



**United Kiang Association UK**  
**Better Together**

**United Kiang Association**  
**United Kingdom**  
**UKA**



**First Constitution**  
**of**  
**United Kiang Association**  
**25<sup>th</sup> October 2014**



**United Kiang Association UK**  
**[www.unitedkiang.com](http://www.unitedkiang.com)**  
**[info@unitedkiang.com](mailto:info@unitedkiang.com)**  
**Tel: 07754317919, 07411898955, 07985655938**





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## PREAMBLE





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### UNITED KIANG ASSOCIATION CONSTITUTION

#### 1.0 NAME

The name of the Association shall be **THE UNITED KIANG ASSOCIATION** hereinafter referred to as the association

#### 2.0 OBJECTS

The Association is established:

- 2.1 To relieve poverty, sickness and to promote the benefit of The Gambian People of Kiang and its environs (hereinafter described as "the area of benefit") without distinction of age, sex, race, political, religious or other opinion, by associating with the statutory authorities, voluntary organisations and inhabitants in a common effort to advance education, and to provide other facilities in the interests of social well-being, recreation or other issues with the objective of improving the conditions of lives the People of Kiang;
  - 2.1.1 To establish or to secure the establishment of infrastructures and facilities of good road networks, Community Centre, Medical Centres, Schools, Communication networks, Electricity Supplies, Clean Water Supply and to maintain it and to manage to cooperate with any local statutory authority in provision, maintenance and management of such infrastructures and facilities, for activities promoted by the Association and its constituent bodies in furtherance of the above objectives.
- 2.2 In furtherance of the above objectives, but not further or otherwise, the Association aim to:
  - 2.2.1 Provide or secure the provision of social services, educational and recreational facilities, and practical assistance for The People of Kiang; in the event of emergency disaster of floods, fire, storms, food shortage;
  - 2.2.2 Provide support and promote unity among members on Family matters, Ceremonies, Children welfare and educational needs, death; support or secure the provision of welfare rights advice and information on Social housing matters, legal matters of immigrations, employment matters and refer members in need of professional assistance to the relevant agencies;
  - 2.2.3 Provide or secure the provision and assistance of social services, educational needs of the needy Gambian children of Kiang in the form of School fees, Books, Uniforms and other learning materials; support or secure assistance for local Schools in Kiang in the form of library materials, sports materials and other educational needs;
  - 2.2.4 Promote the good image, Culture and tradition of Kiang via Organising or assist





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in organising Festivals, events, Anniversaries and publish or assist in publishing reports, periodicals, recordings or other documents or information;

- 2.2.5 Obtain, collect and receive money by way of grants, donations, bequests, legacies or other lawful method, provided that the Association may not engage in any form of permanent trading;
- 2.2.6 Receive money on deposit or loan and borrow or raise money in such a manner as the Association shall think fit subject to such consents as many be required by law;
- 2.2.7 Invest the monies of the Association not immediately required for the furtherance of the said objectives in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;
- 2.2.8 Provide or secure assistance and support for the association`s members to improve members employability skills through training courses, Language classes, Information technology classes, Seminars, Meetings, Conferences;
- 2.2.9 Promote and organise co-operation in the achievement of the above objectives and work in association and collaboration with local authorities, sister associations; voluntary organisations engaged in the furtherance of similar objectives in the areas of benefit;
- 2.2.10 Do all such other lawful things as may be necessary for the attainment of the above objectives or any of them.

### **3.0 MEMBERSHIP**

- 3.1 Membership of the Association shall be open to the following, irrespective of political affiliation, religion. Origin, ability, sex;
  - 3.1.1 People of Kiang, aged eighteen years or over living within the areas of benefit who subscribe to the objectives of the Association and such members shall be called Individual Members and shall be entitled to one vote at meetings of the Association;
  - 3.1.2 Organisations within the area of benefit, whether voluntary or statutory, may upon application to and with the approval of the Committee be admitted as Affiliated Members and such approval shall not be unreasonably withheld;
  - 3.1.3 Well-wishers anywhere or persons who, in the opinion of the Committee, have special knowledge or experience to offer to the Association; such members shall be called Associate Members and shall not have the right to vote at meetings of the Association.
- 3.2 The Committee shall fix the rate of annual subscription appropriate with members





consensus and shall have the right for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have the right to be heard by the Association before a decision is made.

