department 0171-256 6333

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COIF



COIF Charity Funds

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3 Broad Street
Bampton
OX18 2LS

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Yours sincerely,

R Coulson
Manager

Client Services Department
CCLA Investment Management Limited

St Alphage House, 2 Fore Street, London EC2Y 5AQ

Tel: 0171-588 1815 Telex: 8954509 Fax: Client Services 0171-588 6291 Fax: Investment Department 0171-256 6333

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Telephone: 0367 860217

De Rougemont
Kencot
Lechlade
Glos
GL7 3QT

The Investment Manager
The Charities Official Investment Fund
St Alphage House
2 Fore Street
LONDON
EC2Y 5AQ

Your ref: 18874 **OOOIT**
17 March 1994

Dear Sirs,

AMELIA CARTER'S READING ROOMS CHARITY

I am returning the report I received yesterday under the reference number 18874 as this refers to the assets of the above Charity of which I am not a Trustee.

As I told the Charity Commission, Liverpool in February last year, I am the official correspondent for the Management Committee of the Carter Institute (the revised name for the Reading Rooms) but this committee is concerned with the running of the Institute (I.E. Kencot Village Hall) but the assets of the Charity, namely the Freehold of the Hall, and the COIF holdings are under the control of two 'Holding Trustees' who are:

Mr W.E. Gasson ^{ESQ} Ivy Nook, Kencot, Lechlade, Glos GL7 3QU, and
Miss H.M. Squire, North Lodge, Kencot, Lechlade, Glos GL7 3QX

As the Management Committee therefore does not have any control over the Assets of the Charity, correspondence in connection with these assets should be sent to the Trustees. Could you therefore arrange for your records are amended and that you record the first of the above names for this purpose.

No doubt you will let me know if this will cause any problems

Yours faithfully



David Portergill
Hon. Secretary/Hon. Treasurer
The Carter Institute Management Committee.

2 AM 14016
4 PR.

W.E. Gasson, Esq.,
Ivy Nook,
Kencot,
Lechlade,
Glos GL7 3QU.

ANSWERED 29 APR 1994

25 March 1994

Dear Mr. Gasson,

COIF Account Number 188740001T

Mr. D. Portergill has recently advised us that you are a Trustee and the current correspondent for the above COIF Income Share Account. Please find enclosed a letter setting out the details currently registered against this account and this should be retained for your records.

I should be grateful if you would merely acknowledge my letter and thereby provide us with a specimen of your signature for our files.

Please let me know if you require any further information at all and I look forward to hearing from you.

Yours sincerely

C Clarke (Miss)
Senior Administrative Assistant

Pls bf 5 weeks

Mr. Richard Coulson,
St. Alphage House,
2 Fore Street,
London EC2Y 5AW.

3 Broad Street,
Hampton, OX18 2LS.
2nd November 1995.

Dear Sir,

Charity of Amelia Carter.

I enclose a copy of our retired vicar's letter to the Charity Commission and their reply to him. Because of his retirement I have to deal with the problems. In the letter they assert that we should write to you. I also enclose a copy of the agreement between the various beneficiaries of the Charity. We hope that the shares have been allocated in the proportions indicated in the agreement and that future dividends will be sent to the individual recipients. I also hope that I can close the Midland Bank with my account in the name of CAMPERN Pending Room Amelia Carter Charity (1995) and share out the balance in the proportions mentioned.

Yours faithfully,

W. J. W. W. W.

W. E. Gasson Esq
Joy Nook
Kencot GL7 3QU

3 Broad Street
Bampton
Oxfordshire
OX18 2LS
Telephone 01993-850882
28th December 1995

Dear Mr Gasson
Amelia Carter Institute Kencot

The Total on deposit in The Bampton Reading Room
deposit A/c to 28.12.95 was £560.98 of
which £9.23 should have paid into your A/c.
Therefore your share is $\frac{1}{5}$ of £551.75 plus £9.23,
this is £119.58 which I have transferred
to your charity A/c at Barclays Bank
Lechlade A/c No 90236098. I would
be obliged if you would let me know when
it appears in your account.

Yours sincerely
Alan Gaydon



Charity Commission, St Alban's House, 57/60 Haymarket, London SW1Y 4QX

DN

Direct Line 0171 210 }
GTN 210 } 4528

Fax 0171 210 } 4454
GTN 210 }

Reverend Andrew Scott,
5 Deanery Court,
Broad Street,
Bampton,
Oxfordshire OX18 2LY.

Our Ref: DJN/18874/OC

Your Ref:

Date: 14 October 1995

Dear Reverend Scott,

SUBJECT: Amelia Carter For Working Expenses Of Bampton Reading Room.

Thank you for your undated letter received in this office 5 September 1995.

It would appear that the correspondent for the above charity listed in the Official Custodian for Charities records was;

D.J.Portergill,
De Rougemont,
Kencot Lechlade,
Glos. GL7 3QT.

All correspondence concerning the charity's investments would have been sent to that address, including the statement produced in 1993.

As you may be aware, following the implementation of the Charities Act 1992, the Official Custodian for Charities Department was closed. It would appear that the Official Custodian held 115.35 Charities Official Investment Fund Shares (COIF) on the charity's behalf prior to March 1993. During the divestment of the Official Custodian's department all holdings were transferred out of his name.

All holdings of COIF were transferred to the COIF fund managers at the beginning of 1993 as part of the divestment process and those fund managers continued to hold the shares in the name of the charity. Since the beginning of 1993 the COIF fund managers have also been responsible for remitting the charity's dividends to its bank account.

Obviously notifications of all these changes were sent to the correspondent in the Official Custodian's records for the charity but the files do not show any correspondence from the trustees between 1984 and 1993 when the Liverpool Office contacted Mr. Portergill.

When replying, please quote our reference.
For general enquiries telephone 0171 210 4556.

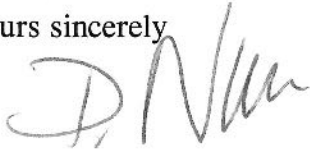
However, the holdings had been divested before the trustees had decided on the apportionment and the trustees should now contact the fund managers if they wish to divide the holding or change the bank account details. The contact name and address is:

Mr. Richard Coulson,
St. Alphage House,
2 Fore Street,
London EC2Y 5AW.

For your records I enclose a copy of the charity's last statement showing the holding of COIF transferred out of the name of the Official Custodian's name on 25 March 1993.

I hope this has been of assistance.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'D Nunn'. The signature is written in a cursive, flowing style with a large initial 'D' and 'N'.

Ms D Nunn

Reverend Andrew Scott,
5 Deanery Court,
Broad Street,
BAMPTON, Oxfordshire
OX18 2LY

The Charity Commission
St Alban's House
57-60 Haymarket
LONDON SW1Y 4QX

your ref.
LC-89459-CD(S3)

Dear Sir,

Charity of Amelia Carter Bampton Reading Room

Last year, in a belated response to your letter of 7th September 1988, the trustees of the five residual beneficiaries under Mrs Carter's Will agreed to an equitable division of the stock formerly allotted to the Bampton Reading Room Trust, of which I am a Trustee.

I enclose a copy of the agreement.


I have, since then, been informed by Mr Gasson of the Kencot Amelia Carter Charity that you have opened a new account in the name of that Trust and have been paying into it quarterly sums of £8.43, £1.53 and £9 (in 1994). One payment was made into our Bampton Reading Room Trust account of £9.23 in February 1994, which he thinks should have come to them not us.

Otherwise our income from you has ceased and it seems as if what was being paid to us is now being paid to the Kencot Amelia Carter Charity, rather than being shared between them and the two Clanfield and two Filkins Trusts.

We have not, however, had any communication from you about what steps you have taken or are taking to divide up the stock. It would be good if we could be informed what has happened.

If the stock has been divided, can we the Trustees of the Bampton Reading Room Trust now disperse the £555 that we at present have in a deposit account at the Midland Bank, Witney, and pay it out in the proper proportions to the Trustees of the other five Amelia Carter charities ?

Yours faithfully



Last Page

Statement to 1 May 1993 Page 1

May 1993

for Charities to
which were notified

Disposal Closing
Balance
1112.81

Method
Of Disposal

Last Page

Statement to 30 Apr 1993 Page 1

6 May 1993

Last Page

***M 05**

The Official Custodian For Charities
St. Albans House
57/60 Haymarket
London SW1Y 4QX
Tel 071 210 4447

18874 Statement to 1 May 1993 Page 1

Statement of Account for the period 2 May 1992 to 1 May 1993. Produced 6 May 1993

Charity 18874 OXFORDSHIRE BAMPTON PROPER ST MARY
AMELIA CARTERS READING ROOM CHARITY

The Closing Balances shown in this Statement are hereby certified by the Official Custodian for Charities to include all Transactions with a Contractual Date before the closing date of the Statement which were notified to her and posted to the Charity Accounts maintained by her.

REFERENCES IN THIS STATEMENT STARTING WITH "D" MEAN THE HOLDING HAS BEEN
DIVESTED. MOST COMMON INVESTMENT FUNDS HAVE BEEN TRANSFERRED. ANY TRUSTEES
WHO HAVE NOT YET COMPLIED WITH REQUESTS FOR TRANSFERREES SHOULD DO SO NOW.
CHARIFUND HOLDERS SHOULD SEND THEIR DIVIDEND MANDATES TO MEG. THANK YOU.

Correspondent:
D.J. POTERGILL
DE ROUGE MONT
KENCOT LECHLADE
GLOS, GL7 3QT

Cash and Investments - Balances and Movements

	Balance Last Statement	Ref	Date	Movements Receipt	Disposal	Closing Balance
18874/01/00	115.35	D201604	25/03/93		115.35-	0.00
0-187-754 COIF	INCOME SHARES					
	Dividends Remitted or Reinvested					
	Date	Holding	Amount	Method Of Disposal		
18874/01/00	28/05/92	115.35	8.40	Remitted By Bank Transfer		
0-187-754 COIF	27/08/92	115.35	8.53	Remitted By Bank Transfer		
0-187-754 COIF	27/11/92	115.35	8.64	Remitted By Bank Transfer		
0-187-754 COIF	25/02/93	115.35	8.86	Remitted By Bank Transfer		

End of Statement

***M 05**

Last Page

The Official Custodian For Charities
St. Albans House
57/60 Haymarket
London SW1Y 4QX
Tel 071 210 4447

18880 Statement to 1 May 1993 Page 1

Statement of Account for the period 2 Apr 1993 to 1 May 1993. Produced 6 May 1993

Charity 18880 OXFORD DORCHESTER
DORCHESTER PAROCHIAL SCHOOL

The Closing Balances shown in this Statement are hereby certified by the Official Custodian for Charities to include all Transactions with a Contractual Date before the closing date of the Statement which were notified to her and posted to the Charity Accounts maintained by her.

Charity 18880

The Closing Balances shown in this Statement are hereby certified by the Official Custodian for Charities to include all Transactions with a Contractual Date before the closing date of the Statement which were notified to her and posted to the Charity Accounts maintained by her.

REFERENCE TO DIVESTED CHARITIES WHO HAVE BEEN DIVESTED

Correspondent:
THE REV. P. J. POWYS
LLANFYLLOID, GLOS

18994/01/00

0-216-380 COMS

Balance Last
Statement

18994/01/00

3.12

CARTER INSTITUTE MANAGEMENT COMMITTEE

Chairman:- C.Groves,
5 Bourton Close,
Clanfield,
Oxford.
OX8 2RU

1st May 1990

Rev. A.C.G.Scott,
The Vicarage,
5 Deanery Court,
Bampton,
Oxford,
OX8 2LY

Dear Mr. Scott,

Charity of Amelia Carter - Bampton Reading Room

Thank you for your letter of 22nd February and enclosure from the Charity Commission; this matter was discussed by the Carter Institute Management Committee (i.e the Trustees) at their meeting yesterday and they agreed that they would accept a division between the Clanfield Welfare Trust and the Carter Institute on the same basis as was used when the Carter Institute was re-formed under the new scheme in 1982, i.e. 90% to the Carter Institute and 10% to the Welfare Trust.

I enclose a separate letter on behalf of the Clanfield Welfare Trust.

Now that the two parties in Clanfield have agreed on the division, I assume that it should be fairly straightforward to transfer the funds.

Yours sincerely



(C.W.Groves)
Chairman

Telephone
Clanfield (036781) 313

non: Secretary and Treasurer: C.W.Groves,
5 Bourton Close,
Clanfield,
OXFORD.
OX8 2RU

1st May 1990

Rev. A.C.G.Scott,
The Vicarage,
5 Deanery Court,
Bampton,
Oxford,
OX8 2LY

Dear Mr. Scott,

Charity of Amelia Carter - Bampton Reading Room

Further to your letter of 22nd February and enclosure from the Charity Commission, you will recall that this matter was discussed at the meeting of the Trustees of this Trust on 29th March, when it was agreed that the Trustees would accept a division between the Trust and the Carter Institute on the same basis as had been used when the Carter Institute was re-formed under the new scheme in 1982, i.e. 90% to the Carter Institute and 10% to the Welfare Trust.

