

Minutes of the Annual General meeting of the Catholic Children's Society – Plymouth, held at St Boniface House on Monday 28 April 2025.

Present: Shelagh Fearnley [Chair] Robert Paice, Adele Towsey, Helen Brown, Mary Shepherd, Marina Macari, Deacon Timothy Van Kroonenburg, Sarah Davies [Pro-active Parenting/Rainbows facilitator], Karen Grote [minutes/admin].

This meeting commenced at 10.40 with a prayer.

1. Apologies – Andrea Rodgers [Vice Chair], Vicki Dunstone [Fundraiser and Communications officer].
2. Minutes of the Annual General meeting held on 22.4.24 - approved by all Trustees.
3. Matters arising –
 - it was discussed and approved by all Trustees that SF was appointed at the last Board meeting as Chair for CCSP. This is noted for the AGM.
 - Item 8 insurance AR has declared a conflict of interest as her relative is the Broker appointed by CCSP.
4. Approval of the Directors report and Financial Statements for the year ended 31 December 2024 –
 - Hayley Dunn from Westcott's attended this meeting, accounts were sent out to Trustees prior to this meeting.
 - Accounts discussed.
 - Annual accounts/statements and required information will be submitted to Companies House and the Charities Commission by Westcott's to meet all deadlines.
 - Accounts were approved by Trustees and are to be signed off.

Joe Kendall from Wren Sterling was also present at this meeting.

 - Reports were sent out prior to this meeting.
 - Topics discussed – security of stocks and shares, ethics, Trustees wish for the current model of investment to continue, JK noted this and is happy to continue with this instruction.
5. To note that there are no new Trustees Directors for appointment by the Diocesan Administrator Canon Paul Cummins for the period of 3 years –
 - MS wished to thank the three members of staff, VD, SD, and KG for their hard work during 2024.
 - Trustees welcomed SF and AT who joined the charity in 2024. They also wished to acknowledge the work carried out on policies, working with Caritas, work in preparing updated Articles of Association and Memorandum of understanding. All projects that are positive for the charity.
 - RP was also thanked for taking on the role of Company Secretary.
6. To note that there are no retirements of Trustee Directors – who retire by rotation of service –
 - Monika Marszalek resigned as a Trustee on the 1.1.25.

7. Appointment of auditors/independent examiners for the year end 2024 –

- Westcott Chartered Accounts and Business Advisers, Trustees had approved the quote in 2024 which covers Westcott's preparation of accounts and support to CCSP covering 2024/2025.
- MS RP proposed that this item should be discussed at the October BM, so that approaches/quotes can be obtained for the AGM 2026, approved by all Trustees.

Action – Trustees to discuss this item at October 2025 Board meeting.

8. Insurance – Current policy is with Anvar insurance policy term 7.5.24 to 6.5.25.

- HB MS proposed that CCSP continue to liaise with Anvar who are a broker, to obtain insurance at best value and to cover all needs, approved by all Trustees.

Action – AR to obtain new quote for 2025/2026 and send out to Trustees to view/approve.

9. Patronage – Baroness Hollins to continue as CCSP Patron.

- RP suggested that Sir Christian Sweeting could be approached. The Trustees would like to continue to approach other possible Patron's, who may be able to have an active role with the charity.

Action – RP to pass details to SF/KG, letter to be viewed by all Trustees before being sent.

10. Reminder of the Code of Conduct for Trustee Directors – this was sent out prior to the meeting and is to be signed by all Trustees and returned to KG.

Action – all Trustees to sign the Code of Conduct.

11. Reminder of safeguarding training – Educare – Trustees were reminded of the importance of safeguarding and availability of training.

12. Date of Annual general meeting for 2026 – date agreed as the 27.4.26 – start time 10.30.

This meeting closed at 11.40am