#### **4.0 EXECUTIVE COMMITTEE**

- 4.1 Except as provided otherwise in this Constitution the policy and general management of the affairs of the Association shall be directed by the Committee which shall meet not less than three (3) times a year and shall consist of not less than three (3) members of the Association, elected at an Annual General Meeting. All committee members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.
- 4.2 Nominations from full members of the Association for members of the Executive Committee must be in writing and must be in the hands of the Secretary of the Association at least 7 days before the Annual General Meeting hereinafter mentioned.
- 4.3 Should the number of nominations exceed the number of vacancies, election shall be by show of hands on a majority basis of the members of the Association present and voting at an Annual General Meeting. If there is a tied vote then the chair person shall have a second vote.
- 4.4 Should the number of nominations be less than the number of vacancies, further oral nominations may with the approval of the Annual General Meeting be invited from members present and voting at the said Annual General Meeting.
- 4.5 The Executive Committee shall be elected every three years at an Annual General Meeting and shall be renewable only once by the consensus of the general membership. The Executive Committee shall have the power to fill in any vacant position(s) in the Executive Committee before the next Annual General Meeting for election to fill in such vacant position(s) by the general membership. Such person shall be an individual member of the association.
- 4.6 Any member of the Committee who fails to attend five (5) consecutive Committee meetings without reasonable excuse shall lose her/his place on the Committee which may be filled by co-option in accordance with Clause 4.5 above.
- 4.7 The Trustees (if appointed) shall be notified of and shall be entitled to attend all meetings of the Committee but shall not have the power to vote.

#### **5.0 MEMBERSHIP OF THE EXECUTIVE COMMITTEE**





5.1 The membership of the Executive Committee shall comprise of the Following:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Assistant Secretary
5. Treasurer
6. Assistant Treasurer
7. Internal Auditor
8. Assistant Internal Auditor
9. Public Relation Officer
10. Assistant Public Relation Officer 1
11. Assistant Public Relation Officer 2
12. Social Secretary
13. Assistant Social Secretary
14. Two Executive members without portfolio

### **6.0 FUNCTION OF THE EXECUTIVE COMMITTEE**

- 6.1 The Committee may make such regulations as its members consider appropriate for the efficient conduct of the business of the Committee and the Association.
- 6.2 The Committee may appoint special task force of its members consider necessary on such terms and conditions as they may determine.
- 6.3 The Committee may appoint sub-committees, advisory groups or working parties of its own members and other persons as it may from time to time decide necessary for the carrying out of its work and may determine their terms of reference, duration and composition. All such sub-committees shall make regular reports on their work to the Committee.
- 6.4 The proceedings of the Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-options or qualifications of





any member.

- 6.5 Any disputes between the members of the United Kiang Association should be amicably resolved through the Executive Committee, otherwise referred to Consultative Committee then the British law.