I enclose a separate letter on behalf of the Carter Institute Management Committee which met yesterday.

Yours sincerely



(C.W.Groves)
On behalf of the Trustees

Miss Judith Dyer,
Charity Commission
Your Ref JAD/16536/CD(T)

F.A. GAYDON OBE D.Sc.
3 Broad Street
Bampton
Oxfordshire
OX18 2LS
Telephone 01993-850882
20th January 1996

Dear Miss Dyer,

Thank you for your letter of yesterday. Reverend
A. Scott retired October 6th 1995 and I took over
the papers and money in deposit for the Charity
of Amelia Carter, Bampton Reading Room. Since then
I have divided out the money in deposit and closed
the account. Mr Richard Coulson of CCLA has informed
me that the COIF shares have also been divided up
in the agreed sharing (see letter of Rev. Scott 6/2/94).
The Treasurers of the various charities have acknowledged
their shares and the money received from the deposit.

I therefore believe that the matter is now
cleared up!

Yours sincerely
F.A. Gaydon.



Charity Commission

St. Alban's House 57-60 Haymarket London SW1Y 4QX

Telephone Direct line 01-210 } 4436
GTN 210 }
Switchboard 01-210 3000

Reverend A Scott
5 Deanery Court
Broad Street
Bampton
Oxford
OX3 2LY

Our Ref: LC-89459-CD(S3)

Date: 7 September 1988

Dear Reverend Scott

CHARITY OF AMELIA CARTER BAMPTON OXFORDSHIRE

I am writing further to my letter of 18 August. Please accept my apologies for the long delay in letting you have a full reply to your letter. This has been due to the pressure of work in this office and the amount of research that has been necessary for this case.

I am enclosing a copy of an extract from the Will of Mrs Amelia Carter for your information. As you will see under the terms of the Will, if at any time the Reading Room at Bampton ceases to exist, then the endowment of the Charity should be returned to Mrs Carter's residuary estate. Thus the investment currently represented by 115.35 income shares in the Charities Official Investment Fund (COIF) should be passed to the residuary estate and apportioned accordingly. I am afraid that it will not be possible to pass the funds to the Grammar School Trust.

As to the late Mrs Carter's residuary estate, the Will provides that the income should be applied as follows:

£15 to the Vicar and Churchwardens of the Parish of Clanfield for the purchase of coals for the poor of the Parish.

£7 to the Vicar and Churchwardens of the Parish of Kencot for the same purposes as set out above.

£15 to the Vicar and Churchwardens of the Parish of Filkine in Gloucestershire for the poor of the Parish.

Subject to the above payments, the income should be split in the following three ways:

2/5 - for provision of a reading room in Clanfield with any remaining income to be for the benefit of the poor in the Parish.

2/5 - for provision of a reading room in Filkine, again, any remaining income for the poor of the Parish.

1/5 - for Reading Room and the poor of the Parish of Kencot.


Sir J Cripps CBE, Fox House, Filkine, Lechdale, Gloucestershire, GL7 3TQ
and

The Reverend, Filkine Vicarage, Filkine, Gloucestershire.

I would therefore suggest that the best way forward would be to contact the various correspondents of the Charities, informing them that in accordance with the Will of Mrs Amelia Carter, if Bampton Reading Room were to cease to exist, its endowment should be split. It is for the various parties to decide what proportion of the COIF Income Shares should be set aside in respect of the poor element. Once a decision has been made instructions should be given to us in writing so that our Official Custodian for Charities Division can arrange for the stock to be apportioned.

I look forward to hearing from you.

Yours sincerely



MISS L CLAXTON

ENC

OXFORDSHIRE
RURAL
COMMUNITY
COUNCIL

President Sir John Thomson, K.B.E., T.D., HON. D.C.L.
Vice-Presidents Mrs. M. R. Coker, J. Cripps, C.B.E. Mrs. C. Kreyer, O.B.E.,
His Grace The Duke of Marlborough, The Rt. Hon. The Lord Saye and Sele
Hadow House, 20 Beaumont Street, Oxford OX1 2NQ
Telephone Oxford 43105

CK/DMB/Charities

13th April, 1976

Major R.A. Colville,
Weald Manor,
Bampton,
Oxford, OX8 2HQ

Dear Major Colville,

Amelia Carter Charity, Bampton Branch

Thank you for your letter received yesterday. I would be happy to arrange for any change in the trust deed of this charity, but would be grateful if you could let me know what changes you would like made. If it is simply a question of trusteeship I think the matter could be arranged without referring to the Charity Commissioners. All that needs doing is for the parish council to nominate two trustees in place of the churchwardens. They can if they wish re-appoint the churchwardens, but if they do so it would be as individuals rather than by virtue of their office as churchwardens. The new trustees should hold office for four years and the parish council would then be required to make fresh appointments or to re-appoint.

If, however, you want the terms of the trust altered, this would require a scheme. In that event would you sign the enclosed application form and let me know what changes you would like made. I assume that both the men's reading room and the boys reading room are still in existence since, if they are not, we may run into trouble with the last sentence of the Bequest.

If, however, there is some other charity with which you would like it amalgamated, I should think the best chance would be with an educational charity, though if you wanted it added to the Bampton Relief in Need charity, I could sound the Commissioners out.

With kind regards.

Yours sincerely,



Charities Review Organiser

Vice-Chairman of Executive Committee Mrs J. Masfield

Secretary L. W. Wood M.B.E.

Charities Review Organiser Sir Charles Kimber, Bt.

Hon. Treasurer A. W. H. B. King, F.A.C.C.A. A.T.I.I.

Administrative Assistant Mrs. S. Busfield

Countryside Officer J. H. Hardwicke

NOTE:- The application should be made in conformity with the directions on page 4.

In the matter of the Charit

and

19

The applicants should sign their names here, adding the capacity in which they apply: i.e., whether as Trustees or otherwise.

SECTION 1
LOCAL
REFER TO

Please complete this page if the application is signed in accordance with a resolution passed at a trustees' meeting.

Copy of the resolution deciding that the charity shall apply to the Commissioners for a scheme and directing who shall sign it:—

Date of meeting at which the resolution was passed:—

Trustees and other persons present at the meeting:—

(Note: if it more convenient to do this, information may be given by making a suitable mark against the names of the trustees on page 3)

Numbers voting for and against the resolution:—

The names (in full), address and description, of each of the present trustees or other persons having the general control and management of the administration of the charity (including members of the committee of management if there is one) are as follows:—

DIRECTIONS

1. If the charity has an income from property amounting to more than £50 a year the application must either:—

- (i) be signed by all or at least a majority of the trustees, or in the case of incorporated trustees, or a charity itself incorporated, sealed; or
- (ii) be made in accordance with a resolution, passed at a properly constituted meeting of the trustees, deciding that the charity shall apply to the Commissioners for a scheme. The resolution should direct who shall sign the application; and it should be signed accordingly.

2. If the charity does not have an income from property amounting to more than £50 a year, the application may instead be signed by:—

- (i) any one or more of the charity trustees; or, exceptionally,
- (ii) any two or more inhabitants of the area of the charity; if it is a local charity.

3. The persons signing the application should indicate the capacity in which they sign.

4. If the application is made in accordance with a resolution of the trustees, under paragraph 1(ii) above, a copy of the resolution should be set out on page 2, together with a statement of (a) the date of the meeting, (b) the names of the persons present and (c) the numbers voting for and against the resolution.

5. A list showing the names (in full), address and description of each of the present trustees or other persons having the general control and management of the administration of the charity (including members of the committee of management if there is one) should be given on page 3.

6. Any recommendations which the applicants may wish to make to the Commissioners concerning the scheme, beyond those already made in correspondence, may be made either in a covering letter or in a separate sheet to be attached to this form.

7. Public notice of the proposed scheme will have to be given before the Commissioners can make their order establishing it. Instructions for publishing notice will be sent by the Commissioners when the time comes. The scheme will also have to be published after it has been made; and instructions will again be sent.

8. The scheme may attract stamp duty, which will be payable out of the income of the charity. The Commissioners will inform you of this before they make their order establishing it and request remittance to them of the sum needed. If the scheme either appoints trustees or vests property the stamp duty will be 50p; but if it does both the duty will be £1.

From :

The OFFICIAL CUSTODIAN FOR CHARITIES

14 Ryder Street — St. James's — London, SW1Y 6AH (01-930 7621)

Charity/designation

Oxford - Bampton Proper St. Mary -
Amelia Carter's Charity for Reading Room.

NOTIFICATION OF SALE UNDER CONTRACT DATED: 30-6-1972

Charity

account no :

18874/01

Proceeds credited and
stock written off a/c :

- 6 JUL 1972

Stock

delivered : £

201-37

British Electricity 3½% Guaranteed
Stock 1956-79

(part of £

sold)

Particulars

of bargain :

Price

£ 77 3/8

Cum

~~£~~

dividend

Proceeds £

153-71

(part of £

raised)

To : Major R.A. Colville
Weald Manor,
Bampton,
Oxford, OX8 2HQ

The proceeds have been —

~~remitted to the trustees' account~~

reinvested, as will be notified in detail
in due course

Date : 7 JUL 1972



CHARITY COMMISSION
14 Ryder Street, St. James's, LONDON S.W.1
Telephone: WHITEHALL 7621, ext.

Please address any reply to
THE SECRETARY

Please quote in any
future correspondence:

JA-89459-B

13 AUG 1963

County - Oxford
Place - Bampton
Charity - Amelia Carter for Bampton
Reading Room,
Subject - Charities Official Instrument Fund.

Dear Sir,

Thank you for your letter of the 2nd August explaining
the position.

The Official Custodian for Charities holds a sum of
£201.7.5 British Electricity 3 $\frac{1}{2}$ % Guaranteed Stock 1976-79
and I enclose explanatory memorandum ^{and} notes on the
Charities' Official Investment Fund as requested in your
earlier letter.

Yours faithfully,

Major R.A. Colville,
Weald Manor,
Bampton,
Oxford.

180563 : 83 $\frac{3}{16}$



CHARITY COMMISSION
14 Ryder Street, St. James's, LONDON S.W.1
Telephone: WHITEhall 7621, ext.

Please address any reply to
THE SECRETARY

Please quote in any
future correspondence:

JA-89459-B

31 JUL 1963

Your reference:

County - Oxford
Place - Bampton
Charity - Amelia Carter for Bampton Reading
Room.

Dear Sir,

Thank you for your letter of the 8th July.

The Charity is governed by the will of Amelia Carter dated 3rd August 1905 and I enclose a photographic copy of the Commissioners record of the relevant extract from the will. As the trustees of the Charity are the vicar and churchwardens of the Ecclesiastical Parish of Bampton Proper, St. Mary the Parochial Church Council has no standing in the matter of the charity. When you say that "control of the funds" has been transferred to the Brampton Grammar School Trustees it would seem that you are saying that the trusteeship has been so transferred. It is not understood how this can have been achieved by a resolution of the Parochial Church Council or what are the reasons behind it. I should be grateful if you would let me have your comments and submit the document which purports to change ~~the~~ trusteeship. So far as the Commissioners are aware the trustees are still the vicar and churchwardens of St. Mary as provided in their Order of the 27th January 1911 a copy of which I enclose. The deletion in blue pencil at the top of the copy is simply to tidy up the poor photographic reproduction which picked up the printing on the reverse side of the order.

Yours faithfully,

Major R.A. Colville,
Weald Manor.
Bampton. Oxford.

Sealed 27th January 1911

268

11

County - OXFORD
Ancient Parish - BAMPTON.
Ecclesiastical) BAMPTON PROPER
Parish - ST. MARY.
Charity - CARTER for Working
Expenses of Bampton
Reading Room.

A.
89,459.

Stamp 10s.

Order for Removal and Appointment
of Trustees.

CHARITY COMMISSION.

In the Matter of the Charity of AMELIA CARTER for the
Working Expenses of Bampton Reading Room, in the
Ecclesiastical Parish of BAMPTON PROPER ST. MARY,
in the Ancient Parish of BAMPTON, in the County of
OXFORD, founded by Will proved in the Principal
Registry on the 16th November 1905; and
In the Matter of "The Charitable Trusts Acts, 1853 to
1894."

THE BOARD OF CHARITY COMMISSIONERS FOR ENGLAND AND WALES,
upon an application duly made to them, in writing, signed by
The Reverend WILLIAM HENRY THOMAS NORMAN RAINEY, Rector
of Bebington;
the Trustee of the above-mentioned Charity:

AND it appearing that the endowment of the Charity consists
of the sum of Stock mentioned in the Schedule hereto:

AND after due notice of the intention to make this Order
published according to the direction of the Board by being
affixed to or near a principal outer door of the Church of the
above-mentioned Ecclesiastical Parish and of the above-mentioned
Reading Room on the 14th December 1910 (being more than one
calendar month before the date hereof):

AND having received no notice of any objection to the pro-
posed Order or suggestion for the variation thereof:

DO HEREBY ORDER as follows:-

1. The said
Reverend WILLIAM HENRY THOMAS NORMAN RAINEY
is removed from being a Trustee of the Charity:
2. The VICAR and CHURCHWARDENS for the time being of the
Ecclesiastical Parish of Bampton Proper St. Mary
are appointed to be the Trustees for the administration of the
Charity.

