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A05 15/04/2021 #86  
COMPANIES HOUSE

THE COMPANIES ACT 2006  
COMPANY LIMITED BY GUARANTEE  
ELECTIVE AND ORDINARY RESOLUTIONS  
OF  
THE CAPITAL PROJECT TRUST

Registered in England: Company Number – 04157375

Registered address – Safe Haven, 32 Sudley Rd, Bognor Regis, West Sussex, PO21 1EL

Registered Charity Number – 1087420

**Minutes of the Extraordinary General Meeting of the above named company, properly convened and held virtually on Monday 22<sup>nd</sup> March 2021**

**Directors/Trustees Present:** Jacqui Cavalier (Chairman), Roy Davies (Vice chairman), Katja Anders (Treasurer), Bev Faulks and Trevor Lockyear.

**Apology from Directors/Trustees:** Carole Murray, Cathy Snooks and Tim Bird (Lifetime co-opted)

**Staff present:** Tania Edge (CEO), Maxine Withall (Company Secretary), Marie Butcher (Consultant) and Alex Finch (Bookkeeper).

1. The Chairman (Jacqui Cavalier) welcomed all and declared a quorum and the meeting open.
2. Tania Edge (CEO) presented the facts surrounding the need to change the current accounting reference date from 30<sup>th</sup> September to 31<sup>st</sup> March for sound business purposes. These included bringing it in to line with the current main funder's financial year plus the financial year for the CAPITAL payroll.

Marie Butcher (consultant) supplied information, advice and implications concerning the change of dates.

3. IT WAS RESOLVED that the accounting reference date of the company which is currently 30th September be changed to 31<sup>st</sup> March for this and future years (proposed by Katja Anders and seconded by Bev Faulks).

The Company Secretary (Maxine Withall) was instructed to file with the Register of Companies form AA01 for this change.

4. There being no further business the Chairman (Jacqui Cavalier) closed the meeting.

Signed .....

Name .....

Company Secretary

*To be signed at AGM September 2021*