## **7.0 DUTIES OF OFFICERS**

### **7.1 Duties of the Chairperson**

- 7.1.1 Presides over and conducts meetings in accordance with procedures; keeps the members' discussion to the subject at hand and within time limits;
- 7.1.2 Appoint committee chairs and serves on committees except the nominating committee as an ex officio member;
- 7.1.3 Represent the association to invited functions, meeting, events and Social and Community occasions.
- 7.1.4 Coordinates the activities of the association by keeping in touch with the other officers, the membership, and the advisors; and, keeps himself or herself informed to ensure that the association is moving according to its established goals.
- 7.1.5 Begin meetings on time but must ensure that a quorum is present before any motion on the table begun for discussion;
- 7.1.6 Keep the meeting under control always. Limit debate on the part of any one individual to specified times or turns (ample, but not excessive time should be allowed for debate).
- 7.1.7 Should refer to himself or herself as "the Chair" and be impartial at all times.
- 7.1.8 Stand while presenting or directing the meetings; permissible to sit while matters are under discussions on the floor;
- 7.1.9 Turn over the chair to the Vice-President or other designated member when he or she wants to enter into debate. Information, but not opinions, may be given from the chair. If the presiding officer wants to make or discuss a motion personally, he or she must leave the chair and do so from the floor.
- 7.1.10 Allow a member to suspend the regular order of proceeding ONLY by a formal motion, carried by a two-thirds vote.

### **7.2 Duties of the Vice-Chairperson**







- 7.2.1 The Vice-Chair Person assists the Chair Person in the discharge of his/her duties. The Vice-Chair Person presides at meetings and other functions in the absence of the Chair Person and must be prepared to assume the office of the Chair Person if necessary.
- 7.2.2 The Vice-Chair Person is in charge of all committee work; he/she should keep an accurate list of committee members and manage committee assignments using committee report forms. He/she works closely with all committees, keeping well informed on all of their activities.
- 7.2.3 Have charge of setting up and carrying out the chapter programs of association's activities and submit a report on chapter accomplishments at the end of the year.
- 7.2.4 Assist with the preparation of the meeting agenda and be responsible for a report on the status of the program of activities at each meeting.
- 7.2.5 Lawful association's ad-hoc duties assigned by the Chair Person

### **7.3 Duties of the Secretary**

- 7.3.1 The Secretary prepares and reads the minutes of meetings; sends out and posts meeting notices; has the agenda for each meeting available for the Chair Person; reads communications at meetings; counts and records votes when taken;
- 7.3.2 Attends to official correspondence; keeps permanent records of the association; and maintains and has on hand for each meeting a Secretary's Record Book, which includes pertinent documents concerning association's decisions.
- 7.3.3 Prepare the agenda for general meetings, Committee meetings in consultation with the Chairperson and Vice-Chair Person
- 7.3.4 Maintain the membership list, deal with correspondence and circulate any relevant documents within the association.
- 7.3.5 Maintain a Secretary's Book, record the minutes of all meetings formal, informal and called, record in the minutes what is DECIDED UPON and DONE, record, whether carried or lost, the exact wording of motions and amendments and the name of the member who made the motion (amendment).
- 7.3.6 Stop the proceedings, if necessary, to get the exact wording of a motion. The Secretary may request that a motion be submitted in writing by the member presenting it.





73.7 Record in the minutes the names of members who have been appointed to committees as well as the persons serving as chairs of those committees.

7.3.8 Include a copy of the Treasurer's and/or Auditor's reports in the minutes.

#### **7.4 Duties of Assistant Secretary**

7.4.1 The Assistant Secretary shall assist the Secretary in carrying out his/her duties as specified above and shall step in to carry out those functions in the absence of the Secretary

#### **7.5 Duties of the Treasurer**

7.5.1 The Treasurer administers and is responsible for the association's money. He/she collects all the grants, gifts, donations, subscriptions dues, if required; is responsible for ensuring payments by the appropriate deadlines;

7.5.2 keeps financial records in order and up to date; devises fund raising activities with the cooperation of the appropriate committee and the approval of the membership and advisors;

7.5.3 Assists in preparing an annual budget; serves on any Finance Committee's as the ex officio member; and protects the financial reputation of the organization.

7.5.4 Keep a permanent, up-to-the-minute record of all financial transactions.

7.5.5 Keeps a record of all incoming money noting the date and from whom the money was received. (turn over to the association's sponsors.)

7.5.6 Record all expenses note accurately the dates and recipients of the money and obtain and keep a copy of all receipts in the permanent records.