To MIDLAND BANK LIMITED

5 July 1963

(i) Insert name of Registered Company, Society, Club or Association
(ii) Registered Office, address or office

BRANCH
(i) Bampton Proper St Marys. Amelia Carter Claverty.
(ii) WEALD MANOR
BAMPTON OXFORD.

(iii) Insert " Board of Directors of " or " Committee of " or as the case may be

We refer to the Resolution of 20 June 1963 relating to the conduct of the Banking Account with you and hereby certify that the following Resolution(s) were passed at a meeting of the (iii) Bampton Proper St Marys Church Council held on the 20 June 1963 and on the / 19 respectively and that the same have been duly recorded in the Minute Book:

RESOLVED:—

(iv) Insert full name and address

1. That (iv) Robert Agill COVILLE of WEALD MANOR BAMPTON OXFORD.

(v) Director, Member of Committee or as the case may be

be appointed Treasurer (vi) in place of Patrick Allen ELLERTON

(vi) Delete if inapplicable

2. (vi) That the Resolution dated 20 June 1963 (relating to the conduct of the Banking Account) be and is hereby varied to the intent that (vii) Robert Agill COVILLE be one of the persons authorised to sign in pursuance of such Resolution and

(vii) Insert the full name as at (iv).

(viii) Insert full name of retired or resigned signatory.

in lieu of (vi) that he shall so sign in addition to jointly with

and (vi) that the authority of (viii) so to sign be and is hereby withdrawn.

Chairman
Secretary

Mr. (vii) will sign:—

Charity Commission.

In the Matter of the Charity of Amelia Carter for the Working Expenses of
Bampton Reading Room, in the Ecclesiastical Parish of
Bampton Proper St. Mary, in the Ancient Parish of Bampton,
~~in the Parish of~~

in the County of Oxford ; and

In the Matter of "The Charitable Trusts Acts, 1853 to 1894."

By direction of the Board of Charity Commissioners for England and Wales, NOTICE is hereby given that an Order is proposed to be made by them after the expiration of one calendar month, to be computed from the first publication of this notice., removing The Reverend William Henry Thomas Norman Rainey, at his own request, from being a Trustee of the above-mentioned Charity and appointing new Trustees thereof.

It is proposed to appoint -

The Vicar and Churchwardens for the time being of the
Ecclesiastical Parish of Bampton Proper St. Mary.

Any objections to the proposed Order, or suggestions for its modification, may be transmitted to the Commissioners in writing, within 21 days from the first publication of this notice, addressed to "The Secretary, Charity Commission, St. James's Palace, S.W."

4 enclosures.

Letters should be addressed—
"The Secretary,
Charity Commission,
St. James's,
London, S.W."

CHARITY COMMISSION,

RYDER STREET, S.W.

12 December 1910.

*At the head of
your reply please
write—*

County - Oxford.

A Place - Bampton.

89459 Amelia Carter for working expenses of
Bampton Reading Room.

Trustees.

N.B.—It is requested that all communications be made on FOOLSCAP paper.
Reverend Sir,

I am directed by the Charity Commissioners to write
to you in the following circumstances.

By her Will dated 3rd August 1905, and proved at the
Principal Probate Registry on the 16th November following,
Mrs. Amelia Carter late of No. 187 Queen's Gate, South
Kensington, S. W., deceased, among other charitable bequests
directed her Trustees to set apart and invest such a sum
of money as should produce an income of £7 per annum and
to pay the same to the Vicar and Churchwardens of the
Parish of Bampton in the County of Oxford for or towards
the defraying the working expenses of Bampton Reading
Room in the following proportions namely £5 per annum to
the Mens Reading Room and £2 per annum to the Boys Read-
ing Room and in the event of the Reading Room ceasing to

exist the Testatrix directed that the said sum so invested should fall into and become part of her residuary estate. The trusts subsequently declared in the Will by the testatrix respecting her residuary estate are for certain specified charitable purposes and in certain specified proportions in the Parishes of Kencott, Filkins, and Clanfield, all in the County of Oxford.

The Testatrix died on the 23rd September 1905.

In the course of the next few days, in satisfaction of the above mentioned Charitable Bequest, a sum of £200 New South Wales 3½% Stock, part of a larger amount of like Stock held by the Official Trustees of Charitable Funds in trust for the Charities founded by the Will of the Testatrix, and in pursuance of an Order to be made by this Board, ^{will} be apportioned in the books of the Official Trustees to the credit of a separate account to be entitled "The Charity of Amelia Carter for the working expenses of Bampton Reading Room &c."

The Reverend William Henry Thomas Norman Rainey, formerly Vicar of Clanfield but now Rector of Babington, Birkenhead, has become the sole surviving Trustee of the Will of the Testatrix and he has applied to the

Upon consideration of the matter it appears to the Commissioners that so far as the Charitable Bequest more particularly referred to in this letter is concerned the Vicar and Churchwardens for the time being of the Ecclesiastical Parish of Bampton Proper St. Mary are, subject to the result of the publication in the locality of the usual preliminary Notices, the proper body to be constituted the Trustees in the place of Mr. Rainey. I am accordingly to enquire whether you and the present Churchwardens during the tenure of your and their respective offices of Vicar and Churchwardens of Bampton Proper will be willing to accept and act in the Trusts of the Charity.

If such is the case, I am to request that a Notice in the enclosed form may be affixed to or near a principal outer door of the Church of Bampton Proper St. Mary and of the Bampton Reading Room and may remain so affixed for fifteen days.

The forms of Declaration endorsed upon the duplicate forms of Notice should at the expiration of the period of publication be filled up signed and returned to this Office.

RS

I am, Reverend Sir,

Your obedient Servant,

Henry W. T. Bowyer

Draft.

Sealed

1909.



County—**OXFORD.**

Civil Parishes—**BAMPTON.
CLANFIELD.
FILKINS.
KENCOTT.**

Stamps { 10s.
 { 10s.

Charities—**Carter.**

A
84,892

*Scheme, including—
Vesting in Official Trustee of
Charity Lands, and
Appointment of Trustees.*

CHARITY COMMISSION.

In the Matter of the Charities of **AMELIA CARTER** (founded by Will proved in the Principal Registry on the 16th November 1905), in the Civil Parishes of **BAMPTON, CLANFIELD, FILKINS,** and **KENCOTT,** in the County of **OXFORD**; and

In the Matter of “The Charitable Trusts Acts, 1853 to 1894.”

SCHEME FOR THE ADMINISTRATION OF THE ABOVE-MENTIONED CHARITIES.

1. *Administration of Charities.*—From and after the day on which this Scheme is approved and established by an Order of the Charity Commissioners, the above-mentioned Charities and the endowments thereof specified in the Schedule hereto, and all other the endowments (if any) of the Charities, shall be administered and managed subject to and in conformity with the provisions of this Scheme.

2. *Vesting of Real Estate.*—Any freehold or leasehold lands and hereditaments comprised in this Scheme are hereby vested in “The Official Trustee of Charity Lands” for all the estate and interest therein belonging to or held in trust for the Charities.

3. *Investment of Cash.*—All sums of cash now or at any time belonging to the Charities and not needed for immediate working purposes shall (subject as hereinafter provided and unless otherwise ordered) as soon as possible be invested, under the authority of a further Order of the Charity Commissioners, in the name of “The Official Trustees of Charitable Funds.”

BRANCHES.

4. *Branches.*—There shall be four Branches of the Charities, to be called respectively—

The Bampton Branch,
The Clanfield Branch,

The Filkins Branch, and
The Kencott Branch.

5. *Bampton Branch.*—The endowment of the Bampton Branch shall consist of
(1) A sum of £200 New South Wales 3½ per cent. Stock, part of the sum of £830 5s. 10d. like Stock specified in the said Schedule;
(2) So long as A J Bryant or Richard Thomas Rose is Secretary of the Bampton Reading Room, a yearly sum of £4 out of the net yearly income arising from those endowments of the Charities which are not hereby appropriated to any one Branch exclusively, hereinafter

£
= 7 per ann.
£4 —

Extract from Copy Will dated 3rd August 1905 and
proved at the Principal Probate Registry on the 16th
November 1905 of Mrs. Amelia Carter late of Flat D.,
No. 187, Queen's Gate Mansions, Kensington, S. W.

"I direct my Trustees aforesaid to set apart and in-
vest such a sum of money as shall produce an income of
£7 per annum and to pay the same to the Vicar and Church-
wardens of the Parish of Bampton in the County of Oxford
for or towards defraying the working expenses of Bampton
Reading Room in the following proportions, namely, £5
per annum to the Men's Reading Room, and £2 per annum
to the Boys' Reading Room, and in the event of the Read-
ing Room ceasing to exist the said sum so invested shall
fall into and become part of my residuary estate".

Sealed 2nd August 1982

332(S)
82.

County - Oxfordshire.
Parish - Clanfield.
Charity - Consolidated Charity of
Amelia Carter.

L5.
200,828 A/1.

Stamp 50p

Scheme including appointment
of Trustees.

C H A R I T Y C O M M I S S I O N .

In the matter of the Charity called the Consolidated
Charity of Amelia Carter, in the Parish of
Clanfield, in the County of Oxfordshire,
regulated by Scheme of the Charity
Commissioners of the 5th May 1911; and
In the matter of the Charities Act, 1960.

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES
HEREBY ORDER that the following Scheme be approved and
established as the Scheme for the regulation of the
above-mentioned Charity:-

S C H E M E .

1. Administration of Charity. - The above-mentioned
Charity and the property thereof specified in the schedule
hereto and all other the property (if any) of the Charity
shall be administered and managed in conformity with the
provisions of this Scheme under the title of the Carter
Institute (hereinafter referred to as the Charity) by
the Committee of Management hereinafter constituted as
the charity trustees thereof within the meaning of
section 46 of the Charities Act, 1960.

Provided that until the end of the first annual general
meeting to be held as hereinafter provided after the date
of this Scheme the Charity shall be administered by the
existing Trustees of the Charity in accordance with the
provisions of the Scheme.

449-18-3-82

2. Allocation of property. - 100 Income Shares in the Charities Official Investment Fund being part of the holding of 983 like shares specified in the said schedule shall be administered and managed as part of the property of the Charity called the Clanfield Welfare Trust, in the Parish of Clanfield.

REPAIR FUND.

3. Repair Fund. - The investments standing to the credit of the Repair Fund belonging to the Charity and specified in the said schedule established pursuant to the provisions of the above-mentioned Scheme of the 5th May 1911 shall be applied as income of the Charity in accordance with the provisions hereinafter contained.

OBJECT.

4. Object of Charity. - (1) The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Clanfield (hereinafter called "the area of benefit") without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

(2) The land with the buildings thereon specified in the said schedule shall be held upon trust for the purposes of a village hall as aforesaid.

COMMITTEE OF MANAGEMENT.

5. Constitution. - Subject as hereinafter provided, the Committee of Management (hereinafter referred to as the Committee) shall consist when complete of thirteen persons (hereinafter referred to as Members) being

Three Elected Members and
Ten Representative Members.

6. Elected Members. - Subject as hereinafter provided for casual vacancies, the Elected Members shall be appointed at the annual general meeting to be held as hereinafter provided and shall hold office from the end of the annual general meeting at which they are appointed.

7. Representative Members. - (1) One Representative Member shall be appointed by each of the following organisations:

Clanfield Billiard and Snooker Section
Clanfield Methodist Church,
Clanfield Parish Council,
Clanfield Parochial Church Council,
Clanfield Primary School,
Clanfield School Association,
Clanfield Silver Leaves,
Clanfield Wives Club,
Clanfield Women's Institute and
Clanfield Youth Club.

(2) Each organisation shall notify the name of the person appointed by it to the secretary of the Committee.

(3) The appointment of a Representative Member may be made not more than one month before the annual general meeting and the term of office of a Representative Member so appointed shall commence at the end of that meeting.

(4) If an organisation entitled to appoint a Representative Member fails to do so within the said period of one month before the annual general meeting the appointment shall be made as soon as practicable after that meeting. The term of office of a Representative Member so appointed and of a Representative Member appointed to fill a casual vacancy shall commence on the day on which notification is received by the said secretary.

8. Co-optative Members. - The Committee may appoint if they think fit not more than three Co-optative Members. Each appointment of a Co-optative Member shall be made at a meeting of the Committee to take effect from the date of that meeting.

9. Termination of membership. - (1) Any Member who is adjudged bankrupt or makes a composition or arrangement with his or her creditors or who is incapacitated from acting or who communicates in writing to the Committee a wish to resign shall thereupon cease to be a Member.

(2) All the Members shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

10. Additional Representative Members. - The Committee shall have power by a resolution passed at a duly constituted meeting by the votes of not less than two-thirds of the Members for the time being to allow the appointment of an additional Representative Member by any organisation in the area of benefit not already named in this Scheme.

