

FERRING RETIREMENT CLUB (1040624)
MINUTES OF THE 31st ANNUAL GENERAL MEETING
HELD AT THE GLEBELANDS CENTRE, GREYSTOKE ROAD, FERRING
ON WEDNESDAY 26th NOVEMBER 2025 @ 2PM

Present

Trustees and Independent Examiner

Susan Pratt (Chair of Ferring Retirement Club)

Bernie Griffin (Secretary)

Betty McCann (Treasurer)

Roger Abbott, Lynda Gould, Jan Garland, Heather Hones and Annie Lambert

Jane Crathern (Independent Examiner)

Members

Brian Bigwood, Chris Bradley, Sharon Bradley, Marilyn Catteril, Barbara Clarke, Ray Clarke, Kirstie Davidson, Michael Dwelly, Sheila Fenton, Liz Fry, Pamela Harland, Liz Hawkins, Jeffrey Hearst, Peter Holmes, Susan Lear, Liz Malcolm, Katharine May, Graham Ray, Susan Thayre, Jill Simmonds, Mike Simpson, Valerie Simpson, Ann Smith, Barbara Smith, John Smith, Sally Tanner, Lindsay Taylor and Bian Vardon

Welcome

The meeting was opened by Sue Pratt who welcomed all of those present and reminded the meeting that it was the AGM of the original FRC charity under charity number 1040624.

Tribute to Lilian Holdsworth

Before turning to the business of the meeting, Sue Pratt paid tribute Lilian Holdsworth, who passed away earlier this year at St Barnabas Hospice. Sue commented that it was fitting that we should remember Lilian, without whom there would be no club. Lilian founded the club in 1980 and it is a testament to her vision, determination and drive that the club continues to thrive some 45 years later. We owe Lilian a huge debt of gratitude. Sue also mentioned that a donation of £1,000 had been made to St Barnabas by the club in Lilian's memory.

1. Appointment of Chair

Sue reminded the meeting that Lilian, as FRC President, had presided as Chair of the club's annual general meetings over many years. The role of club president was now defunct and the first order of business today was to appoint a new AGM Chair. Sue handed over to Bernie Griffin to take this item.

Bernie commented that after so many years of having Lilian at the helm, the club would now need to appoint a new Chair for the purpose of this annual general meeting and that Sue Pratt has agreed to offer herself for appointment. Before moving to a vote, Bernie reminded the meeting that only members of the club were permitted to vote on any of the resolutions today.

With regard to the proposed resolution that Sue Pratt be appointed as the new AGM Chair of Ferring Retirement Club:

Proposed by Valerie Simpson and seconded by Brian Bigwood

Resolution: on a show of hands by those present (none against), it was duly declared that **Sue Pratt** be duly appointed as the **AGM Chair**.

Brian Bigwood asked whether Sue's appointment as AGM Chair would now be fixed for all future annual general meetings. Bernie commented that future AGMs would be of the new FRC charity and that she would need to check the constitution in that connection.

Bernie handed back to Sue as the newly appointed AGM Chair.

2. Apologies for absence

The Chair confirmed that apologies for absence had been received from a number members and that their names would be recorded in the minutes of this meeting. Accordingly, apologies for absence were received from the following members: Pam Chamberlain, Jane Congdon, Jan Drury, Susan Fudge, Jeannette O'Sullivan, Brian Rosser, Mike Skinner, Roger Taylor, Val Taylor and Christina Willcox

3. Declarations of Interests

The Chair asked if anyone present wished to declare an interest relating to any item of business on today's agenda? There were no declarations of interest.

4. Minutes of the 30th Annual General Meeting

The Chair reminded those present that the minutes of the 2024 AGM had been displayed in the clubroom since last year and had also been available on the club website. As there were no questions, comments or corrections, the Chair declared that the 2024 minutes would, therefore, now be signed as an accurate record of the 2024 AGM.

5. Matters arising

There were no matters arising.

6. Chair's Annual Statement

The Chair reminded those present that her annual statement (as Chair of FRC) was set out at pages 4 to 8 of the AGM Booklet. Accordingly, this would be taken as read. The Chair did, however, wish to highlight the following matters:

Trustees

"I refer in my statement to the fact that the involvement and support of the trustees helps to safeguard the club's continued existence – I really do need to emphasise that without a solid board of trustees, it would be impossible to keep on top of the legal and regulatory compliance matters that need to be addressed, let alone the day to day operations. We are fortunate to have a dedicated board of trustees in post, but as some of those people step down over time, we need new trustees to be appointed to ensure the club can continue to provide a social outlet to its members.

"You will have seen that we are looking for a new Secretary as it was Bernie's intention to retire as a Trustee at today's meeting. There has not been a single response to the advert in All About Ferring nor to the posts on our website and Facebook page and so Bernie has agreed to carry on as Secretary for a little longer. We are also now looking for a new Membership Secretary following Jeannette

O'Sullivan's decision to retire as a trustee. If any of you here today are interested in taking on either of these roles (or know of someone who you think might be interested) please contact Bernie – details are in the AGM Booklet."

Section leaders and helpers

"Again, the day to day running of the club and the activities offered are only possible because of the wonderful group of section leaders and helpers who give their time freely; providing refreshments, running activity sections and organising events. My sincere thanks go to each and every one of them."

Incorporation as a Charitable Incorporated Organisation (CIO)

"I would like to mention the club's transition to a charitable incorporated organisation or CIO. This has involved a great deal of work, as detailed in the AGM Booklet, and I'm very pleased to announce that we have almost completed the process. The club's assets have been transferred to the new CIO under charity number 1212151 and the day to day operations are now being run by the new CIO."