7.5.7 Be prepared to report the financial status of the association at any regular meeting and a statement showing the financial position of the Association shall be tabled at each Management Committee Meeting by the Treasurer.

7.5.8 Obtain and present ideas and suggestions to the membership for increasing the treasury and financing different activities.

7.5.9 The treasurer shall maintain an impress system if necessary and not more than hundred pounds and shall be replenished and shall not spend the petty cash without the consent of the Management Committee, and shall keep a record of such expenditure in a Petty Cash Book.





### **7.6 Duties of the Assistant Treasurer**

7.6.1 The Assistant Treasurer shall assist the Treasurer in carrying out his/her duties as specified above and shall step in to carry out those functions in the absence of the Treasurer

### **7.7 Duties of the Internal Auditor**

7.7.1 Plan and conduct audits to evaluate the effectiveness of internal controls, operational efficiencies and determine compliance with selected policies, procedures and regulations. Resolve audit problems that occur and develop modifications to exposure and plan.

7.7.2 Ensure work papers are adequately documented and audit evidence is sufficient. Prepare accurate audit reports with recommendations for the Chair Person and senior administrators to increase efficiency and/or effectiveness of the control systems of functions reviewed.

7.7.3 Perform special investigations as requested by the Chair Person and/or Management committee; elicit information from knowledgeable internal/external sources about areas and functions to determine appropriate audit direction/methodology. Research all pertinent data (law, current issues, work papers, reports).

7.7.4 Research and keep abreast of legislative issues, new audit regulations/trends and audit methodology. Discuss updates of new regulations with Chair Person and relevant departments. Consult and Work with all levels of management and members within the association, external audit personnel, to promote best practices

7.7.5 Assist in developing annual audit plan and submit to Chair Person and committees for review and approval.

7.7.6 Assist external auditors as appropriate. Assist in coordinating the association's response to audit findings and recommendations.

7.7.7 Conduct periodic training workshops to promote awareness of internal controls and to discuss changes in policies that will impact the system flow of information.

7.7.8 Participate in various committees or task forces geared to policy/procedure development and operational improvements.

7.7.9 Supervise and guide members in support of the association's mission and audit initiatives, ensure segregation of duties, compliance with best practices





and codes of conducts.

7.7.10 should conduct operational audit, financial audit, compliance audit, internal control reviews, and fraud audits;

### **7.8 Duties of the Assistant Internal Auditor**

7.8.1 The Assistant Internal Auditor shall assist the Internal Auditor in carrying out his/her duties as specified above and shall step in to carry out those functions in the absence of the Internal Auditor

### **7.9 Duties of the Public Relations Officer (PRO)**

7.9.1 Use a wide range of media and communicate key messages to build, maintain and manage the reputation of the association and sustain good relationships between the association and its donors, sponsors, through planned publicity campaigns and PR activities

7.9.2 Prepare and supervise the production of publicity brochures, hand-outs, direct mail leaflets, promotional videos, photographs, films and multimedia programmes;

7.9.3 Fostering community relations through involvement in community initiatives, organising promotional events including press conferences, exhibitions, open days, tours, visits

7.9.4 Liaising with key stakeholders; sourcing and manage speaking sponsorship opportunities;

7.9.5 Plan, develop e and implement PR strategies; maintain and update information on the association`s website

7.9.6 Speak publicly at interviews, press conferences and presentations and deal with enquiries from the public, the press, and related organisations

9.9.7 Liaise with Chairperson and management committee about budgets, timescales and PR objectives

9.9.8 design, write and/or produce presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for web sites and promotional videos;

### **7.10 Duties of the Assistant Public Relations Officers**

7.10.1 The Assistant Public Relations Officers shall assist the Public Relation Officer in carrying out his/her duties as specified above and shall step in to carry out those functions in the absence of the PRO