11. Alteration of constitution of Committee. - The constitution of the Committee as hereinbefore provided may on the application of the Committee be altered from time to time by Order of the Charity Commissioners.

12. Casual vacancies. - (1) Upon the occurrence of a casual vacancy the Committee shall cause a note thereof to be entered in their minute book at their next meeting and in the case of a vacancy in the office of Representative Member shall cause notice thereof to be given as soon as possible to the organisation entitled to fill the vacancy.

(2) A casual vacancy in the office of Elected Member may be filled at a meeting of the Committee to take effect from the date of that meeting.

13. Failure to appoint. - The proceedings of the Committee shall not be invalidated by any vacancy among its Members or by any failure to appoint or any defect in the appointment or qualification of a Member.

14. Declaration by Members. - No person shall be entitled to act as a Member whether on a first or on any subsequent entry into office until after signing in the minute book of the Committee a declaration of acceptance and of willingness to act in the trusts of this Scheme.

15. Members not to be personally interested. - Except in special circumstances with the approval in writing of the Commissioners no Member shall take or hold any interest in any property belonging to the Charity otherwise than as a trustee for the purposes thereof, or receive any remuneration, or be interested in the supply of work or goods, at the cost of the Charity.

MEETINGS AND PROCEEDINGS OF THE COMMITTEE.

16. Meetings of the Committee. - The Committee shall hold at least two ordinary meetings in each year. A special meeting may be summoned at any time by the chairman or by any two Members upon seven clear days' notice being given to all the other Members of the matters to be discussed.

17. Chairman. - (1) At the first meeting in each year after the annual general meeting the Committee shall elect one of their number to be chairman of their meetings until the commencement of the first meeting after the annual general meeting in the following year and may also elect one of their number to be vice-chairman. The chairman and vice-chairman shall always be eligible for re-election.

(2) If the chairman and vice-chairman (if any) are absent from any meeting of the Committee the Members shall choose one of their number to be chairman of the meeting before any other business is transacted.

18. Voting. - Except as hereinbefore provided every matter shall be determined by the majority of votes the Members present and voting on the question but in case of equality of votes the chairman of the meeting shall have a second or casting vote.

19. Minutes and accounts. - A minute book and books of account shall be provided and kept by the Committee.

20. Rules. - Within the limits prescribed by this Scheme the Committee may from time to time make and alter rules for the conduct of their business and for the summoning and conduct of their meetings and in particular with reference to -

(1) the terms and conditions upon which the building known as the Carter Institute may be used for the purposes specified in this Scheme by persons or bodies other than the Committee and the sum (if any) to be paid for such use;

(2) the appointment of an auditor, treasurer and such other unpaid officers as the Committee may consider necessary and the fixing of their respective terms of office;

(3) the engagement and dismissal of such paid officers and servants as the Committee may consider necessary; and

(4) the number of Members who shall form a quorum at meetings of the Committee, provided that the number of Members who shall form a quorum shall not be less than one-third of the total number of Members for the time being.

INSURANCE.

21. Insurance. - The Committee shall insure the said buildings and the furniture and effects in the Carter Institute to the full value thereof against fire and other usual risks and shall suitably insure against risks arising out of the ownership of property and the employment of persons.

APPLICATION OF INCOME.

22. Receipts and expenditure. - (1) The income of the Charity including all payments for the use of the said buildings and all donations for the benefit thereof shall be paid into a trust account at such bank as the Committee shall from time to time prescribe.

(2) The moneys standing to the credit of the said account shall be applied as the Committee shall decide in insuring as aforesaid, in maintaining and repairing the said building and the furniture and effects therein and in paying all rent (if any), rates, taxes, salaries of paid officers and servants and other outgoings and in otherwise furthering the object of the Charity.

23. Surplus cash. - Sums of cash at any time belonging to the Charity and not needed for immediate working purposes shall be invested in the name of the Official Custodian for Charities unless the Commissioners otherwise direct.

ANNUAL GENERAL MEETING.

24. Annual general meeting. - (1) There shall be an annual general meeting in connection with the Charity which shall be held in the month of April in each year or as soon as practicable thereafter.

(2) All inhabitants of the area of benefit of 18 years of age and upward shall be entitled to attend and vote at the annual general meeting.

(3) The first annual general meeting shall be convened by the existing Trustees of the Charity and every subsequent annual general meeting shall be convened by the Committee.

(4) Public notice of every annual general meeting shall be given in the area of benefit at least 14 days before the date thereof.

(5) Before any other business is transacted at the first annual general meeting after the date of this Scheme, the persons present thereat shall appoint a chairman of the meeting. The chairman of subsequent annual general meetings shall be the chairman for the time being of the Committee, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.

(6) The Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.

GENERAL PROVISIONS.

25. Donations. - The Committee may accept any donations or property for the general purposes of the Charity and they may also accept donations or property for any special objects connected with the Charity not inconsistent with the provisions of this Scheme.

26. Questions under Scheme. - Any question as to the construction of this Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.

S C H E D U L E.

The following adjoining land situate at Clanfield in the County of Oxfordshire being the land comprised in a deed dated the 27th September 1907 with the following buildings since erected thereon:

1. Land with the building thereon known as the Carter Institute.
2. Land with the building thereon known as the caretaker's cottage now let to Mrs. Hilda Elizabeth Whitlock at the weekly rent of £23.

The following Shares in the Charities Official Investment Fund:

31.38 Accumulation Shares (Repair Fund).
983 Income Shares.

The following investments standing in the name of the Official Custodian for Charities:

£494.77 5½% Funding Stock 1982
(Repair Fund).
£2,649.24 British Transport 3% Stock
1978-88.

£1478.64 cash on current account at the branch of Lloyds Bank PLC at Carterton in the said county.

This schedule is made up to the 26th July 1982.

Note. - The above-mentioned land is vested in the said Official Custodian by virtue of the above-mentioned Scheme of the 5th May 1911 as affected by the provisions of the Charities Act, 1960.

Sealed by Order of the Commissioners this 2nd day
of August 1982.

Bampton
Clanfield
Kencott and
Filkens

- in -

Broadwell
(Oxford).

File 84892.

Charities of Mrs Amelia Carter.

Mrs Amelia Carter who died 23rd October 1905 by her Will dated 3rd August 1905 proved at London 16th November 1905 directed her Trustees to set apart and invest such a sum of money (free of duty) as should produce an income of £7 per annum and to pay the same to the Vicar and Churchwardens of the Parish of Bampton in the County of Oxford for or towards defraying the working expenses of Bampton Reading Room in the following proportion namely £5 per annum to the Mens Reading Room and £2 per annum to the Boys Reading Room and in the event of the Reading Room ceasing to exist the said sum so invested should fall into and become part of her residuary estate. Testatrix bequeathed to her Trustees aforesaid the sum of £500 (free of duty) upon trust to invest the same and directed that her Trustees should pay the interest thereof to the Vicar and Churchwardens of the Parish of Clanfield in the County of Oxford for or towards defraying the working expenses of Clanfield Reading Room and in the event of the Reading Room ceasing to exist the said sum of £500 should fall into and become part of her residuary estate. Testatrix ^{also} bequeathed to her Trustees aforesaid the sum of £200 (free of duty) upon trust to invest the same and directed that her Trustees should pay the interest

the Parish of Filkins in the County of Gloucester for or towards defraying the working expenses of Filkins Reading Room and in the event of the Reading Room ceasing to exist the said sum of £200 should fall into and become part of her residuary estate. Testatrix requested the said Vicar to assist in carrying out her wishes relating to the poor in their respective Parishes as they were thereafter expressed. Testatrix directed her Trustees to sell and convert into money her residuary estate and out of the income of the residuary trust funds to pay £15 a year to the Vicar and Churchwardens of the Parish of Blunfield aforesaid to be applied by them in the purchase of coals to be distributed by them among the poor of the said Parish of Blunfield £7 a year to the Vicar and Churchwardens of the Parish of Hencott in the County of Oxford to be applied by them in the purchase of coals to be distributed ^{by them} among the poor of the said Parish of Hencott and £15 a year to the Vicar and Churchwardens of the Parish of Filkins near Lechlade in the County of Gloucester ^{to} to be applied by them in the purchase of coals to be distributed by them among the poor of the said Parish of Filkins and subject to the payment of such annual sums Testatrix declared that her Trustees should apply two equal fifth parts of the residue

trustee or trustees in providing a comfortable Public
 Reading Room or Library for the male inhabitants
 of the said Parish of Blanford or in endowing
 or continuing any then existing Reading Room
 or Library in the same Parish for the male
 inhabitants thereof and should apply the balance
 (if any) of the said two fifth parts of the
 said income at the discretion of her trustees or
 trustee in giving support and assistance to
 the poor and needy people in the said Parish
 of Blanford and without fettering the
 discretion of her trustees or trustee she expressed
 a wish that the application of income among
 the poor and needy be made in the same
 or similar manner to that employed by
 her in her lifetime and that such assistance
 and support be not given in money And
 should apply two other equal fifth parts of
 the residue of the said income upon the
 like trusts for a Reading Room or Library
 and the poor in the Parish of Filkins
 aforesaid as were thereinbefore declared for the
 Parish of Blanford in the same manner in
 all respects as if such trusts were therein
 repeated with the substitution of the name
 of Filkins for the name of Blanford And
 should apply the remaining equal fifth
 part of the said income upon the like
 trusts for a Reading Room or Library and
 the Poor in the Parish of Stencott aforesaid
 as were thereinbefore declared for the Parish
 of Blanford in the same

repeated with the substitution of the name
 Kencoll for the name Blanfield and Testatrix
 declared that her trustees or trustee should pay
 the same or any part thereof to the Vicar
 and Churchwardens for the time being of the
 said Parishes or to the Managers of any existing
 Local Charities for the purposes aforesaid without
 being bound or concerned to see to the application
 thereof and expressed a wish that the poor of
 the Parish of Blanfield who might benefit under
 the trusts thereinbefore declared would give their
 custom equally to the two shops in the Parish
 then kept by Mr. Walter Clare and his Cousin
 Mr. Troilus Clare respectively and desired that
 a notice of the respective gifts aforesaid should
 be exhibited on the door of the respective
 Parish Churches or in some other prominent
 place in the said Parishes respectively And
 Testatrix declared that it should be lawful
 for her trustees or trustee to appropriate any
 books furniture or other effects forming part of
 her estate which they or he might think
 suitable for the purposes of the said Reading
 Rooms or Libraries respectively and also to apply
 any part of the income and if required part
 of the capital of the respective shares of the
 residuary trust funds in the purchase of
 books or other effects for use in such Reading
 Rooms or Libraries respectively.

(other than the bequest of the residue)

Bampton Reading Room	£200 Canada 3½%
(£7 per annum)	Stock 1930-1950
Blanford Reading Room	£502.19.6 Canada 3½%
(£500)	Stock 1930-1950.
Filkins Reading Room	£201.14.4 New South Wales
(£200)	3½% Stock 1930-1950
Blanford	£428.11.6 Canada 3½%
(£15 per annum for coal)	Stock 1930-1950
Kencott	£200 New South Wales
(£7 per annum for coal)	3½% Stock 1930-1950
Filkins	£428.11.6 New South Wales
(£15 per annum for coal)	3½% Stock 1930-1950

The net sum available under the bequest of the residue amounted it is stated to £13585.10.6 of which 2/5ths (£5434.4.2) allocated to Blanford a like amount to Filkins and £2717.2.2. 1/5th of residue to Kencott.

