

York and District Citizens Advice Bureau (Operating as Citizens Advice York)

Notice of Annual General Meeting

The Annual General Meeting of York & District Citizens Advice Bureau, a company limited by guarantee no. 7004444, charity registration no. 1133516, will be held on:

Thursday 22nd October 2026 at 18:00

The following resolutions in respect of the accounts for year ended 31st March 2025 and appointment of Independent Examiners for 2025-26 will be proposed:

Minutes of 2025 AGM It is resolved that the minutes of the 2025 AGM held on Thursday 23rd October 2025 are taken as a true record Proposed by Joanna de Groot (Chair of the Board of Trustees)
Matters Arising to consider any matters arising from the 2025 AGM
Annual Report and Accounts 2025/26 It is resolved that the annual reports and accounts for the financial year ending 31 st March 2026 are received Introduced and Proposed by Joanna de Groot - Chair of Trustees Fiona McCulloch - Chief Executive Officer Phil Thomas - Honorary Treasurer
Appointment of Independent Examiners It is resolved that Outsource VCSE Support CIC are appointed as Independent Examiners for the year ending 31 st March 2027. Proposed by Phil Thomas

In accordance with Section 33 of our Articles the following members will be proposed for election or reelection as Trustees at the Annual General Meeting.

Name: Joanna de Groot	RE-ELECTION
Occupation: Retired	Nationality: British
Service Address: York & District Citizens Advice registered office	Country of Residence: England
Profile: Joanna became a Trustee of CAY in 2021 and Chair of the Trustee Board in 2022. She has lived and worked in York since 1974 and has been employed at the University of York, undertaking research, writing, and speaking to academic and non-academic audiences as well as teaching and supporting students. Since the 1980s she has also been active as a member of her trade union, representing academics, professional staff, and researchers by acting as a volunteer advisor and negotiator.	
Proposed by Phil Thomas	

Name: Becky Case	RE-ELECTION
Occupation:	Nationality: British
Service Address: York & District Citizens Advice registered office	Country of Residence: England
Profile: Becky works with the local healthcare system, overseeing service provision and quality improvement projects across the North-East and Yorkshire, particularly in terms of safety, accessibility and equity of care. She has also previously worked in local hospitals and community services and supported transformation projects in primary care. Becky has a number of leadership, change management and networking qualifications that she can bring to support Citizens Advice York.	
Proposed by Joanna de Groot	

Name Tom Jenkins	APPOINTMENT
Occupation: Retired	Nationality: British
Service Address: York & District Citizens Advice registered office	Country of Residence: England
Profile: Tom is retired; at various periods in his professional life he was a senior manager in Human Resources, Operations, Projects, Sales and Marketing for a major UK manufacturer. Additionally, he was for a number of years a director of his Company's pension scheme.	
In retirement as a volunteer he has acted as Chair for many years for two voluntary organisations dealing with low cost furniture reuse and low cost private rental. Other recent voluntary work includes being a trustee with the local	

Community Furniture Stores in York, Selby and Scarborough, selection work for an international aid organisation, and previously Board Membership of an HM Prison, Housing Associations, substance abuse counselling, and Citizens Advice advisor.

Proposed by Joanna de Groot

Name: Manar Matusiak	APPOINTMENT
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Occupation: Education, health and care specialist with a focus on neurodiversity	Nationality: British
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Service Address: York & District Citizens Advice registered office	Country of Residence: England
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Profile:

Manar has lived in York for over 30 years and cares about the city and supporting its people. She works in the field of education, health and care with a focus on neurodiversity and has set up and developed various services in support of neurodivergent people and their families nationwide and authored and delivered training on aspects of neurodiversity nationally and internationally. She holds a MA in Education Management, a Diploma in Cognitive Behaviour Therapy and is currently completing a Doctorate in Education focusing on autism and old age. She is a Fellow of the Institute for Leadership and Management, an Associate of the Royal Society of Medicine, and an affiliate of the Institute for Health and Care Improvement. .

Proposed by Joanna de Groot

Name: Syma Walmsley	APPOINTMENT
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Occupation: Finance Manager	Nationality: British
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Service Address: York & District Citizens Advice registered office	Country of Residence: England
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Profile:

Syma is a senior finance leader with experience across financial services, retail and manufacturing, and has worked closely with Boards and leadership teams to support organisations through growth, change and strategic decision making.

She is passionate about ensuring that everyone has access to the advice, support, and resources they need, regardless of their circumstances or background. She believes good advice can have a life changing impact and that no one should face barriers to getting help when they need it most.

Syma brings a thoughtful, collaborative approach, combining strategic oversight with constructive challenge and a willingness to listen. She is proud to support

Citizens Advice York's mission and help the organisation remain sustainable, accessible, and responsive to local needs.

Proposed by Joanna de Groot

If you would like a printed copy of the Annual Review, or the Trustees Annual Report, please email your request to clerktothetrustees@cayork.org or write to the address below.

Copies of both will also be available to view or download from our website prior to the meeting: www.citizensadviceyork.org.uk.

Only registered members of Citizens Advice York are eligible to vote. No member may vote on any matter in which he or she is personally interested, pecuniary or otherwise.

Members are entitled to appoint a proxy. Proxy appointment forms must be delivered to Citizens Advice York at least 48 hours before the time of the Annual General Meeting, in accordance with the provisions of the Articles. Proxy forms may be sent as a scanned image, including the member's signature, to clerktothetrustees@cayork.org or by post to West Offices, Station Rise, York, YO1 6GA marked for the attention of the Clerk to the Trustees.