## 7.11 Duties of the Social Secretary

- 7.11.1 The Social Secretary shall be responsible for organising social events/functions for the association
- 7.11.2 He/she shall work closely with the social committee to identify potential opportunities for arranging fundraising social events
- 7.11.3 He/she shall help in the recruitment of new members into the association
- 7.11.4 He/she shall chair fundraising committee meeting if necessary

## 7.12 Duties of the Assistant Social Secretary

- 7.12.1 The Assistant Social Secretary shall assist the Social Secretary in carrying out his/her duties as specified above and shall step in to carry out those functions in the absence of the Social Secretary

## 7.13 Council of Elders

The council shall be the formal advisory body of the united kiang Association.

## 8.0 FINANCE

- 7.1 All monies raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose PROVIDED THAT nothing herein contained shall prevent the payment of legitimate out-of-pocket expenses to members of the Association engaged upon the approved business of the Association.
- 8.2 The Treasurer shall keep proper accounts of the finances of the Association.
- 8.3 The financial year of the Association shall run from 1 April to 31 March.
- 8.4 Provided the required threshold is met; the accounts shall be audited at least once a year by an external auditor or independent examiner who shall be appointed at the Annual General Meeting.
- 8.5 Financial statements of Income and Expenditure, Assets and Liabilities shall be submitted by the Committee to the Annual General Meeting. The auditor's report shall be attached to such financial report.
- 8.6 The treasurer shall maintain an impress system if necessary and not more than





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hundred pounds and shall be replenished and shall not spend the petty cash without the consent of the Management Committee, and shall keep a record of such expenditure in a Petty Cash Book.

- 8.7 A statement showing the financial position of the Association shall be tabled at each Management Committee Meeting by the Treasurer.
- 8.8 The signatories to the Association's account/s will be any four members of the Executive Committee and any two of the four can sign and withdraw money for and on behalf of the association
- 8.9 A bank account shall be opened in the name of the Association only with ----  
-Bank Ltd. ----- or with such other bank as the Committee shall from time to time decide and all funds receipt shall be deposited in Association`s Bank Account soon as possible. The Committee shall authorise in writing the Treasurer and 2 members of the Committee to sign cheques on behalf of the Association. All cheques must be signed by not less than 2 of the 3 authorised signatories.

### **9.0 TRUST PROPERTY**

- 9.1 The Association may appoint and may terminate the appointment of not less than 3 people to act as Trustees for the purpose of holding any monies or property belonging to the Association. The title to all or any such real and/or personal property which may be required by or for the purposes of the Association shall be vested in the Trustees who shall hold such property in trust for the Association. The Trustees shall act under the instructions of the Committee who shall, subject to the approval and consent of the Association as determined by a General Meeting, have power to fill vacancies among the Trustees.

### **10.0 ANNUAL GENERAL MEETING**

- 10.1 [The first Annual General Meeting of the Association shall be held not later than the 25<sup>th</sup> October 2015 and in each year thereafter]. An Annual General Meeting of the Association shall be held at such place and time (not being more than 15 months after the holding of the preceding Annual General Meeting) as the Committee shall determine.
- 10.2 At such an Annual General Meeting the business shall include the following:
- 10.2.1 The election of members to serve on the Committee and they will retire at the end of each AGM and may stand for re-election.
- 10.2.2 The appointment of an external auditor or Independent examiner;
- 10.2.3 The consideration of an Annual Report of the work done by or under the





umbrellas of the Committee;

10.2.4 The consideration of the audited accounts and Financial Statements;

10.2.5 The transaction of such other matters as may from time to time be considered necessary.

### **11.0 SPECIAL GENERAL MEETING**

11.1 The Executive Committee may at any time at its discretion and shall upon a requisition signed by not less than two third of the members, having the power to vote and giving reasons for the request, call a Special General Meeting of the Association for the purpose of altering the Constitution in accordance with Clause 12 hereof or of considering any matter which may be referred to them by the Committee or for any other purpose. All members must be given 14 days' notice and told what change is proposed.