A sum of £1480 part of the Blanford Share was expended in connection with the erection of the Institute at Blanford — £11991.8.3 further part of the total amount of residue was invested in the purchase of the following sums of Stock viz:

£1525 London & South Western Ry Coy
3% Consolidated Debenture Stock
£1000 Liverpool Corporation 3% Stock
£797.13.6 Local Loans 3% Stock
£4020 Midland Ry 2½% Debenture Stock
£2951.12.0 Canada 3½% Stock 1930-1950.
£2730 North Eastern Ry Co 4%

These several sums last mentioned are said to be (January 1909) standing in the name of The Reverend William Henry Thomas Norman Rainey the surviving Trustee of Mrs Balvert's Will

Clanfield

By an Indenture dated 27th September 1907 made between The Parish Council of the Parish of Clanfield and Alexander Percy Gould Chairman of the said Council and Leonard Randolph Knapp Harry Walker Walter Clare Albert Widdowson and John Horn the other members of the said Council (thereinafter collectively called the Council) of the one part and The Revd. Mr. Henry Thomas Norman Rainey the surviving Trustee of the Will of the said Amelia Carter (thereinafter called the Trustee) of the other part After reciting (inter alia) Will death and proof of Will of Amelia Carter And reciting that by virtue of Sub-section 2 of Section 8 of the Local Government Act 1894 a Parish Meeting of the Parish of Clanfield aforesaid was duly convened and held on the 7th July 1906 when the following resolution was unanimously passed "That this Meeting approves of the land indicated upon the plan marked "A" (being the piece of land and premises hereinafter described) being sold to the Trustees of the Will of Mrs Amelia Carter deceased for the purpose of the erection of a Reading Room thereon and of the Parish Council taking the necessary steps for the purpose of

It was also unanimously resolved as followed:
 "That the fee simple of certain land situate
 "in the Parish of Blanford indicated upon the
 "plan marked "A" (being the same piece of land
 "and premises thereafter described) be sold to
 "the Trustees of the Will of ^{the} Mrs Amelia Carter
 "deceased for the sum of Fifteen pounds"

And reciting that in pursuance of the said
 recited resolutions the said Council made an
 application to the Local Government Board as
 required by the said Sub-section 2 of Section
 8 of the Local Government Act 1894 for the
 consent of the Local Government Board to the
 sale of the said piece of land and premises
 thereafter described And reciting that by an
 Order made by the Local Government Board
 on the 14th June 1907 the said Board thereby
 authorised the said Council to sell to the
 Trustees of the Will of the said Amelia Carter
 55. deceased for the sum of £15 the interest of the
 Parish in the said piece of land and
 premises thereafter described under the
 provisions of the Union and Parish Property
 Act 1835 and all other statutes in that
 behalf And reciting that the said Charles
 Fletcher Edmunds died at Oxford on the 10th
 June 1907 leaving the Trustee the surviving
 Trustee under the Will of the said Amelia
 Carter deceased It was witnessed that in
 pursuance of the matters thereinbefore recited
 and in consideration of the sum of £15
 paid & receipt to the Council as the Parish

Witney Union of the County of Oxford and as Trustees by virtue of the said recited Order of the 17th June 1907 and of all other powers them thereunto enabling thereby conveyed unto the Trustees All that piece of land situate on the Village Green in the Parish of Clanfield in the said County of Oxford which was delineated and edged dark green in the plan drawn in the margin of those presents To hold unto and to the use of the Trustees in fee simple as the surviving Trustee under the Will of the said Amelia Carter deceased Upon trust for a Public Reading Room or Library for the male inhabitants of the said Parish of Clanfield.

By an Indenture dated 6th July 1908 enrolled in the Central Office of the Supreme Court of Judicature 22nd July 1908 and made between Charles Cattell (formerly Charles Cattell the younger) hereinafter called the Vendor of the one part and The Rev^d. William Henry Thomas Norman Rainey the surviving Trustee under the Will of Amelia Carter deceased hereinafter recited (hereinafter called the Purchaser) of the other part After reciting (inter alia) Will death and proof of Will of said Amelia Carter and that in pursuance of the provisions of the said in part recited Will the Purchaser had agreed with the Vendor for the purchase of the hereditaments and premises hereinafter described at the price of £50

of the sum of £50 paid & receipt to the Vendor as Beneficial Owner thereby conveyed unto the Purchaser All that piece or parcel of land situate in the Parish of Kencott in the said County of Oxford more particularly delineated and admeasured in the plan drawn on these presents and thereon coloured Pink To hold unto and to the use of the Purchaser in fee simple as the surviving Trustee under the Will of the said Amelia Carter deceased Upon trust for a Public Reading Room or Library for the male inhabitants of the said Parish of Kencott.

By an Indenture dated 12th October 1908 enrolled in the Central Office of the Supreme Court of Judicature 26th October 1908 and made between William Henry Fox (hereinafter called the Vendor) of the one part and The Reverend William Henry Thomas, Rector of Kencott, the surviving Trustee under the Will of Amelia Carter deceased (hereinafter called the Purchaser) of the other part After reciting (inter alia) Will death and proof of Will of said Amelia Carter and that in pursuance of the provisions of the said in part recited Will the purchaser had agreed with the Vendor for the purchase of the said piece of land hereinafter described at the price of £30 as a site for the erection of a Reading Room or Library at Filkins in the County of Oxford It was witnessed that in consideration of the sum of £30 paid to

thereby conveyed unto the Purchaser All that
 piece of land situate in the Parish of Filkins
 in the County of Oxford having a frontage to the
 High Road leading from Lechlade to Eastleach
 of 50 feet or thereabouts and a depth therefrom of
 145 feet or thereabouts which piece of land was
 more particularly delineated in the Plan—
 drawn on those presents and thereon coloured
 Pink To hold unto and to the use of the
 Purchaser in fee simple as the Surviving Trustee
 under the Will of the said Amelia Carter
 deceased Upon trust for a Public Reading Room
 or Library for the male inhabitants of the said
 Parish of Filkins. Covenant by the Purchaser
 as to the said piece of land and to bind
 all persons in whom the said piece of land
 should for the time being be vested but not so
 as to be personally liable under those
 covenants after he had parted with the said
 piece of land with the Vendor his heirs and
 assigns in manner following that was to say
 within one calendar month from the date of
 those presents at his own expense and in a
 proper and workmanlike manner and to
 the satisfaction in all respects of the Vendor
 his heirs or assigns or his or their agent
 or Surveyor to erect and make and for ever
 thereafter maintain and keep in good
 repair a substantial boundary wall of
 brick or stone along the entire length of
 the north western and south western sides of
 the said piece of land And not to permit

the said piece of land to have any windows doors cellars openings or any other openings or lights whatsoever overlooking the adjoining land of the Vendor on the north western and south western sides or boundaries of the said piece of land so as to acquire any right of light or air or any other right in respect thereof over such adjoining land it being intended that neither that conveyance nor anything contained in those presents should hinder or in anyway prevent the Vendor his heirs or assigns from at any time thereafter erecting any buildings closely adjacent to such north western or south western boundaries.

At
1961

The completed
plan of

CCLA Management

1st December

Dear Mr Carlson

~~At last~~ With reference to your letter of the 9th November, at last I can send you the four application forms which I have numbered 1-5. They all appear O.K. except for ~~the~~ 5 ~~which~~. Mr Cambridge was the man I corresponded with and he couldn't lay his hands on the Charity Commission ~~the~~ number! However he did tell me the bank into which the dividend would be paid in

Lloyds Bank branch 30-14-64

A/c number 0017533. I hope that this can all be cleared up.

Yours sincerely.

3 Broad Street
Bampton
OX18 2LS

9 November, 1995

Dear Dr Gaydon

Thank you for your letter of 2nd November and, indeed, for sending copies of earlier correspondence that you have had with the Charity Commission which has been very useful indeed.

As you will have gathered from the letter you received from the Charity Commission dated 14th October, we took responsibility for the Share Register of the COIF Charities Investment Fund only at the end of 1992 and it seems that the Charity Commission have not advised us with regards to any subsequent arrangement made with regard to the five charities referred to in Mr. Scott's letter of 6th February 1994.

Our own records show a single holding of 115.35 COIF Charities Investment Fund Shares registered in the name of "Amelia Carter's Reading Room Charity".

In the light of the correspondence that you have sent me it will certainly be straight forward to separate this into the proportions mentioned in the letter of 6th February 1994. Before doing this though, I should be grateful if you could arrange for the attached five application forms to be completed on behalf of the charities in question. Forgive me for troubling you with this; it is important for me to have details of the bank account to which dividends are to be paid and indeed the correct address for correspondence in future.

Please feel free to telephone me if any further comment might be helpful in this regard. I am, for the moment, sending copies of the correspondence that we have received over the last year or so with regard to this account in case it is helpful to you in resolving these problems.

Yours sincerely,



R Coulson
Manager

Client Services Department
CCLA Investment Management Limited

St Alphage House, 2 Fore Street, London EC2Y 5AQ

COIF

Tel: 0171-588 1815 Telex: 8954509 Fax: Client Services 0171-588 6291 Fax: Investment Department 0171-256 6333

CCLA Investment Management Limited (Registered in England No. 2183088 at the above office) is regulated by IMRO in the conduct of investment business and is the Fund Manager of the COIF Charity Funds (Registered Charities Nos. 218873, 803610 and 1046249).



CHARITY COMMISSION

The Official Custodian for Charities

P.O. Box 205,
Liverpool L69 2PB

Telephone 051-227 3191 ext

GTN 2227

Fax 051-255 0971

} 2415

PLEASE ADVISE + RETURN

*

Your reference

Our reference LPW/18874/DIUS/VET 4

Date 30 JAN 1990

Amelia Carters Reading Room Charity -

Dear Sir

Bamptton Proper St. Mary.

To facilitate a more efficient distribution of dividends through the BACS system (Banks Automated Clearing Services) a computer has been installed in the office of The Official Custodian for Charities.

An exercise is now being undertaken by this office in order to verify or update his records of the name and address of the person acting as the current correspondent for each charity for which The Official Custodian holds investments.

I should be grateful therefore if you would confirm either:-

1. That you should be shown as the current correspondent acting for the above-named charity, with the name and address details as stated on the letter-head, or
2. That some other person is performing this duty if this is the case, I should be grateful if you could supply me with their name and address, if possible.

Your assistance in this exercise would be greatly appreciated.

Yours faithfully

Miss Louise P. Walsh

VET 1

Rev. Andrew Scott

Bampton Castle (0993) 851222

5 Deanery Court

Broad Street

Bampton

Oxford

OX8 2LY

22nd February, 1990

D

Charity of Amelia Carter
Bampton Reading Room

I write as trustee of the Amelia Carter Reading Room, Bampton, which has ceased to exist.

The enclosed letter from the Charity Commission explains what has to happen next.

I suppose it may be necessary, in due course, for all of us trustees of the various benefitting trusts to come together to agree on the distribution of what is now left over.

In the meantime, in the case of Clanfield and Filkins, it will be necessary for you decide what you think should be allotted to each separate charity, and let me know.

Please pass this on, if necessary, to whoever is now the trustee and let me know if there is any change from the name listed in the Charity Commission's letter.

Yours sincerely,

9/10 for Institute.
1/10 for Welfare Trust.

CLANFIELD PARISH COUNCIL

Chairman : Mrs. A. B. Harris.
Clerk : Mrs. M. E. Shortland.

Clerk's Address : "SPINNERS WAY"
8 MILL LANE, CLANFIELD
OXFORD, OX8 2RT
Telephone : CLANFIELD 256

Date 23rd March 1990

Reverend Andrew Scott,
5, Deanery Court,
Broad Street,
Bampton.
Oxford. OX8 2LY.

Dear Reverend Scott,
Re: Library of Amelia Carter -
Bampton Reading Room.

Thankyou for your letters of 29th. February, 1990,
referring to the above matter which the Parish Council
is handing over to the Trustee - Mr. B. Groves,

Yours sincerely,
M.E. Shortland.



Charity Commission

St. Alban's House 57-60 Haymarket London SW1Y 4QX

Telephone Direct line 01-210 } 4436
GTN 210 }
Switchboard 01-210 3000

Reverend A Scott
5 Deanery Court
Broad Street
Bampton
Oxford
OX3 2LY

Our Ref: LC-89459-CD(S3)

Date: 7 September 1988

Dear Reverend Scott

CHARITY OF AMELIA CARTER BAMPTON OXFORDSHIRE

I am writing further to my letter of 18 August. Please accept my apologies for the long delay in letting you have a full reply to your letter. This has been due to the pressure of work in this office and the amount of research that has been necessary for this case.

I am enclosing a copy of an extract from the Will of Mrs Amelia Carter for your information. As you will see under the terms of the Will, if at any time the Reading Room at Bampton ceases to exist, then the endowment of the Charity should be returned to Mrs Carter's residuary estate. Thus the investment currently represented by 115.35 income shares in the Charities Official Investment Fund (COIF) should be passed to the residuary estate and apportioned accordingly. I am afraid that it will not be possible to pass the funds to the Grammar School Trust.

As to the late Mrs Carter's residuary estate, the Will provides that the income should be applied as follows:

£15 to the Vicar and Churchwardens of the Parish of Clanfield for the purchase of coats for the poor of the Parish.

£7 to the Vicar and Churchwardens of the Parish of Kencot for the same purposes as set out above.

£15 to the Vicar and Churchwardens of the Parish of Filkine in Gloucestershire for the poor of the Parish.

Subject to the above payments, the income should be split in the following three ways:

- 2/5 - for provision of a reading room in Clanfield with any remaining income to be for the benefit of the poor in the Parish.
- 2/5 - for provision of a reading room in Filkine, again, any remaining income for the poor of the Parish.
- 1/5 - for Reading Room and the poor of the Parish of Kencot.

appear that in all Parishes, the endowment in respect of the poor element has been hived off to either form a new relief of the poor charity or to augment an existing relief in need charity. Thus the apportionment of the endowment held in respect of the Bampton Reading Room is not quite as straightforward as it originally would have been since it will be necessary to apportion some of the endowment to the 'poor' charities. It may help if I set out below the current position of the various charities in the Parishes of Clanfield, Kencot and Filkins.

1. Parish of Clanfield

The Carter Institute in Clanfield is governed by a Scheme of the Commissioners of 2 August 1982. The Scheme provided for 100 COIF Income Shares being part of the 983 COIF Income Shares held in respect of the Institute Charity to be transferred to the Clanfield Welfare Trust Charity. This latter Charity is for the benefit of poor persons in the Parish.

