FIVEJAYS DOG CLUB
NOTICE OF MEETING OF THE BOARD OF TRUSTEES

TO: All Charity Trustees of FiveJays Dog Club

DATE OF ISSUE: 26th July 2026

Notice is hereby given that an Ordinary Meeting of the Board of Charity Trustees of FiveJays Dog Club will be held as follows:

Date: Tuesday, 3rd November 2026

Time: 18:00 GMT

Venue: The Falcon Public House, Whittlesey

SUBMISSION OF ADDITIONAL AGENDA ITEMS:

Any trustee wishing to submit additional items or formal resolutions for inclusion on the agenda must submit these in writing to the Chair no later than **17:00 on Tuesday, 20th October 2026** (being not less than 14 clear days prior to the date of the meeting). Items received after this date will only be considered under *Any Other Business* at the discretion of the Chair.

By order of the Board,

Gary Gregory

Secretary

<u>*Attached:*</u>

- *Draft minutes of the Inaugural Board Of Trustees Meeting held on 11th June 2026.*

AGENDA

1. WELCOME, APOLOGIES, AND QUORUM

1.1 To receive and record apologies for absence.

1.2 To confirm that the meeting is quorate and appoint Chair in accordance with the Constitution.

2. MINUTES OF THE PREVIOUS MEETING

2.1 To review, approve, and sign the minutes of the Inaugural Meeting held on 11th June 2026 as a true and accurate record.

2.2 To review the Summary of Action Points from the Inaugural Meeting.

3. FORMAL CO-OPTION OF TRUSTEE

3.1 To formally co-opt Pauline Thrupp as a Charity Trustee of FiveJays Dog Club.

3.2 To receive and record Mrs Thrupp's completed Trustee Declaration of Eligibility and Consent to Act.

4. REGISTRATION AND REGULATORY UPDATES

4.1 To receive a progress report from Mr Gary Gregory regarding the application for CIO status submitted to HM Charity Commission.

4.2 To receive an update regarding preliminary arrangements and tax registration with His Majesty's Revenue and Customs (HMRC).

5. FINANCIAL REPORT AND BANKING ARRANGEMENTS

5.1 To receive an interim financial report and cash-box statement from the Treasurer, Mr Robert Hilton.

5.2 To review progress on establishing permanent banking facilities (subject to status of Charity Commission registration).

5.3 To formally consider and adopt the interim Financial Controls and Anti-Fraud Policy.

6. CORE GOVERNANCE POLICIES FOR ADOPTION

To review, consider, and if thought fit, formally adopt the draft versions of the following core policies (will be circulated to Trustees 14 days before the meeting):

6.1 Conflicts of Interest Policy

6.2 Safeguarding Policy (Children and Vulnerable Adults)

6.3 Data Protection and GDPR Policy

6.4 Health, Safety, and Public Liability Policy

6.5 Equality, Diversity, and Inclusion Policy

7. SUB-COMMITTEE REPORT: FIVEJAYS DOG TRAINING CLUB

7.1 To receive a report on the proceedings and outcome of the Inaugural Committee Meeting held on 7th July 2026 at The Falcon Public House.

7.2 To review the operational alignment between the sub-committee and the CIO Board under Clause 18 (Delegation) and Clause 13(3) (Nominated Trustees) of the Constitution.

8. SECRETARIAT, IT, AND COMMUNICATIONS

8.1 To receive an update on domain name registration, website infrastructure, telephone provisions, and general administrative setups.

9. ADDITIONAL NOTIFIED BUSINESS

9.1 To consider any additional business items submitted by trustees in writing by Tuesday, 20th October 2026.

10. ANY OTHER BUSINESS

10.1 To consider any other urgent business notified to the Chair prior to the commencement of the meeting.

11. DATE AND VENUE OF NEXT MEETING

11.1 To confirm the date, time, and venue for the next ordinary meeting of the Board of Trustees, propsoed Tuesday 4th May 2027.

MINUTES OF THE INAUGURAL MEETING OF THE FOUNDING TRUSTEES OF FIVEJAYS DOG CLUB CHARITY

Date: Thursday, 11th June 2026

Time: 18:30 BST

Location: The Clubhouse, Ramsey Road, Whittlesey, PE7 1DR

PRESENT

Gary Gregory (Chair)

Marion House

Fiona Durrant

Robert Hilton

APOLOGIES

Pauline Thrupp

IN ATTENDANCE

No other parties were in attendance.

