



FAKENHAM COMMUNITY CENTRE

Registered Charity No 1000793

Oak Street, Fakenham, Norfolk NR21 9DY

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MINUTES OF ANNUAL GENERAL MEETING OF FAKENHAM COMMUNITY CAMPUS TRUST LIMITED HELD ON WEDNESDAY 23rd JULY 2025 AT 5.00PM

Attendees: Beryl Bratt (chair), Janet Holdom (vice chair), Tim Summers (treasurer), Richard Crook (Company Secretary), Heather DeLyon, Penelope Bucknell.

Apologies: Dan Andrews, Jeremy Punchard.

In attendance: Adrian Vertigan , no members of the public were present.

MINUTE	ACTION
<p>Welcome and introductions:</p> <ul style="list-style-type: none"> • BB welcomed everyone to the meeting. <p>Received apologies for absence:</p> <ul style="list-style-type: none"> • Apologies for absence had been received from: Dan Andrews & Jeremy Punchard. <p>Declarations of interest:</p> <ul style="list-style-type: none"> • No declarations of interest. <p>Minutes of previous AGM meeting:</p> <ul style="list-style-type: none"> • BB asked if the minutes of the previous Annual General Meeting held on 24th July 2024 were a true representation of the meeting; • Meeting agreed. BB proposed adoption of the minutes, PB seconded and the meeting approved. <p>Presentation of the Annual Report (chair):</p> <ul style="list-style-type: none"> • BB read her Chair’s Report 2024-25; • JH queried reference to Lloyds Bank. AV confirmed the branch in town had now closed and Lloyds had their first booking earlier in the day; • JH proposed adoption of the annual report, PB seconded and the meeting approved. <p>Presentation of Accounts (treasurer):</p> <ul style="list-style-type: none"> • TS had previously circulated a review of the accounts for the year ended 31st March 2025; • Meeting read and discussed; • JH proposed adoption of the accounts for both years, RC seconded and the meeting approved the accounts; • TS to arrange for the accounts to be filed at Companies House and the Charities Commission; • RC noted that he had asked KF for a report on social media but this had not been 	<p style="text-align: right;">TS</p>

received in time and would be presented at the Trustee's meeting in August. BB queried if there was a tangible way to measure the effectiveness of the social media posts.

RC

Appointment of Auditors / Independent examiners:

- Meeting noted that TS had expressed that he was happy with Stephenson Smart, Fakenham as independent examiners for the company;
- TS therefore proposed the re-appointment of Stephenson Smart, Fakenham as independent examiners of the accounts for the year to 31st March 2026;
- Remuneration of the independent examiners would be agreed by the trustees in due course;
- JH seconded the proposal and the meeting approved.

Election of Officers:

- BB confirmed that she was to stand down as chair after 5 years in the role but was happy to continue as a Trustee;
- BB noted that PB had indicated that she would be happy to take on the role of chair. BB therefore proposed that PB would be the new chair, HdL seconded and the meeting approved;
- The meeting thanked BB for her time as chair;
- The meeting thanked JH for being Deputy Chair for the last 5 years. PB noted that there would be parts of the year when she would not be available to attend meetings and that BB had indicated she would be prepared to be Vice Chair going forward. PB proposed, RC seconded and the meeting approved;
- TS has stated that he was happy to continue in the position of Treasurer. BB proposed, PB seconded and the meeting approved;
- RC confirmed he was happy to continue in the role of Company Secretary. PB proposed, BB seconded and the meeting approved.

AOB:

- PB noted that the Minutes of the AGM should be posted on the Community Centre noticeboard and on the Bookings site. TS to produce the published version of the minutes and AV to arrange for them to be posted accordingly.

TS/AV

Meeting closed at 5.20pm.