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<b>Developed by:</b>	Gill Thomas		
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<b>Applicable to:</b>	Staff members, Governing Board, Customers		
<b>Revision History</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
1	21/07/2023	Transferred information from the Articles of Association into easy read format, added additional information about Directors	Gill Thomas
2	28/07/2023	Added details of new Director - Ashley Sykes	Gill Thomas
3	02/11/2023	Added details of new Director - Lawrence Buckley	Gill Thomas
4	30/11/2023	Removed details of Director – Gill Thomas (Resigned)	Gill Thomas
5	19/01/2024	Added details of new Director – Sandra Forey	Michael Perry
6	20/02/24	Removed details of Director – Ashley Sykes (resigned )	Michael Perry
7	02/05/2024	Added details of new Director - MISS MAISY JO MATHESON	Michael perry

## 1. About us

Sew Mindful Crafts is a non-for-profit company, this means we operate as a business but any profits that are made go back into the business, to help us run it and improve it.

Our purpose is to support our community and the City of Doncaster to help:

- People connect
- Reduce isolation
- Build positive mental health and resilience
- Learn new skills, (including literacy and numeracy)
- Build confidence
- Promote independence
- Reduce costs and waste by having the skills to mend, repair and repurpose clothing/fabrics and accessories.

We do this by offering a range of different crafting activities and workshops in a safe and welcoming space; these include but are not limited to:

- Sewing
- Dressmaking
- Quilting
- Knitting
- Crochet
- Needle felting
- Paper crafting

## 2. Aims

The aims of Sew Mindful Crafts are to provide a safe and welcoming space to bring people together, improve health and wellbeing, reduce loneliness, build confidence, promote independence and to help people learn.

We aim to make crafting more accessible to our community and the City of Doncaster by providing a well-equipped and specialist workshop area and offering a wide range of activities and workshops. This will remove some of the barriers people may experience when trying to engage in crafting activities (like the financial cost of equipment and the opportunity to attend activities).

### 3. How we make decisions

We have a team of Directors who are responsible for the management and running of Sew Mindful Crafts.

Our Directors are all people that are invested in our aims and in our community and The City of Doncaster, and they either live or have lived in the area. They come from a range of backgrounds and have different skills and experience to ensure our decision making is informed, balanced and in the best interests of our community.

We have a minimum membership requirement of three unrelated<sup>1</sup> Directors, we have not specified a maximum number of Directors. We have a nominated Chair of Directors.

Our Directors meet quarterly to review, discuss, and agree decisions about how Sew Mindful Crafts is being run and will continue to be run. Any decision of the Directors is made by a majority decision at a meeting, unless they have agreed to discharge specific decision making to a nominated individual.

We have two Directors who are an individual PSC (Person with Significant Control). This means they have more than 25% of the voting rights on decisions, but no more than 50%. The minimum number (quorum) of Directors that must be present at a meeting to make the proceedings of that meeting valid is three unrelated<sup>1</sup> Directors.

Meetings may be called more frequently than quarterly and by exception if required. The process for calling an exceptional Directors' meeting is detailed in the Articles of Association of Sew Mindful Crafts<sup>2</sup>, but briefly is:

- Two Directors may call a meeting
- Seven days notice will be given, unless it's been agreed that a shorter notice period is acceptable, or the circumstances are urgent
- The meeting can take place either in person or electronically.

We make decisions at our meetings by a majority of votes, or a decision can be made without a meeting if the Directors unanimously agree on the decision. Each Director only has one vote, if there is an equal count in the voting then the Chair has a second or casting vote.

Our Directors must declare if they have a conflict of interest and will not have a vote in that matter. The Directors will record and maintain a register of Directors interests.

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<sup>1</sup>This means they can't be married to, be in a civil partnership with, living with, be in a long-term relationship with, or related through a long-term partner with another Director.

<sup>2</sup> Available online from Companies House [IN01 Application to register a company](#)

Any person who is willing to act as a Director and is permitted to do so by law, can be appointed to be a Director by a decision of the Directors.

A person will cease to be a Director if:

- They are prohibited by law
- A bankruptcy order is made against that person
- They give notice to resign, but only if three unrelated Directors remain in office when the resignation takes effect
- They fail to attend three consecutive meetings of the Directors
- The remaining Directors unanimously agree that the Director should be removed.

Our Directors do not receive any payment for their role as a Director, however if they provide other services to Sew Mindful Crafts then they may receive payment for those specific services. Our Directors may be paid reasonable expenses that they incur as a result of their attendance at any meetings relating to Sew Mindful Crafts e.g. travel expenses.

We keep a written record of our meetings and our decisions, these written records are signed as being accurate by the Chair of the next succeeding meeting, after confirmation by other attending Directors.

Our Directors will comply with the requirements of the Companies Act and keep financial records, audit our accounts and submit the following to the Registrar of Companies:

- Annual reports
- Annual returns and
- Annual statement of accounts

A full and detailed copy of the Articles of Association of Sew Mindful crafts CIC can be accessed online from Companies House - [IN01 Application to register a company](#)

#### **4. Who are our Directors?**

Our Directors are all people that are invested in our aims and in our community and The City of Doncaster, and they either live or have lived in the area. They come from a range of backgrounds and have different skills and experience to ensure our decision making is informed, balanced and in the best interests of our community.

**Mick Perry** (Chair & PSC with at least 25% of the voting rights on decisions, but no more than 50%) – related to Tracy Perry

Mick is the founding member of Sew Mindful Crafts, alongside his wife Tracy. He's suffered with anxiety for many years and has personal experience of the things that can

help. He wanted to create a community space for people to come together, socialise and build friendships, whilst taking part in different crafting activities, and Sew Mindful Crafts CIC was born. He previously worked as a builder, running his successful building business for over 30 years.

**Tracy Perry** (PSC with at least 25% of the voting rights on decisions, but no more than 50%) - related to Mick Perry

Tracy is a successful businesswoman. She's worked in and around crafting for around 30 years, starting out as a machinist, going on to then work in retail in a fabric and furnishings shop and then starting her own business in 2014. In 2017 she opened her own bricks and mortar fabric and haberdashery store, Sew Cute Fabrics in Edlington, where she grew up.

**Lawrence Buckley** – Unrelated to any other Director

Lawrence is a company Director (Metro Locksmiths Ltd) & a former Youth & Community Worker who was involved in running a young dads project for Rotherham YMCA in the Dearne Valley before working for YMCA England delivering youth work sessions with young offenders in HMYOI Wetherby & HMP Newhall. In his time working at HMP Newhall he ran the Friday night craft session on the juvenile wing of the prison and delivered the Youth Achievement Awards scheme.

**Sandra Forey** – Unrelated to any other Director

Sandra has over 40 years experience in bookkeeping and admin, she has worked for several companies over the years and enjoys this role, she has a passion for sewing and crafting in her spare time. And loves long walks with her dogs, Sandra has now joined the team at Sew Mindful Crafts and offers her time and knowledge with the admin and bookkeeping.

**Maisy Matheson** – Unrelated to any other Director.

Maisy has 6 years of experience within customer service and administration starting out as an insurance advisor and office administrator. She is now a locksmith, fire & security engineer. She has lived many places across the world being brought up around the army, leading her to have a can do attitude and the ability to speak and relate to new people from all backgrounds. She is also dog obsessed, having two dogs of her own, Bert and Doris.