

## Charlie Kristensen Foundation

### Minutes of the Annual General Meeting

Date: 14 January 2026

Location: Online (Zoom)

Time: 7:30pm

Chair: Jamie Read

#### 1. Present

Jamie Read (Chair)

Charlie Kristensen

Kat Kristensen

Gary Kristensen

Alison

Davey

#### 2. Apologies

Apologies for absence were received from Natasha Benn.

#### 3. Minutes of Previous Meeting

The minutes of the previous Trustee Away Day were reviewed by the board.

It was agreed that the minutes accurately reflected the discussions and actions from the previous meeting.

#### 4. Governing Document

The trustees discussed the Foundation's governing document and agreed that it should be reviewed in detail at the next scheduled meeting.

Trustees noted that the document was originally drafted at an early stage in the development of the charity and may require clarification or amendment to reflect the current direction and operations of the organisation.

It was agreed that all trustees would review the document ahead of the next meeting and that the Chair would include this as a formal agenda item.

#### 5. Charity Activities

##### Musical Chairs Interview Series

Charlie Kristensen proposed the revival of the Foundation's previously successful "Musical Chairs" interview series, which had historically achieved strong public engagement.

Trustees discussed the operational requirements involved in relaunching the series, including production and editing responsibilities. It was noted that additional support would allow Charlie and Kat to focus on strategic aspects of the project.

Alison offered to assist with promotion and communications activity associated with the interviews.

The possibility of distributing the interview series in podcast format through platforms such as Spotify was also discussed as a way of expanding audience reach.

## 6. Financial Matters

### Charity Bank Account

The Chair reported that the charity bank account with Metro Bank is currently being finalised following submission of the required identification documentation from trustees.

Jamie Read confirmed that he would visit the bank shortly to complete the account setup.

Once operational, the charity will be in a position to begin pursuing fundraising opportunities.

### Accountant

The Chair informed trustees that Geoff Miles, a Chartered Accountant, has indicated that he may be willing to support the charity on a voluntary basis by assisting with financial oversight and accounting matters.

Jamie Read will contact Geoff Miles to discuss this further.

## 7. Strategic Development

Trustees discussed the importance of establishing clear strategic priorities for the development of the Foundation.

The following key areas were identified:

- Brand identity and messaging
- Fundraising strategy
- People and volunteer engagement

Trustees agreed that focused discussions on each of these areas would be beneficial and that smaller trustee sub-groups may be formed to lead work in each area.

## 8. Communications

Alison and Kat agreed to meet separately to discuss communications and outreach activity including:

- Website development
- Press and media engagement
- Social media strategy
- Messaging and brand positioning

## 9. Trustee Meetings

Trustees agreed that regular meetings would help maintain momentum and ensure progress against agreed objectives.

It was agreed that trustee meetings would take place monthly, normally on the first Monday of each month where possible.

The following meetings were scheduled:

Date	Time	Focus
10 February 2026	7:30pm (online)	Governing Document Review
10 March 2026	7:30pm (online)	Branding
7 April 2026	7:30pm (online)	Funding
12 May 2026	7:30pm (online)	People

Trustees noted that efforts should be made to avoid scheduling meetings during major school holiday periods where possible.

## 10. Trustee Positions

The Chair invited trustees to confirm their willingness to continue serving on the board for the forthcoming year.

All trustees present confirmed that they were happy to remain in their roles.

Jamie Read will continue to act as Chair of Trustees.

## 11. Actions Agreed

The following actions were agreed:

- Jamie Read to finalise the charity bank account setup with Metro Bank
- Jamie Read to contact Geoff Miles regarding voluntary accounting support
- Kat and Alison to meet to discuss communications and media strategy
- All trustees to review the governing document before the next meeting
- Jamie Read to include governing document review on the next meeting agenda

- Kat to continue development of school packs
- Jamie Read to circulate formal minutes of the meeting
- Trustees to prepare for focused discussions on brand, funding and people strategies

## 12. Close of Meeting

There being no further business, the Chair thanked trustees for their contributions and noted the positive progress being made in developing the Foundation.

The meeting was formally closed.

Signed:

Jamie Read

Chair of Trustees

Date: 13<sup>th</sup> Janu 2026

## **The Charlie Kristensen Foundation**

### **Annual Accounts**

For the year ended **April 25**

#### **1. Trustees' Report**

The trustees present their report and accounts for the year ended 5<sup>th</sup> April 2025.

##### **Principal Activity**

The charity exists to support its charitable objectives as defined in its governing document.

##### **Review of Activities**

During the reporting period the charity did not undertake any financial transactions and therefore had no income, expenditure, assets, or liabilities.

The trustees continued to develop the organisational structure and future plans for the charity.

##### **Financial Review**

The charity had no income and no expenditure during the year.

Total funds carried forward remain £0.

##### **Reserves Policy**

As the charity has not yet commenced financial operations, it currently holds no reserves.

##### **Trustees**

The trustees who served during the year were:

Jamie Read (Chair)

Natasha Benn

Kat Kristensen

Gary Kristensen

Alison Scrivens

Davey Robson

#### **2. Statement of Financial Activities (SOFA)**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>
Income	£0	£0	£0
Expenditure	£0	£0	£0
Net Income / (Expenditure)	£0	£0	£0

#### **3. Balance Sheet**

As at **31 December 2025**

	<b>2025 2024</b>	
Fixed Assets	£0	£0
Current Assets	£0	£0
Creditors (amounts falling due within one year)	£0	£0
Net Assets	£0	£0

#### **4. Funds**

	<b>Amount</b>
Unrestricted Funds	£0
Restricted Funds	£0
Total Charity Funds	£0

#### **5. Notes to the Accounts**

##### **Accounting Basis**

The accounts have been prepared on a receipts and payments basis for a charitable company with no financial transactions during the reporting period.

##### **Financial Activity**

The charity had no income, expenditure, assets or liabilities during the financial year.

#### **6. Trustee Approval**

The trustees approve the accounts and confirm that the charity had no financial transactions during the year.

Approved by the board of trustees.

Signed on behalf of the trustees:

**Jamie Read**

Chair of Trustees

Signature:

Date: \_\_\_\_\_