"Final tasks include assignment of the club room lease and the production of nil balance accounts for the old FRC charity. The latter will be submitted to the Charity Commission in the coming months and an application will then be made to close down the old FRC charity. In the meantime, the trustees will remain in post as trustees of both charities."

Club room lease

Bernie Griffin commented that the matter of the new lease of the club room had yet to be completed. This was, in part, due to the lack of engagement by West Sussex County Council with regard to the requirement for the Council's consent. There had also been recent discussions with GCC with regard to a proposal that some of the car park spaces might, in the future, be offered for rent to third parties. FRC had resisted that notion and GCC have now confirmed that the car park will continue to only be available (on a first come, first served basis) to members using the club room and hirers of the Glebelands building.

There were no questions or comments from the floor with regard to the Chair's Annual Statement.

7. Trustees' Annual Report and

8. Accounts for the year ended 30 September 2025

The Chair reminded those present that the Trustees' Annual Report is set out at pages 9 and 10 of the AGM Booklet and the Annual Accounts at page 11. The Chair clarified that the Report and Accounts relate to FRC Charity No. 1040624.

The Chair explained that the Report contains important financial and regulatory information for filing with the Charity Commission, along with the annual accounts. As most of the club's financial assets (cash and investments) had been transferred to the new FRC CIO by the financial year end, the AGM Booklet also includes, at page 12, the Balance Sheet for the new CIO. Both the Annual Accounts at page

11 and the Balance Sheet at page 12 taken together provide the full financial picture as at 30 September 2025.

There were no questions on the Report or Accounts from the floor.

9. Trustee elections

The Chair, moving on to the matter of Trustee elections, reminded the meeting that Jeannette O'Sullivan had decided to retire but that the remaining Trustees had agreed to stand for re-election.

The Chair explained that nominations were not being sought for trustees of the old FRC charity, as this would likely be closed down in the coming months. She did, however, appeal to anyone who might be interested in joining the board of trustees of the new FRC CIO to get in touch with the Secretary.

As the Chair was the subject of the first trustee re-election on the agenda, Bernie Griffin took the next item.

Sue Pratt (Chair)

Bernie Griffin confirmed that **Sue Pratt** offered herself for re-election as Trustee and FRC Chair. It was noted that Sue had been proposed by Bernie Griffin and seconded by Roger Abbott.

Resolution: on a show of hands by those present (none against), it was declared that the resolution was passed and that **Sue Pratt** was duly re-elected as Trustee and FRC Chair.

Bernie handed back to Sue.

Bernie Griffin (Secretary)

The Chair confirmed that **Bernie Griffin** offered herself for re-election as Trustee and Secretary. It was noted that Bernie had been proposed by Sue Pratt and seconded by Roger Abbott.

Resolution: on a show of hands by those present (none against), it was declared that the resolution was passed and that **Bernie Griffin** was duly re-elected as Trustee and Secretary.

Betty McCann (Treasurer)

The Chair confirmed that **Betty McCann** offered herself for re-election as Trustee and Treasurer. It was noted that Betty had been proposed by Jeannette O'Sullivan and seconded by Lynda Gould.

Resolution: on a show of hands by those present (none against), it was declared that the resolution was passed and that **Betty McCann** was duly re-elected as Trustee and Treasurer.

The Chair confirmed that the five remaining Trustees offered themselves for re-election and their appointments would be dealt with en bloc.

It was noted that

Roger Abbott had been proposed by Bernie Griffin and seconded by Sue Pratt;
Lynda Gould had been proposed by Jan Garland and seconded by Roger Abbott;
Heather Hones had been proposed by Jan Garland and seconded by Annie Lambert;

Jan Garland had been proposed by Heather Hones and seconded by Annie Lambert; and

Annie Lambert had been proposed by Lynda Gould and seconded by Jeannette O'Sullivan.

Resolution: on a show of hands by those present (none against), it was declared that the resolution was passed and that **Roger Abbot, Lynda Gould, Heather Hones, Jan Garland and Annie Lambert** were duly re-elected as Trustees

10. Independent Examiner

The Chair was pleased to confirm that **Jane Crathern** had agreed to carry out the independent examination of the FRC charity (1040624) final accounts and clarified that this would be for the year that commenced on 1 October 2025. The Chair confirmed that Jane would also deal with the independent examination of the accounts for the new FRC CIO for 2024/2025 and 2025/26.

11. Any other business

Brian Bigwood asked the Chair to confirm the position regarding the roof and building works. The Chair advised those present that the roof was in poor repair and that there had been a leak into the club's electrical cupboard some months ago. Electrical works to the club room (which included works in addition to those required to remedy damage caused by the leak) were in the process of being addressed. The contractor would, in fact, undertake works to the club room during the Christmas break.

The Chair advised that she had been in discussions with GCC regarding the state and condition of the roof and that GCC had now obtained three quotes for a roof replacement, with the average quote being in the region of £35,000. It would be for the GCC trustees to move this forward but FRC has asked to be kept in the loop, particularly as the works would likely mean closure of the whole building. The Chair expressed that it is in the interests of both FRC and GCC for the roof works to be undertaken as quickly as possible and FRC has indicated that it would be prepared to assist financially.

The Chair also referred to the back wall, which requires some minor re-pointing. GCC have confirmed that they will deal with this.

Valerie Simpson asked the meeting to join her in a vote of thanks for the Trustees, who do a great deal of work behind the scenes.

Lynda Gould asked that there be a vote of thanks, in particular, for Sue Pratt, who works tirelessly to ensure the smooth running of the club.

12. Chair's closing remarks

The Chair thanked everyone for attending the meeting and duly declared the 31st Annual General Meeting closed at 2.30pm.