Thus $\frac{2}{5}$ of the 115.35 COIF Income Shares held in respect of the Reading Room at Bampton should be split in a similar proportion as that which apportioned part of the endowment of the Institute at Clanfield.

The correspondents for the Carter Institute and the Clanfield Welfare Trust are:

J Fox-Russell Esq, Tullomoore, 5 Pound Lane, Clanfield, Oxfordshire;

and

Mrs M E Shortlands, Spinners Way, Clanfield, Oxfordshire

respectively.

2. Parish of Kencot

The Charity of Amelia Carter for Reading Room and the Poor is governed by Schemes of 5 May 1911 and 15 January 1974. Under the provisions of these Schemes, income is to be applied for the upkeep of the Village Hall and subject to such payments, income should be applied in relieving the poor of the Parish. Thus, $\frac{1}{5}$ of the 115.35 COIF Income Shares should be passed to the above Charity and the income arising thereon should be applied in accordance with the Charity's trusts. The correspondent for this Charity is

W E Gasson Esq, Ivy Nook, Kencot, Lechlade, Gloucestershire.

3. Parish of Filkins

Under the provisions of a Scheme of the Commissioners of 2 July 1982 in respect of the Carter Institute at Filkins 100 COIF Income Shares were transferred to the Filkins and Broughton Poggs Relief in Need Charity in the Parish of Filkins and Broughton Poggs. This endowment represented that part of the residuary estate which was for the poor of the Parish. Thus once again $\frac{2}{5}$ of the 115.35 COIF Income Shares should be split in a similar proportion between the two charities. In 1982 the total endowment of the Filkins Charity was 4,079 COIF Income Shares and 100 Income Shares were held to represent endowment for relief in need purposes. The correspondents of the Carter Institute and the Filkins and Broughton Poggs Relief in Need Charity are:

Sir J Cripps CBE, Fox House, Filkins, Lechdale, Gloucestershire, GL7 3TQ
and

The Reverend, Filkine Vicarage, Filkins, Gloucestershire.

I would therefore suggest that the best way forward would be to contact the various correspondents of the Charities, informing them that in accordance with the Will of Mrs Amelia Carter, if Bampton Reading Room were to cease to exist, its endowment should be split. It is for the various parties to decide what proportion of the COIF Income Shares should be set aside in respect of the poor element. Once a decision has been made instructions should be given to us in writing so that our Official Custodian for Charities Division can arrange for the stock to be apportioned.

I look forward to hearing from you.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Miss L. Claxton'.

MISS L CLAXTON

ENC

The Charity Commission
57 Haymarket,
London SW1Y 4QX

30th June, 1988

Your ref. NAM=89459-CD3

Dear Sir,

Amelia Carter's Charity
Bampton Reading Room

I write as Vicar of Bampton and therefore, ex officio, one of the trustees of Miss Carter's charity.

I am answering the letter that you wrote to Mr Stephenson of Broughton Poggs, enclosing a copy of the wording of Amelia Carter's Will.

The Reading Room at Bampton no longer exists. I believe it was in the building known as The Old Grammar School (of which I am also a trustee) which is now leased to the County Library Service and used by them to accomodate the village library, open on three days a week.

I believe that at one period the then trustees used to add the small income from this trust to the funds of the Grammar School Trust, the surplus of which (after maintenance costs) we now use to offer bursaries to Bampton youngsters needing funds for special courses of study of school expeditions.

Since I became Vicar and trustee, not knowing the purposes of the Trust, I have let the income accumulate in the local Trust bank account. None of it has been spent.



Charity Commission

St. Alban's House 57-60 Haymarket London SW1Y 4QX

Telephone Direct line 01-210 } 4443
GTN 210 }
Switchboard 01-210 3000

Mr E Stephenson
Corner Cottage
Broughton Poggs
Filkins
Lechlade
Gloucestershire
GL7 3JH

Our Ref: NAM=89459-CD3

Date: 9 February 1988

Dear Mr Stephenson

AMELIA CARTER'S CHARITY FOR WORKING EXPENSES OF BAMPTON READING ROOM
OXFORDSHIRE

As promised I am pleased to enclose a copy of the relevant extract of the late Amelia Carter's Will which relates to the above-mentioned charity. Which as you will see sets out the objects of the charity, appoints the Vicar and Churchwardens for the time being of Bampton to be trustees by virtue of their offices and directs that the assets of the charity shall be returned to her residuary estate in the event of the closure of the Reading Room.

I understand that the Official Custodian for Charities currently holds 115.35 income shares in the Charities Official Investment Fund (COIF) which have a market value of £396.76 and produces an income of £23.00.

It would be very helpful if in due course you could say whether the Reading Rooms still exist and provide recent accounts for the charity.

Yours sincerely

N A MOTT

Enc

Midland Bank plc

Our reference Your reference

APW/ACB



24 Market Square
Witney Oxon OX8 7BG
Telephone Witney (0993) 4381

Rev. A. Scott,
5 Deanery Close,
Broad Street,
Bampton,
Oxford.
OX8 2LY.

5 May 1987.

Dear Reverend Scott,

Bampton Reading Room, Amelia Carter Charity

Thank you for your letter concerning the statements for the above account.

The account was originally opened in 1963 and the mandate then referred to the resolution of Bampton Proper Parochial Church Council dated 20 June 1963. We hope that this reference will assist but regret that we do not hold a copy of the trust deed.

Whilst writing we note that the mandate has not changed since Reverend Taborn was appointed as trustee. We therefore take the opportunity to enclose the appropriate form and perhaps the change to yourself could be authorised at the next PCC meeting, and the new mandate returned at that time. The other trustee is Major R. A. Colvile.

Yours sincerely,

A. P. Whitehouse.
Managers Assistant.

Enc.

TO Midland Bank plc

Date _____

Insert name of
the society, club
or association

BAMPTON REMAINING ROOM ("the association")

address

AMELIA CARTER CHARITY DEPOSIT A/C.
5 NEAVERY CLOSE

address for
statements

BROAD STREET, BAMPTON, OXFORD OX8 2LY

Complete section A or B and sections C and D as appropriate.

A

Authority

You are requested to act as bankers to the association. Accompanying this authority or set out overleaf are:

- 1 Copy of the rules.
- 2 Certified copy of a resolution of the _____ (see overleaf)
- 3 List of the persons authorised to sign with specimen signatures (see overleaf).

Insert 'Committee'
or as the case may be

Secretary

B

Variation of authority

You are requested to continue as bankers to the association but

*to act on new instructions/signatures as set out overleaf in sections **C** and/or **D**.

~~*to note the new address for statements~~

X

Secretary

*Delete as appropriate

C

Insert 'Committee'
or as the case may be

We certify that the following resolution of the X Bampton Community Church Council X
of the association was passed at a meeting held on the X 8th September 1988 X
and has been duly recorded in the minute book of the association.

Resolved that

"1 The association authorises Midland Bank plc:

a) to honour all cheques and other orders or instructions authorising payment signed on behalf of the association by any two of the persons holding the positions for the time being of Vicar / Churchwarden ("the signatory") whether any account of the association is in credit or debit;

b) to deliver up any item held by the Bank on behalf of the association in safe custody or for any other purpose against the written receipt or instructions of the signatory; and

c) to accept from the signatory any other instructions with regard to any account in the association's name.

2 The association agrees that any indebtedness or liability incurred to the Bank under this authority shall in the absence of any express written agreement by the Bank to the contrary be due and payable on demand.

3 The secretary shall as and when necessary supply to the Bank list/s of current officers authorised to sign with specimen signatures and the Bank may rely upon such lists signed by the chairman and secretary."

X

X

X

X

Chairman

Secretary

D

The following are the holders of offices currently authorised to sign:

Name—in full	Official Position	Specimen signature—of any new signatory
X ANDREW CHARLES GRAHAM SCOTT	X Vicar of Bampton with Clavfield	X A.C.G. Scott
X	X	X

Date _____

Chairman _____

Secretary _____

Guide to the completion of a mandate for societies, clubs and associations

- 1 Where a mandate is to be given for the first time to the Bank a resolution should be passed by the committee (or as the case may be) similar to that described in section C of the accompanying form and entered in the minute book of the society, club or association. Section C should be completed and after comparison with the entry in the minute book certified as a true copy by the chairman of the meeting and the secretary.
- 2 The secretary should also complete sections A and D and together with the chairman sign section D. The persons authorised to sign should provide specimen signatures in section D.
- 3 a) It will often be convenient to complete section C by nominating as signatory the holders for the time being of certain offices e.g. "any one/two of the persons holding the positions for the time being of Chairman/Treasurer/Secretary". If this practice is followed instructions may be varied later by following the short procedure outlined in paragraph 3b).
b) Where a society, club or association wishes to vary instructions previously given under paragraph 3a) simply because a new Chairman, Treasurer, Secretary (or as the case may be) has been appointed, the secretary need only complete sections B and D and together with the chairman sign section D.
- 4 If, however, named persons are nominated in section C the instructions can only be varied by the procedure outlined in paragraph 5.
- 5 Any other variation of an existing authority will require a fresh resolution of the committee (or as the case may be) and completion of sections B, C and D.

3 Broad Street
Bampton
Oxfordshire
OX18 2LS
Telephone 01993-850882

16th November 1995.

Gasson
Dear Mr Dobson

Following our telephone conversation ~~from~~
of this afternoon I enclose 2 application
forms, one for Felkins Relief in Need Charity,
one for Felkins Village Hall Committee. I
also enclose a copy of Mr Conlon's letter
to me. Please return the application
forms to me. When I have all five I
will send them to Mr Conlon.

Yours sincerely

F.A. Gaydon

F.A. GAYDON

Churchwading
St Marks Bampton

CCLA INVESTMENT MANAGEMENT LIMITED

CCLA Investment Management Limited is a leading investment management company, serving charities, churches and local authorities. Located in the City of London, it provides investment services to institutional funds amounting to some £2,000 million and in particular it has a long experience of meeting the investment needs of charity trustees for security, income and growth.

CCLA's origins go back well over 30 years to the formation of a unique partnership between the Charity Commission, the Church of England and the Local Authority Associations to provide professional investment services through a shared City Investment Office. The Charities Official Investment Fund (COIF), formed in 1962, was the first common investment fund to make generally available the benefits of equity investment to charitable trusts. Subsequently, additional funds for fixed interest and cash management followed to provide an integrated investment service.

These COIF Charity Funds have been successfully managed alongside similar Church of England and Local Authority Funds for many years by this tripartite office which was incorporated in 1988 and is now called CCLA Investment Management Limited.

COIF Charities Investment Fund owns 25% of the share capital of CCLA Investment Management Limited with the balance owned by the Church of England and the Local Authority Funds. CCLA is regulated by IMRO in the conduct of investment business.

CCLA offers charity trustees both the benefit of long-established investment experience and a record of good investment performance.



COMMON INVESTMENT AND DEPOSIT FUNDS FOR CHARITIES

Common Investment and Deposit Funds are pooled funds in which individual charities can invest or deposit cash. They are open-ended funds that operate like unit trusts but they are constituted under the Charities Act 1993 by the Charity Commissioners.

Each Fund is governed by its Charity Commission Scheme and its Trustees' Regulations. Independent Trustees, appointed under the Schemes, are responsible for the assets of the Funds and they monitor the investment management and administration carried out by the Fund Managers.

Any charity within the meaning of the Charities Act 1993 may invest in Common Investment or Deposit Funds unless precluded by a specific provision in its governing instrument.

These Funds offer a ready and practical means for charities to obtain, at reasonable cost, continuous professional investment management for their long-term capital and money management for their short-term cash balances.



THE CHOICE WE OFFER



CCLA offers charities the choice of three different COIF Charity Funds, which together are designed to meet most of the investment needs of a charity.

COIF Charities Investment Fund

This Fund is specifically designed for long-term capital and is invested mainly in equities with a wide diversification of good quality holdings in the United Kingdom and overseas. It aims at steadily growing income and capital appreciation to provide long-term protection from inflation.

COIF Charities Fixed Interest Fund

This Fund is invested in fixed income stocks so as to provide a good income yield. This higher yield can supplement where necessary the lower income yield on the COIF Charities Investment Fund or other equity investments. The Fund is intended for long-term investment but Trustees should note that being invested only in fixed interest stocks it offers little protection against inflation.

COIF Charities Deposit Fund

This Fund is intended for a charity's cash balances which must be available at short notice and with minimal risk of capital loss. Deposit accounts in the Fund obtain a competitive rate of interest even on small sums and there are daily deposit and withdrawal facilities. The assets of the Fund are pooled and placed out on short-term sterling deposit only with a carefully selected list of banks and building societies approved by the Trustees.

ADVANTAGES OF INVESTING IN THE COIF CHARITY FUNDS

The COIF Charities Investment, Fixed Interest and Deposit Funds offer a number of significant advantages to charities.

■ Continuous professional management

All investments require supervision to ensure that investment strategy anticipates and adjusts to changing economic, financial and investment conditions. Few trustees have sufficient time or resources to keep in touch with up-to-date information on all aspects of investment management. The COIF Charity Funds, managed by CCLA's experienced investment specialists with access to a broad range of investment research and in constant touch with markets, enable a charity to obtain the necessary expertise both for long-term investment and short-term cash management on a continuous basis.

