

Annual General Meeting



NOTICE IS HEREBY GIVEN that the Annual General Meeting of City of Chelmsford Mencap (RCN: 1171835, England and Wales) will be held at 56 Mildmay Road, Chelmsford, CM2 0DZ on Wednesday, 7th October 2026 at 7pm.

PROXY VOTING: Please note, members may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of City of Chelmsford Mencap. Please see page 3 for more information.

Agenda

1. Welcome and Apologies for Absence
2. Approval of the Minutes of the previous AGM*
3. Ordinary Resolutions
 - 3.1 Report of the Trustees and Financial Statements
 - a. to receive and approve the Annual Report of the Trustees for year ending 31st December 2025*
 - b. to receive and approve the Financial Statements for the year ending 31st December 2025*
 - 3.2 Re-election of charity trustees retiring by rotation in accordance with Clause 16 of the Constitution of City of Chelmsford Mencap.
 - 3.3 Approval of co-opted trustees in accordance with the Constitution of City of Chelmsford Mencap.
4. Members' questions
5. Any Other Business
6. Vote of thanks

By Order of the Board
Vivien Molulu
Secretary to the Board

14th September 2026

***These documents will be available on CCM's website from 23rd September:**
<https://www.cityofchelmsfordmencap.org.uk/agm-2026>

If you need paper copies of these documents delivered by post, please email info@cityofchelmsfordmencap.co.uk or call 01245 268 303.

Notes

Ordinary Resolutions

3.1 The charity is required to present the Report of the Trustees and Financial Statements to members at Annual General Meetings.

3.2 Re-election of charity trustees retiring by rotation: The trustees standing for re-election this year are:

Chris Newson is a Chartered Accountant who accumulated over 25 years' experience in the City before working as a consultant for major fund management firms, helping them improve profitability and compliance with new regulations. He joined CCM's board of trustees as Treasurer in 2022 and was appointed Vice Chair in September 2024. Chris was appointed Chair in May 2026.

Sharon Symon is a Speech and Language Therapist with 20 years' experience working in community learning disability teams, including three years as Professional Lead. Her roles included assessing and managing communication difficulties and complex swallowing difficulties and writing and delivering training packages for colleagues, carers and families. Sharon joined CCM's Board in October 2024 and is Chair of the HR Committee.

Ruth Thompson's career has involved supporting people and families with neurological conditions, from learning disability and autistic spectrum disorders to dementia. Her current role involves leading carers' support services and delivering various training courses to individuals and organisations supporting people with dementia. Ruth was elected to CCM's Board in October 2024.

3.3 To approve the election of the following trustees who were co-opted to the Board in the period since the previous Annual General Meeting in accordance with the Constitution of City of Chelmsford Mencap:

Tracey Schneider has over 15 years of experience working across Adult Social Care, Public Health, Housing-related Support and Children's Services, leading transformation, commissioning and service improvement across health, social care and community services. Tracey is passionate about improving services through collaboration, partnership working and person-centred approaches that promote independence and inclusion. She joined City of Chelmsford Mencap to support the charity's work in creating opportunities for people with a learning disability and their families and brings extensive strategic leadership and transformation experience to the Board. Tracey was co-opted to the Board in April 2026.

The full biographies of the Board of Trustees can be read here:

<https://www.cityofchelmsfordmencap.org.uk/board-of-trustees>

Proxy voting:

Members who wish to appoint a proxy to attend, speak and vote at City of Chelmsford Mencap's Annual General Meeting on Wednesday 7th October must complete the enclosed 'Appointment of Proxy' form and return it to Mencap Centre by 30th September 2026.

An Easy Read document explaining how to appoint a proxy is available on CCM's website or by emailing info@cityofchelmsfordmencap.co.uk or by calling 01245 268 303.