



Stuart Road Out Of School Club
Palmerston Street
Stoke
Plymouth
PL1 5LL
Telephone – 07745808123

19/10/17

Dear Parent/ Carer,

I am writing to advise you that we have now completed the processes of changing our legal structure and to explain what this means to you.

The Early Years Team within Plymouth City Council recommended that we reviewed our current unincorporated structure and consider if a different legal structure would provide better protection for both the Management Committee and the organisation and whether incorporation would be a suitable option for us.

The difference between an unincorporated and an incorporated organisation is that an unincorporated organisation has no legal identity. This meant that previously any contracts or other legal relationships entered into were in the name of the Committee Members which leaves the individuals of the organisation liable if the assets of the organisation are insufficient to cover its liabilities.

An incorporated organisation has a legal personality of its own and is able to enter into legal relationships on its own account. An incorporated organisation has limited liability which means that if it fails its liability to other people and organisations it is limited to the assets which it owns. There is generally no wider liability for the individuals involved with it.

The Early Years Team has worked with the Management Committee to establish a new incorporated organisation and having opted for a Community Interests Company, we have now been successful with our application.

We have registered the new structure with Ofsted and the assets of the business will transfer across to the new Incorporated Community Interest Company. This will be operational as of **Monday 30th October 2017** after which time we will be known by our new name, Just 4 Fun. Please make any cheques or other payments in the name of Just 4 Fun from this date.

What does this mean for you? A lot of the work involved with changing the legal structure has happened while the day to day running of the out of school club has continued and service has been

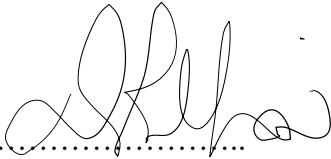
unaffected. Therefore aside from our new identity and name change, there will be no changes to the planned sessions and service that we provide.

The Company Directors of the new after school and holiday provision are as follows:

Chair – Donna Pillai
Secretary – Bob McDonald
Treasurer – Kate Nicholls
Lisa Bunes - Director
Christine Drury – Director
Caroline Kane – Director

If you have any questions please do not hesitate to get in touch. We will be looking to hold an AGM in the near future and will be inviting interest from any other parents who can help support the continuing running of this provision.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Donna Pillai', written over a dotted line.

Donna Pillai