■ Protection through diversification

Charity trustees are legally required to have regard to adequate diversification when investing a charity's money. By using the COIF Charity Funds, trustees automatically obtain this as all three Funds' assets are broadly spread.

■ Extended investment powers

Common Investment and Deposit Funds are Special Range investments under the Trustee Investments Act 1961 and trustees can invest both Narrower and Wider Range assets in any proportions in the COIF Charity Funds. For a charity with investment powers constrained by the Act to hold 25% in Narrower Range securities, greater protection from inflation through equity investment can be obtained by using the COIF Charities Investment Fund.

■ Quarterly gross income distributions

The COIF Charities Investment, Fixed Interest and Deposit Funds are exempt from United Kingdom income and capital gains tax. The Managers recover all reclaimable tax and the Funds pay quarterly dividends gross without deduction of income tax. A charity, therefore, has no tax reclaims to make.





■ Simplified administration

- By using the COIF Charities Investment and Fixed Interest Funds, a charity avoids the costs, time and paperwork associated with holding its own investments. It is no longer necessary to account for numerous dividends, settle transactions, reclaim tax or maintain safe-custody arrangements and this minimises administration and audit costs.
- By using a COIF Charities Deposit Fund Account, a charity can separate its short-term reserves from its main banking account and earn a good rate of interest.
- A charity receives four regular quarterly income distributions from each of its COIF Charity Funds rather than an intermittent flow of income from a wide range of investments. This facilitates income forecasting and expenditure planning.
- Charities with a number of separate trusts can open as many individual designated Share or Deposit Accounts as necessary, each paying separate quarterly dividends.
- Shares and Deposit Accounts are registered in the name of the charity and do not require re-registering on a change of trustee. No share certificates are issued but certified statements of holdings are provided on request.

■ Low management costs

The size of the COIF Charity Funds, through which many thousands of charities invest, enables this professional management to be provided at very reasonable cost and substantially below normal unit trust charges. Annual Management Charges (before V.A.T.) on the COIF Charity Funds currently are:

COIF Charities Investment Fund	0.22%
COIF Charities Fixed Interest Fund	0.15%
COIF Charities Deposit Fund	0.20%

No Preliminary Charge is included in the offer share price of the Investment or Fixed Interest Funds Shares or is made when a Deposit Fund Account is opened.

THE TRUSTEES

In entrusting charity capital to externally operated funds, charity trustees need to know about the control and supervision of the Funds in which they invest. The COIF Charity Funds are controlled and supervised for the benefit of participating charities by an independent body of Trustees with considerable investment, legal and other experience. The COIF Charity Fund Trustees at 1 July 1995 are:-

W. Thomas J. Griffin FCA – A Trustee since 1984 and Chairman of the Trustees since 1990. Founder and formerly Chairman of the international investment management group, G.T. Management p.l.c. He is Chairman of G.T. Japan Investment Trust p.l.c. and a Director of other investment trust companies.

David H. Benson – A Trustee since 1984. He is a Director of Kleinwort Benson plc, British Gas plc, and The Rouse Co. Inc. and Chairman of Kleinwort Charter Investment Trust plc.

Frederick W. Trinder – A Trustee since 1988. A Solicitor and with the Charity Commission 1966-85. A Charity Commissioner 1984-85.

John D. Webster FIA – A Trustee since 1988. Formerly a Director of Sun Life Assurance Society 1978-92 in charge of investments. Chairman of Fleming Income & Assets Trust p.l.c. and of Second Consolidated p.l.c. and Director of other investment trust companies.

Nicholas S. Wilson – Formerly a Partner of Slaughter and May, solicitors, 1968-90. Adviser to the National Westminster Bank 1990-95.



COIF CHARITIES INVESTMENT AND FIXED INTEREST SHARES

Two Types of Share

Both Funds issue Income and Accumulation Shares. **Income Shares** pay quarterly dividends and provide an attractive dividend yield. **Accumulation Shares** do not pay dividends but automatically reinvest income. They are intended for charities required or needing to accumulate income to replace or build up capital.

Weekly Dealing Dates

Shares can be bought or sold on any weekly dealing date normally **each Thursday** when the Funds are valued. The minimum initial investment is £1,000 but thereafter any sum can be invested. Application Forms for initial purchases or written instructions for subsequent purchases, together with the money to be invested, or written instructions for sales, must be received by CCLA by **5.00 p.m. on the business day prior to the Dealing Date**.

Publication of Share Prices

The weekly Share Prices are published in the *Financial Times*, *The Times* and *The Daily Telegraph* in the Unit Trust sections.

Gross Dividend Payments

Income Shares pay dividends **without deduction of tax** at the end of **February, May, August and November** for the previous calendar quarter. Dividends can be paid either to your charity's bank account, or to its COIF Charities Deposit Fund Account if it has one.

Half-yearly Statements

A half-yearly Statement of Shareholdings and Dividends paid during the half-year is provided at 30 June and 31 December or, on written request, at an alternative month-end to coincide with a charity's year-end.

Share Exchange Scheme

A charity may offer its existing shares or bonds to be exchanged for Shares in the Funds. This can be advantageous as the securities, if accepted by CCLA, are taken in at middle market valuation. Alternatively, if your charity wishes to sell existing securities and reinvest the proceeds in the Funds, CCLA may be able to arrange this on competitive terms. If you wish to exchange securities, please complete the reverse of the Application Form.

COIF CHARITIES DEPOSIT FUND ACCOUNT

Easy to Operate and a Good Rate of Interest

A COIF Charities Deposit Fund Account is a cash deposit account which is easy to operate. It is ideal for a charity's reserves that need to earn a good rate of interest but may be required at short notice. No minimum sum is required to open a Deposit Account.

Depositing and Withdrawing Money

Deposit Accounts operate by post. When you open a Deposit Account, we provide you with Deposit and Withdrawal Form Booklets. To make a deposit, you simply complete and post to the Fund a Deposit Form with a cheque payable to **COIF Charities Deposit Fund**. Similarly, to withdraw money you instruct us by completing and posting to the Fund a Withdrawal Form. No cheque books are issued. The Forms cannot be presented through a bank nor can we normally accept withdrawal instructions by telephone.

Withdrawals on Demand

Withdrawals of any amount may be made on demand without penalty. Payment is made in favour of the charity only, either by BACS (Bankers Automated Clearing Services) to the charity's nominated Bank Account or directly to the authorised Correspondent of the Account by cheque. The Fund reserves the right to require 7 days' notice for withdrawals of £250,000 or over.

Daily Interest Rate

Interest on Deposit Accounts is declared by the Managers daily. The rate, calculated after allowing for management costs and transfer to reserve, varies with the movements in money market interest rates. The daily rate of interest is published in the *Financial Times* (under Money Market Trust Funds), in *The Times* and in *The Daily Telegraph*.

Gross Interest Payments

Interest is paid **without deduction of income tax** shortly after the end of each calendar quarter. It can be credited directly to the Deposit Account, transferred to another Deposit Account in the Fund in your charity's name or paid away to your charity's bank account, according to instructions.

Regular Statements

All deposits and withdrawals are acknowledged. Statements of Account are sent quarterly.

No Separate Account Charges

No separate account charges are made as the management expenses, which are kept to a minimum, are deducted from the income of the Fund before declaration of the Deposit Interest rate.

HOW TO INVEST IN SHARES OR OPEN A DEPOSIT ACCOUNT

Scheme Information

Please read carefully the **Scheme Information** including the **Risk Warnings** on the Investment and Fixed Interest Funds on pages 12-14 and/or on the Deposit Fund on pages 15-16. This gives you further details about the terms and conditions on which Shares are bought or Deposit Accounts are opened and operate.

Application Form

Then complete the **appropriate Application Form** enclosed in this Brochure, for each Fund which your charity wishes to use. **Separate cheques** should be drawn in respect of each Application Form made payable to the name of the Fund(s) selected:

COIF Charities Investment Fund

COIF Charities Fixed Interest Fund

COIF Charities Deposit Fund

Authorised Correspondent

A charity must nominate on the Application Form for each Share or Deposit Account opened, a **Correspondent** who must be a Trustee or duly authorised officer of the charity. The Fund Managers will act on the instructions of the single signature of the Correspondent (or the single signature of a duly authorised Alternate) as money is only remitted in the charity's name and not to third parties. A charity must notify the Fund Managers of any change in the authorised Correspondent.

FOR FURTHER INFORMATION OR ADVICE

We would be very glad to answer any questions you may have about the COIF Charity Funds. Just call or fax our **Client Services Department** on:

Tel: 0171 588 1815

Fax: 0171 588 6291

If you require advice about your charity's existing investments or other more general investment advice, our Client Services Department can put you in touch with the Client Advice Section of our Investment Department.



VALUATIONS

The Funds are valued weekly normally on each Thursday (or if a Bank Holiday on the preceding business day) for the issue and redemption of Shares. The assets of each Fund, including income received or accrued, are valued at their closing mid-market quotations on the previous business day. To calculate the redemption and issue prices (bid and offer prices) of the Shares, the value of each Fund is increased in the case of the issue price and reduced in the case of the redemption price by appropriate provisions for estimated transaction charges incurred in acquiring or disposing of assets. These costs are principally brokerage commission and the difference between market-makers' bid and offer prices on the sale or purchase of investments. As charities, the Funds are exempt from stamp duty.

The Trustees may vary the amount of these provisions at any time. At present they represent 0.75% of the value of the assets in the case of COIF Charities Investment Fund and 0.20% in the case of COIF Charities Fixed Interest Fund which are deducted from, or added to, the value of each Fund's assets to create the bid and offer prices of the Shares of the respective Funds on each Valuation Date.

The Funds are also valued at the end of each month but transactions in the Shares can only be made at the month-end valuation date if that valuation date is a Thursday.

ISSUE AND REDEMPTION OF SHARES

Instructions for the issue or redemption of shares must be received in writing by the Fund Managers. All instructions will be executed on the next available Valuation Date but the Fund Managers reserve the right not to execute a transaction until the charitable status and eligibility of the applicant has been confirmed.

Application monies must be received by the Fund Managers not later than 5.00 p.m. on the business day prior to the Valuation Date. Application monies so received will not earn interest but will not be paid into the bank any earlier than two business days before the Valuation Date in order to obtain clearance by the Valuation Date.

Contract Notes will normally be despatched by close of business on the next business day after the Valuation Date. This will show the number of Shares and the issue or redemption price. Income and Accumulation Shares are issued to two decimal places.

Redemption instructions must be received by 5.00 p.m. on the business day preceding a Valuation Date. Cheques in respect of redemption of Shares are issued within four business days after their sale. The Trustees reserve the right to transfer property in settlement of a redemption request.

MINIMUM INVESTMENT

The normal initial minimum investment in the Shares of either Fund is £1,000. Smaller amounts may be accepted in exceptional circumstances. Any additional amount may thereafter be invested.

EXCHANGING EXISTING INVESTMENTS

Quoted securities in which either of the Funds have power to invest may be offered to the Funds in exchange for the issue of Shares on a Valuation Date. If accepted, securities are taken in at middle market valuation. The Fund Managers have absolute discretion as to what securities they will accept. The Fund Managers can normally sell unacceptable investments, if required, on a charity's behalf.

REGISTRATION OF SHARES

Shares are registered in the name of the charity. They cannot be registered in the names of individual trustees or in nominee names. No certificates are issued and the Register of Shareholdings is the definitive evidence of title. The Shares have no par value and entitle the holder to a proportionate interest in the Fund. Shares cannot be assigned or transferred except from one charity to another. The number of Shares held will be certified on written request for audit or other purposes.

PUBLICATION OF PRICES

The prices of both Funds' Shares are published in the Financial Times, The Times and The Daily Telegraph.

MANAGEMENT CHARGES

• Annual Charge

The Fund Managers are entitled to make an annual charge to the property of the Funds at a rate not exceeding 1% p.a. of the value of the Fund. The current Annual Management Charge is 0.22% plus VAT for COIF Charities Investment Fund and 0.15% plus VAT for COIF Charities Fixed Interest Fund. The Annual Management Charge is based on the Valuation of the Fund on the last working day of each preceding month. The charge accrues daily and is paid on the last business day in each month.

• Preliminary Charge

The Trustees may include a Preliminary Charge, payable to the Fund Managers, of a maximum of 1% of the offer price of the Funds' Shares. The Trustees do not intend to make a Preliminary Charge at present and will give notification before doing so.

COSTS AND EXPENSES

The Trustees are entitled to retain out of the income or capital of the Funds any reasonable costs or expenses incurred in administering or winding up the Funds or otherwise. These include the costs of dealing in investments; brokerage, taxation and governmental duties payable in respect of investments or the issue of the Funds' Shares; the Auditors' fees and expenses; the Trustees' attendance expenses and, subject to the approval of the Charity Commissioners, any remuneration; legal and other costs associated with obtaining authorisation, registration and maintaining registration of the Funds with the Charity Commissioners; any costs incurred in respect of Shareholder meetings or in modifying the Funds; and such other costs and expenses as may be agreed by the Trustees from time to time.