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1. APPOINTMENT OF CHAIR

IT WAS RESOLVED that Mr Gary Gregory be appointed Chairman for the meeting. Mr Gregory took the Chair.

2. CONSTITUTION AND CHARITABLE OBJECTS

2.1 Adoption of Governing Document
The founding trustees reviewed the proposed governing document for the organisation.

IT WAS RESOLVED to adopt the HM Charity Commission Model Constitution for a Charitable Incorporated Organisation (CIO) with voting members (Association Model Constitution), incorporating a specific local amendment under Clause 13.

2.2 Name and Principal Office
It was formally recorded that:

The official name of the CIO is FiveJays Dog Club (with the working name FiveJays Dog Training Club).

The national location of the principal office of the CIO is in England, located at 5 Cowslip Close, Whittlesey, Peterborough, PE7 2FL.

2.3 Charitable Objects

IT WAS RESOLVED that the objects of the CIO, as set out in Clause 3 of the Constitution, are as follows:

(a) To advance the education and development of the public, particularly dog owners, dog exhibitors, and dog breeders, in responsible dog ownership and dog activities. This includes promoting public safety, dog training, recognising the importance of dog health and welfare, and working for the general improvement of dogs. The charity also aims to encourage the development of courtesy, sportsmanship, and self-discipline in all those concerned with dogs through education and training.

(b) To promote humane behaviour towards dogs by providing grants and donations for the appropriate care, protection, treatment and security for dogs which are in need of care and attention by reason of sickness, maltreatment, poor circumstances or ill usage and to educate the public in matters pertaining to dog welfare in general and the prevention of cruelty and suffering among dogs.

2.4 Constitutional Amendment (Nominated Trustees)
To establish formal governance ties with the operational training committee, **IT WAS RESOLVED** to insert Clause 13(3) into the adopted CIO Constitution as follows:

13(3) Nominated charity trustees

(a) FiveJays Dog Training Club (“the appointing body”) may appoint two charity trustees.
(b) Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.
(c) Each appointment must be for a term of three years.
(d) The appointment will be effective from the later of:
(i) the date of the vacancy; or
(ii) the date on which the CIO is informed of the appointment.
e) The person appointed need not be a member of the appointing body.
(f) A trustee appointed by the appointing body has the same duty under Clause 12(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

3. TRUSTEE APPOINTMENTS & ELIGIBILITY

3.1 Declarations of Eligibility

All trustees present confirmed their acceptance of appointment as founding charity trustees and executed the requisite Charity Commission Trustee Declaration of Eligibility forms.

3.2 Terms of Office & Ex-Officio Appointments

In accordance with the provisions of the newly adopted Constitution, the terms of appointment were established as follows:

Marion House was appointed **President**.

Fiona Durrant was appointed **Vice-President**.

As specified in the Constitution, the President and Vice-President shall serve as ex-officio charity trustees for life, or until such time as they resign from their respective offices.

Gary Gregory and Robert Hilton were appointed as **Elected Trustees**. As such, they shall retire at the first Annual General Meeting (AGM), but shall be eligible to stand for re-election.

3.3 Invitation to Additional Trustee

IT WAS RESOLVED to extend a formal invitation to Pauline Thrupp to join the Board of Trustees.

4. REGISTRATION AND ADMINISTRATIVE MATTERS

4.1 Submission to HM Charity Commission

IT WAS RESOLVED that Gary Gregory be authorised to prepare and submit the formal application for registration of FiveJays Dog Club as a CIO to HM Charity Commission for England and Wales.

4.2 HMRC Registration

IT WAS RESOLVED that Gary Gregory be authorised to make all necessary arrangements with His Majesty's Revenue and Customs (HMRC) to establish the organisation's charitable tax status and Gift Aid registration following Charity Commission approval.

4.3 Secretariat, Communications, and Infrastructure

IT WAS RESOLVED to authorise Gary Gregory to make necessary administrative arrangements on behalf of the charity, including securing domain name registrations, website hosting, telephone number provisions, and general secretariat requirements.

5. FINANCIAL MATTERS AND GOVERNANCE

5.1 Financial Year

IT WAS RESOLVED that the financial year of the CIO shall run from 6th April to 5th April the following year.

5.2 Banking and Interim Financial Controls

It was noted that formal banking facilities cannot be established prior to receiving charity registration from HM Charity Commission. Consequently, no formal banking resolution was passed.

IT WAS RESOLVED that:

Robert Hilton be appointed Treasurer.

Pending formal registration and bank account opening, the charity shall operate strictly on a cash-box basis.

