



**Fibromyalgia Friends Together CIO  
Annual General Meeting Agenda  
Thursday 9<sup>th</sup> October 2025  
From 10am to 11.30am  
At 5 Oakley Close, Shepshed. LE12 9AS.**

**1. Welcome and introductions**

- Opening remarks from the Chair of the Trustees – Mark Farmer
- Confirm quorum is present

**2. Apologies for absence**

**3. Minutes of the last AGM**

- Approval of the previous year's AGM minutes as presented by Janet Hall, Secretary and a Trustee of Fibromyalgia Friends Together
- Matters arising

**4. Annual Report of the Trustees**

- Presentation of the charity's activities over the year – All Trustees
- Updates on achievements and impact – All Trustees

**5. Presentation and Adoption of Accounts**

- Sandra Treasurer of Fibromyalgia presents annual accounts (This has been prepared in line with CIO reporting requirements)
- Motion to approve and adopt the accounts

**CIO Registered Charity in England and Wales with the Charity Commission  
number: 1210681**

**6. Appointment / Reappointment of Independent Examiner or Auditor - To note that this is not required in our case.**

**7. Election / Re-election of Trustees – this is not required as we are only one year into our first term. See notes on compliance below.**

**8. Plans for the Year Ahead**

- Programme and strategy overview

**9. Any Other Business**

- Members' questions
- Issues raised in advance

**10. Close of Meeting**

**By order of the Trustees**

**Notes on compliance:**

- **Annual report & accounts** must be presented – CIOs are legally required to prepare them for each financial year.
- **Trustee elections:** CIO constitutions usually require one-third (or nearest) of trustees to retire by rotation, but they may stand for re-election.
- **Appointment of independent examiner/auditor:** Required if your income is over £25k (independent examination) or over £1m (audit).
- **Filing:** After the AGM, the **annual report and accounts** must be submitted to the Charity Commission within 10 months of year end.
- **We are a CIO who's voting members are the Trustees**

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