

The Copeman Centre  
Annual General Meeting  
7.30p.m. Monday 2<sup>nd</sup> June 2025  
at the Copeman Centre, Main Hall

Minutes

Present: Jean Dawson, Jenny English, Anne Fippard, Hannah Jackson,  
Reg. Lampard, Michael Leary, Jennifer Parker, Carol Parsons,  
David Parsons, Hollie Stoakley

1 & 2) Carol was elected as chairperson for the meeting

3) Apologies for absence: Katie Andrews, Pauline Whatling

4) The minutes of the 2024 AGM were approved and signed by Carol

5) There was no matter arising from the 2024 AGM minutes

6) Reports: Carol would have read the 2024/2025 Annual Report.

Unfortunately David had forgotten to bring it, but it is  
attached herewith.

Hollie distributed the 2024/2025 accounts. There was no  
matter arising. It was noted that the funds had increased  
substantially over the year. (See attached)

7) Five committee members were elected: Jean Dawson, Anne Fippard,  
Reg. Lampard, Carol Parsons, David Parsons

8) User representatives were elected: Briston Wives TBA

N. N. Players    Hannah Jackson

Nursery            Katie Andrews

Organ Shows    Michael Leary

Parish Council   Reg Lampard

PCC                Pauline Whatling

W.I                 Jennifer Parker

9) Any other business: None

10) Date of next meeting: Precise date to be determined; target period  
May/June 2026

The Copeman Centre  
Accounts for the year ended 30 April 2025  
Charity number -

**297753**

**Profit & Loss Account**

	2024/25	2023/24	2022/23
Hire charges	<b>3,868</b>	6,798	4,629
Nursery rent	<b>12,620</b>	10,841	10,710
Sundry receipts		73	209
Functions	<b>3,426</b>	3,721	3,614
<b>Total operating income</b>	<b>19,913</b>	<b>21,433</b>	<b>19,162</b>
Expenditure			
Light & Heat	- <b>3,118</b>	- 3,692	- 5,367
Rent/Rates/Water	- <b>2,139</b>	- 2,509	- 2,048
Maintenance	- <b>4,077</b>	- 7,016	- 3,546
Insurance	- <b>1,479</b>	- 1,444	- 1,401
Caretaker	- <b>1,044</b>	- 1,387	- 1,305
Sundry payments	- <b>1,113</b>	- 575	- 484
Stationery & postage			-
Cleaning supplies	- <b>186</b>	- 35	- 280
Fixtures & fittings			-
Improvements			- 4,051
Telephone			- 60
Function costs	- <b>528</b>	- 698	- 543
<b>Total expenses</b>	<b>- 13,683</b>	<b>- 17,356</b>	<b>- 19,085</b>
Dividends	<b>1,856</b>	1,722	1,787
Bank interest	<b>4,232</b>	4,020	1,606
Donations & Grants	<b>1,450</b>		
<b>Total investment income &amp; grants</b>	<b>7,538</b>	<b>5,742</b>	<b>3,393</b>
<b>Excess income</b>	<b>13,768</b>	<b>9,819</b>	<b>3,470</b>

**Balance Sheet**

	2024/25	2023/24	2022/23
Investments:			
Investment Fund - Purchase price	<b>10,938</b>	10,938	10,938
Increase in investment	<b>23,544</b>	25,138	22,946
	<b>34,482</b>	36,076	33,884
Property fund - Purchase price	<b>10,000</b>	10,000	10,000
Decrease in investment	- <b>3,391</b>	- 3,499	- 3,022
	<b>6,609</b>	6,501	6,978
Fixed interest - Purchase price	<b>15,990</b>	15,990	15,990
Increase in investment	<b>1,713</b>	1,129	540
	<b>17,703</b>	17,119	16,530
Total investment value at 30 April	<b>58,794</b>	59,696	57,392
COIF Deposit account	<b>91,819</b>	85,731	79,988
Cash at bank	<b>25,470</b>	17,790	13,684
Cash in hand	-	-	29
<b>Total held in investments &amp; bank</b>	<b>176,083</b>	<b>163,217</b>	<b>151,093</b>

	2024/25	2023/24	2022/23
<b>Reserves</b>			
Permanent Endowment (Initial value £57,178)			
Investments	<b>58,794</b>	59,696	57,391
Top up from COIF deposit account			
Income reserve	<b>15,000</b>	15,000	15,000
Repairs reserve	<b>15,000</b>	15,000	15,000
Refurbishment of toilets and kitchen	<b>7,500</b>	7,500	7,500
Stage replacement	<b>8,000</b>	8,000	8,000
Excess in income	<b>13,768</b>	9,819	3,470
General fund	<b>58,021</b>	48,202	44,732
Total reserves	<b>176,083.00</b>	<b>163,217</b>	<b>151,093</b>





CHARITY COMMISSION  
FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
The Copeman Centre

On accounts for the year  
ended

30 April 2025

Charity no  
(if any) 297753

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30/04/2024**.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date: 22 September 2025

Name:

Marie-Anne Edwards

Relevant professional  
qualification(s) or body  
(if any):

AAT

Address:

156 Fakenham Road, Briston, Norfolk, NR24 2DH