Any interim expenses shall be reimbursed only upon production of a valid receipt or signed petty cash voucher, subject to dual authorisation by two charity trustees.

Comprehensive financial policies and permanent banking resolutions shall be formally considered and adopted immediately upon completion of charity registration.

5.3 Grants and Funding
The Board conducted a preliminary discussion regarding future grant opportunities and fundraising options. It was agreed that no definitive actions or applications could be pursued until charity registration is formally confirmed.

6. POLICIES AND GOVERNANCE REGISTERS

6.1 Register of Conflicts of Interest
The Chair opened the Conflict of Interest Register. No conflicts of interest were declared by any trustee present. A permanent Register of Conflicts of Interest was formally established.

6.2 Core Governance Policies
The Board acknowledged the legal requirement to maintain robust operational and governance policies.

IT WAS RESOLVED that the draft versions of the following core policies be prepared during the application processing period for formal adoption post-registration:

Conflicts of Interest Policy
Safeguarding Policy (Children and Vulnerable Adults)
Data Protection and GDPR Policy
Financial Controls and Anti-Fraud Policy
Health, Safety, and Public Liability Policy
Equality, Diversity, and Inclusion Policy

7. DELEGATION AND COMMITTEE ESTABLISHMENT

7.1 Formation of FiveJays Dog Training Club Committee
Pursuant to Clause 18 (Delegation by charity trustees) of the adopted Constitution, **IT WAS RESOLVED** to formally delegate operational dog training and event matters to a newly constituted sub-committee designated as the FiveJays Dog Training Club Committee.

7.2 Terms of Delegation and Regulations

IT WAS RESOLVED that:

The rules and regulations governing the committee be adopted from The Royal Kennel Club Model Constitution, which shall form the agreed terms and conditions of delegation to ensure compliance with the CIO Constitution.

In accordance with Clause 18, at least one member of the committee must be a appointed charity trustee.

Membership on this delegated sub-committee shall not in itself constitute a conflict of interest on subsequent charitable matters.

7.3 Inaugural Committee Meeting & Media Notice

IT WAS RESOLVED that Gary Gregory be instructed to place a formal public advertisement in Our Dogs national newspaper announcing the Inaugural Meeting of the FiveJays Dog Training Club Committee, scheduled as follows:

Date: Tuesday, 7th July 2026

Time: 19:00 for a 19:30 start

Location: The Falcon Public House, Whittlesey

ANY OTHER BUSINESS AND POST-MEETING NOTE

8. Post-Meeting Note: Status of Trustee Appointment

Following the conclusion of the meeting, Pauline Thrupp formally accepted the invitation to serve as a trustee and provided her consent. However, as the initial application documents for HM Charity Commission had already been finalised for submission, Mrs Thrupp could not be included on the primary registration filing. It was noted that Mrs Thrupp shall be formally co-opted as a charity trustee at the next scheduled Board of Trustees meeting following registration.

DATE OF NEXT MEETING
The next ordinary meeting of the Board of Trustees was scheduled for Tuesday, 3rd November 2026 at 18:00 at The Falcon Public House, Whittlesey.

Note: In the event that official correspondence or registration confirmation is received from HM Charity Commission prior to this date, the Chair was authorised to convene a meeting at an earlier date.

CLOSE OF MEETING

There being no further business, the Chair declared the meeting closed at 21:00.

APPROVED AS A TRUE AND ACCURATE RECORD:

Gary Gregory (Chair)

Date: ____________________

SUMMARY OF ACTION POINTS

Item	Action Item	Delegated To	Target Date
1	Submit formal CIO registration application to HM Charity Commission.	Gary Gregory	Immediate
2	Make preliminary submissions to His Majesty's Revenue and Customs (HMRC) regarding charitable tax status.	Gary Gregory	Post-Registration
3	Secure domain name registration, website infrastructure, telephone provision, and secretariat facilities.	Gary Gregory	Ongoing
4	Draft core governance policies (Safeguarding, GDPR, Financial	Gary Gregory / Robert Hilton	Prior to next meeting

	Controls, Conflicts of Interest, Health & Safety, Equality) for board review.		
5	Place advertisement in *Our Dogs* national newspaper for the 7th July club committee inaugural meeting.	Gary Gregory	As required
6	Oversee cash-box accounting, issue petty cash vouchers, and log all initial financial transactions.	Robert Hilton	Ongoing
7	Prepare formal co-option papers for Pauline Thrupp for the next meeting of the Board of Trustees.	Gary Gregory	Next Trustee Meeting