### **12.0 RULES OF PROCEDURE AT ALL MEETINGS**

#### **12.1 General Meetings**

The Executive Committee shall call general meetings at least every two months, for members to discuss and account for its actions and consider the regeneration and developments In accordance with association`s objectives. At least fourteen (14) days' notice of such a meeting must be given to members, the meeting must be minuted and available to any interested party on request and a quorum of not less than six (6). Meetings of the Association shall be no longer than two (2) hours in duration.

#### **12.2 Voting**

Subject to the provisions of Clause 12 hereof all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. [In case of a tied vote the Chairperson shall have a second or casting vote].

#### **12.3 Minutes**

Minute books shall be kept by the Secretary and for all sub committees the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

#### **12.4 Standing Orders**

The Committee shall have power to adopt and issue Standing Orders and/or Rules for the Association. Such Standing Orders and/or Rules shall come into operation immediately PROVIDED ALWAYS THAT they shall be subject to review by the Association in General Meeting and shall not be inconsistent with this





Constitution.

### **12.5 Chairing Meetings**

All meetings of the Association or of any of its sub-committees shall be presided over by its Chairperson, or in his/her absence, its Vice Chairperson. If neither are present, those present may elect one of their number to take the Chair. [The Chairperson of any meeting shall have a second or casting vote].

### **13.0 ALTERATIONS TO THE CONSTITUTION**

13.1 Any alterations to this Constitution shall receive the assent of not less than two thirds of the members of the Association present and voting at the Annual General Meeting or a meeting specially called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be brought forward.

13.2 At least 14 clear days' notice in writing of the meeting setting forth the terms of the alteration to be proposed shall be sent by the Secretary to each member of the Association PROVIDED FURTHER THAT no alteration shall be made which would cause the Association to cease to be a charity at law.

### **14.0 DISSOLUTION**

14.1 If the Committee by a simple majority decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Association, they shall call a meeting of full members of the Association.

14.2 If such decision shall be confirmed by a simple majority of two thirds of those members present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of the Association.

14.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the Committee may decide.

### **15.0 INDEMNITY**

15.1 The Association shall indemnify and keep indemnified every officer, member, volunteer and employee of the Association from and against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith or arising therefrom) made or brought against the Association in connection with its activities, the actions of its officers, members, volunteers or employees, or in connection with its property and equipment but this indemnity shall not extend to liabilities arising from wilful and individual fraud, wrongdoing







or wrongful omission on the part of the officer, member, volunteer or employee sought to be made liable. The Treasurer shall affect a policy of insurance in respect of this indemnity.

### 16.0 Affirmation Of Office

The United Kiang Association Whose specimen signature is given below and Who has been elected as Members of the executive committee Of the United Kiang Association (UKA), do hereby affirm, with Allah (SWT) as my witness that, Inshallah, I will:

- 16.1 Be abide by the provisions of the Constitution and Bylaws of the UKA, And will work towards the unity of all Members and Kiankas both here in UK and Abroad.
- 16.2 Conduct the affairs of UKA members with justice, Secrecy and honesty, and Will safeguard the trust of the UKA assigned to me for the best interest of the Kiang community.
- 16.3 Not seek any personal glorification or financial gains by and through The use of this office.

### 17.0 ADOPTION OF THE CONSTITUTION

This constitution was adopted by the members present at a general meeting of the Association held on the:..... 2014

**Signed:**

.....  
(Chairperson)

.....  
(Vice Chairperson)

.....  
(Treasurer)

.....  
(Secretary)

.....  
(Internal Auditor)





# United Kiang Association UK

Better Together

.....  
(Public Relations Officer)



**United Kiang Association UK**  
[www.unitedkiang.com](http://www.unitedkiang.com)  
[info@unitedkiang.com](mailto:info@unitedkiang.com)  
Tel: 07754317919, 07411898955, 07985655938