TAXATION

As Registered Charities, the Funds are not liable to tax under current legislation. UK taxation is reclaimed and no further tax is paid on income received from abroad. Wherever possible tax suffered on foreign securities is reclaimed but is only credited to the Fund on receipt. Irrecoverable tax is not likely to be material. Tax reliefs referred to may change.

The Funds' quarterly distributions are paid gross without any deduction of tax as all Shareholders in both Funds have charitable status and are entitled to receive such payments without deduction of tax.

VALUATIONS

The Funds are valued weekly normally on each Thursday (or if a Bank Holiday on the preceding business day) for the issue and redemption of Shares. The assets of each Fund, including income received or accrued, are valued at their closing mid-market quotations on the previous business day. To calculate the redemption and issue prices (bid and offer prices) of the Shares, the value of each Fund is increased in the case of the issue price and reduced in the case of the redemption price by appropriate provisions for estimated transaction charges incurred in acquiring or disposing of assets. These costs are principally brokerage commission and the difference between market-makers' bid and offer prices on the sale or purchase of investments. As charities, the Funds are exempt from stamp duty.

The Trustees may vary the amount of these provisions at any time. At present they represent 0.75% of the value of the assets in the case of COIF Charities Investment Fund and 0.20% in the case of COIF Charities Fixed Interest Fund which are deducted from, or added to, the value of each Fund's assets to create the bid and offer prices of the Shares of the respective Funds on each Valuation Date.

The Funds are also valued at the end of each month but transactions in the Shares can only be made at the month-end valuation date if that valuation date is a Thursday.

ISSUE AND REDEMPTION OF SHARES

Instructions for the issue or redemption of shares must be received in writing by the Fund Managers. All instructions will be executed on the next available Valuation Date but the Fund Managers reserve the right not to execute a transaction until the charitable status and eligibility of the applicant has been confirmed.

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• Preliminary Charge

The Trustees may include a Preliminary Charge, payable to the Fund Managers, of a maximum of 1% of the offer price of the Funds' Shares. The Trustees do not intend to make a Preliminary Charge at present and will give notification before doing so.

COSTS AND EXPENSES

The Trustees are entitled to retain out of the income or capital of the Funds any reasonable costs or expenses incurred in administering or winding up the Funds or otherwise. These include the costs of dealing in investments; brokerage, taxation and governmental duties payable in respect of investments or the issue of the Funds' Shares; the Auditors' fees and expenses; the Trustees' attendance expenses and, subject to the approval of the Charity Commissioners, any remuneration; legal and other costs associated with obtaining authorisation, registration and maintaining registration of the Funds with the Charity Commissioners; any costs incurred in respect of Shareholder meetings or in modifying the Funds; and such other costs and expenses as may be agreed by the Trustees from time to time.

TAXATION

As Registered Charities, the Funds are not liable to tax under current legislation. UK taxation is reclaimed and no further tax is paid on income received from abroad. Wherever possible tax suffered on foreign securities is reclaimed but is only credited to the Fund on receipt. Irrecoverable tax is not likely to be material. Tax reliefs referred to may change.

The Funds' quarterly distributions are paid gross without any deduction of tax as all Shareholders in both Funds have charitable status and are entitled to receive such payments without deduction of tax.

DIVIDENDS

Income Share dividends on both Funds are paid quarterly without deduction of tax at the end of February, May, August and November in respect of the previous calendar quarter. Income is calculated as income receivable by the Funds whether already received or not, less any costs and expenses accrued at that date. Both Funds' dividends can be paid either directly to the charity's bank account or to its COIF Charities Deposit Fund Account if it has one.

No dividends are paid on Accumulation Shares of either Fund. Income is automatically reinvested and is reflected in the capital value of the Shares rather than in an increase in the number of Shares held.

AUTHORITY TO OPEN AND OPERATE A SHARE ACCOUNT

The Fund Managers are entitled to assume that the persons signing an Application Form to purchase Shares in either Fund as trustees or authorised officials are duly authorised on behalf of the charity. The Fund Managers require that a Correspondent is nominated by the charity for each Share Account opened and they act on the instructions of the single signature of the authorised Correspondent (or the single signature of a duly authorised Alternate) in respect of all transactions until they receive written notice to the contrary.

CHANGE IN CORRESPONDENT

A charity must notify the Fund Managers of any change in the Correspondent (or an Alternate) for their Shareholding in either Fund and the Trustees and Fund Managers will not be liable for any loss arising where they have acted on the instructions of the Correspondent (or an Alternate) for the time being properly notified to the Fund Managers.

ACCEPTANCE OF TERMS AND CONDITIONS

By completing the Application Form, the Shareholder acknowledges and accepts the terms and conditions of the Shareholding, the provisions of the Scheme and the Trustees' Regulations made thereunder. Copies of the Scheme and these Regulations are available on request from the Fund Managers.

AMENDMENTS

The Trustees and Fund Managers reserve the right to amend these terms and conditions at any time. Shareholders will be notified of any amendment material to them.

REGULAR STATEMENTS

Statements of Shareholdings and Dividends paid are provided half-yearly at 30 June and 31 December. On written request, these can be issued at an alternative month-end date to coincide with a charity's year-end.

CUSTODY OF ASSETS

The Trustees have appointed the Royal Bank of Scotland plc and Robert Fleming & Co. Limited to hold the securities of the Funds as Custodians. UK securities are registered in the name of Roystock Nominees Limited and overseas securities are held by Robert Fleming & Co. Limited and their duly appointed sub-custodians. Neither the Fund Managers nor the Custodians can lend investments to third parties. The Fund Managers may at their discretion exercise voting rights conferred by an investment held by either Fund.

ACCOUNTS OF THE FUNDS

Reports and Accounts for both Funds are prepared at 30 June and 31 December in each year, being the half-year and year-end respectively. The year-end Accounts are audited. Copies are sent to all Shareholders.

RISK WARNING

The value of the Funds' Shares and the income from them can fall as well as rise and past performance is not necessarily a guide to future returns. The Shares are intended only for long-term investment and are not suitable for money liable to be required to be spent in the near future. They are only realisable on each weekly valuation date.

COMPLAINTS

Complaints concerning the operation or marketing of the Funds may be referred to the Compliance Officer of the Fund Managers at their registered office.

MATERIAL INTERESTS AND CONFLICTS

The Funds have power to invest in other COIF Funds. There will be no rebate of charges where cash is held in the COIF Charities Deposit Fund. The Fund Managers operate a CCLA Client Advice service to offer suitable investment advice to charities. It should be noted that this service is associated with the COIF Charity Funds.

MEETINGS

The Trustees hold at least four ordinary meetings each year to set investment policy and monitor the Fund Managers' performance. There is also an Audit Committee. The Trustees may, at their discretion, convene meetings of participating charities.

MANAGEMENT AGREEMENT

The Fund Managers are appointed by the Trustees under a Management Agreement in respect of each fund with the right to terminate the Agreements by giving two years' notice or by payment of the Annual Management charge in lieu of notice.

WINDING UP

The Trustees have power to wind up the Funds in accordance with the terms of the Schemes.

APPLICABLE LAW

Any agreement to invest in the COIF Charity Funds is governed by English Law and is subject to all applicable laws, regulations and rules. In the event of a conflict between such agreement and any such laws, regulations and rules, the latter shall prevail.

These information particulars summarise inter alia the salient points of the Schemes constituting the Funds and the Trustees' Regulations but for full information as to the terms on which Shares of both Funds are issued, reference should be made to the Schemes and the Trustees' Regulations. Copies are available on request from the Fund Managers.

COIF Charities Deposit Fund

THE FUND

COIF Charities Deposit Fund is a Common Deposit Fund established by the Charity Commissioners for England and Wales. It is a Registered Charity No. 1046249. The Fund is controlled and supervised for the benefit of participating charities by an independent body of Trustees with experience of investment, accounting, legal and charitable matters.

The COIF Charities Deposit Fund originates from the Charities Deposit Fund formed in 1985 as the first Common Deposit Fund designed specifically for charities.

FUND MANAGERS

The management of the Fund is delegated by the Trustees under a Management Agreement to CCLA Investment Management Limited ("the Fund Managers"). CCLA Investment Management Limited is a leading specialist investment and cash manager for charities and is regulated in the conduct of investment business by the Investment Management Regulatory Organisation Limited ("IMRO").

COIF CHARITIES DEPOSIT FUND

• Investment Objectives

COIF Charities Deposit Fund is designed to enable a charity to obtain, even on small sums of money, the higher rates of interest usually available on large sums in the London Money Market. Money received by the Fund is placed in a COIF Charities Deposit Account in the name of the charity and, after pooling, the assets of the Fund are placed out in accordance with a careful policy on short-term deposit in sterling with a selected list of Banks, Building Societies and Local Authorities in the United Kingdom.

• Investment Powers

The Fund may invest cash only on short-term deposits in sterling with Banks, Building Societies and Local Authorities in the United Kingdom. The Fund must maintain at least 25% of the investments of the Fund in deposits repayable within five business days and the remainder of the investments must be repayable within a period not exceeding one year. In practice, the Fund Managers invest primarily in deposits repayable between one week and three months. The Fund Managers shall have regard to the need for diversification of deposits and to the suitability of the institutions with which they place deposits.

SPECIAL RANGE STATUS

The Fund, being a Common Deposit Fund set up under the Charities Act 1993, is a Special Range holding for charities, irrespective of whether their portfolios are divided between Narrower and Wider Range investments under the Trustee Investments Act 1961.

ADMINISTRATION

The Trustees have delegated to CCLA Investment Management Limited under the terms of the Management Agreement the responsibility for the provision of administration of the Fund including the maintenance of the records of COIF Charities Deposit Fund Accounts opened, the calculation of the daily deposit interest and the maintenance of the accounts of the Fund.

ELIGIBLE DEPOSITORS

Any charity within the meaning of the Charities Act 1993 may participate in the COIF Charities Deposit Fund unless precluded by a specific provision in its governing instrument. The Fund Managers are required under the Money Laundering Regulations 1993 to satisfy themselves as to the identity of those depositing money with the Fund. Any charity applying to participate must give a declaration of eligibility to participate in the Fund.

DEPOSITS

Deposits made must be of money which is held on exclusively charitable trusts. Deposits must be made by cheque drawn on a United Kingdom bank or building society and payable to COIF Charities Deposit Fund and be accompanied by one of the Deposit Forms provided to every Depositor (or they can be made by CHAPS transfers - see below).

MINIMUM DEPOSIT

No minimum sum is required to open a COIF Charities Deposit Fund Account and (except for CHAPS transfers) deposits may be of any amount.

WITHDRAWALS

Withdrawals of any amount may normally be made on demand without penalty. No cheque books are issued but Withdrawal Form books are provided. Withdrawal instructions which must be made on the forms provided and need only be signed by the nominated Correspondent of the Account, will be carried out on the day of receipt if received by 9.00 a.m., otherwise on the next business day. Payments will only be made direct to the charity's bank account by the Bank Automated Clearing Services ("BACS") or by cheque drawn in favour of the charity. The Fund reserves the right to require 7 days' notice for withdrawals of £250,000 or over.

CHAPS PAYMENTS

Deposits may be made by the Clearing Houses Automated Payment System ("CHAPS") of sums of £10,000 and over to the account of COIF Charities Deposit Fund at Royal Bank of Scotland, City Office, 67 Lombard Street - Sorting Code 15-10-00, Account No. 11601602. Provided the Fund is advised by 9.00 a.m. on a business day that the money is to be expected and it arrives at its bank before midday, the charity's Deposit Fund Account will be credited on the same day.

By prior arrangement, and with notice in writing, it is possible for withdrawals of £10,000 and over to be made by CHAPS provided instructions are received by 9.00 a.m. on a business day but an appropriate charge may be made to cover the cost.

DEPOSIT RESERVE

The Trustees have power to set aside amounts out of the income transfers to a Deposit Reserve. This shall not exceed 5% of total deposits. This Reserve is held as a provision against potential default of counterparties and it is also available to augment the Fund's deposit rate. It is held by the Trustees on trust for Depositors for the time being in the Fund.

MANAGEMENT CHARGES

The Fund pays to the Fund Managers an annual charge of 0.20% (plus VAT) by deduction from the income of the Fund before declaration of the Deposit interest rate. No preliminary charge is made on the opening of a COIF Charities Deposit Fund Account and no bank charges are debited to a COIF Charities Deposit Fund Account.

Wendy Meron

Bampton

22 Feb.

Dear Vicar

Amelia Carter Charity

Ted Stephenson left this with me, to pass on to you.

When I was both ^{Secretary} ~~Chair~~ to the Grammar School Trustees and Churchwarden I used to add the limited income to the Grammar School funds as the 'Reading Room' was part of the School.

I suppose now the School library is the nearest thing Bampton has to a 'Boys Reading Room'!

Robert