

THE CINQUE PORTS MAYORS' ASSOCIATION

ANNUAL GENERAL MEETING

The Masonic Hall, East Ascent, St Leonards, Hastings

at 11:30 am on Saturday 7th June 2025.

AGENDA

1. APOLOGIES for absence.
2. MINUTES To confirm and sign the Minutes of the Annual General Meeting held in Sandwich June 1st 2024.
3. ACCOUNTS. To receive and adopt the Accounts for the year ending 31st December 2024
4. REPORT of the Executive Committee meeting on 26th March 2025 in Faversham and matters arising.
5. PROPOSED amendments to the CPMA Constitution and Rules
6. ANNUAL REPORT by the Chairman and correspondence received.
7. ELECTION of OFFICERS. – recommended by the Executive Committee
To receive nominations and elect Officers for 2025/26 as under
 - (i) Chairman)
 - (ii) Vice-Chairman) See below for EC
 - (iii) Hon. Secretary) nominations and
 - (iv) Hon. Treasurer) present Holders
 - (v) Membership Secretary
8. ELECTION of EXECUTIVE COMMITTEE
To receive nominations and elect Committee Members for 2025/26
NOTE: One member to be nominated from each Cinque Port, Antient Town and Limb.
9. Consideration of a new CPMA Shop Manager.
10. Report by Membership Secretary
11. Report by Social Secretary
12. Report on CPMA Shop Sales
13. Report on the future of Cinque Ports Bowls Tournaments
14. Report by Archivist
15. Discuss future Luncheon venues and/or Social Events including advice on restrictions to members due to limited accommodation at some venues.

AGM Location		
6th September 2025 New Romney	7th March 2026 Faversham	4 th June 2026 Winchelsea
5 th September 2026 Margate	6 th March 2027 tba	5 th June 2027 Rye
4 th September 2027 tba	4 th March 2028 tba	3 rd June 2028 New Romney

16. A.O.B

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Further Information.

Agenda Item 7.

Recommendations for Officers for the Executive Committee 2025/26, as agreed at Executive Committee meeting on 26th March 2025.

Chairman	Paul Carey	Rye
Vice-Chairman:	Nick Tomaszewski	Deal
Hon. Secretary:	Paul Thomas	New Romney
Hon. Treasurer:	Trevor Martin	Faversham
Membership Secretary:	Roger Neaves	Winchelsea

Agenda Item 8

Present Members of the Executive Committee

Nick Tomaszewski	Deal
Sue Jones	Dover
Faversham	To be determined at the meeting
Rodica Wheeler	Folkestone
Judy Rogers	Hastings
Hythe	To be determined at the meeting
Lydd	To be determined at the meeting
Margate	To be determined at the meeting
Clive Wire	New Romney
Trevor Shonk	Ramsgate
Paul Carey	Rye
Jeff Franklin	Sandwich
John Link	Tenterden
Michael Melvin	Winchelsea

Ex-officio members.

Archivist/Librarian	Jo Kirkham
CPMA Shop	To be determined at the meeting
Chairman CPMA Bowls Committee	Michael Melvin
Social Secretary	Janet Thomas

Additional Information in relation to agenda items.

Agenda item 3 – See Accounts – to follow.

Agenda Item 4 – EC Meeting Matters Arising – Insurance of the CPMA badge & Collar – Chairman to provide an update on cost and submit a proposal to the AGM.

Agenda item 5 – Proposed Changes to Constitution, see attached (changes highlighted in red).

Note: The changes to paragraph 18 were agreed by the Executive Committee on 26/3/25 and this is recommended to the AGM.

Note: The Constitution numbering was amended following the amendments agreed at the AGM in 2024.

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Proposed changes to Section 18 – Auditors.

Section 18 currently states:

An auditor shall be appointed by the Executive Committee. The accounts of the Association shall be audited annually and a certified statement of accounts presented at the Annual General Meeting by the Honorary Treasurer.

Audit versus Independent Examination.

The independent examiner is trying to identify that no evidence has been found that indicates the accounts have not been prepared properly. This is sometimes referred to as negative assurance.

An audit is positive assurance that the accounts show a true and fair value. They shall also prepare an audit report for consideration and approval.

If your turnover is less than £5000, you do not need an 'Auditor'. The term to be used is 'Independent Examiner'. The role is to check that everything tallies between bank and cash accounts and the presented annual accounts and there are no obvious errors.

Proposed change to Section 18 of the Constitution – Scrutiny of Accounts.

An Independent Examiner shall scrutinise the accounts and shall sign the accounts as a “true and accurate record” prior to approval of the accounts at the Annual General Meeting. The Independent Examiner will be identified by the Honorary Treasurer and can be a member of the Association who does not have direct or indirect control of the Association funds.

Agenda item 9 – Consideration of a new CPMA Shop Manager, as Mike Melvin has only agreed to hold this position temporarily.

CPMA Shop Manager Role.

The role involves running the CPMA shop at the CPMA luncheons three times per year. It involves transporting the merchandise to the venues and selling the items prior to the luncheon. It also involves keeping a stock list and managing/re-ordering items as required. It also involves liaising with the Treasurer to bank the money raised and confirm cost of re-ordering items.

This is a non-executive role and can be carried out by members or partners.

Agenda item 10 – Membership Secretary – see below

The existing membership numbers as reported at the AGM in June 24 were 194 I have not been notified of any changes or losses since that date.

During the current mayoral year there have been the following amendments;

4 Mayors have joined the Society

Cllr Abena Akuffe-Kelly	Folkestone, Cllr Andy Stuart	Rye
Jurat Peter Costick	Winchelsea, Mr Iain Werngren	Brightlingsea

4 Mayors declined to join

Cllr Edward Biggs (Dover), Cllr Josh Rowlands (Faversham), Cllr Penny Graham (Hythe)
Cllr Jack Packham (Margate)