



Citizens Advice Bureau AGM

10 September 2025



NOTICE OF ANNUAL GENERAL MEETING 2025

Notice is hereby given that the Annual General Meeting of Citizens Advice Epsom and Ewell will be held at the Old Town Hall, The Parade, Epsom, Surrey, KT18 5AG on Tuesday 16th September 2025 at 5.00pm.

Agenda:

1. Apologies for absence
2. Resolution A: To approve the minutes of the 2024 Annual General Meeting.
3. Matters arising from the minutes
4. Treasurer's oral report
5. Resolutions B-E:
 - B. To approve and adopt the Annual Report and Accounts for the year 2024-25.
 - C. To note the re-appointment of Longmeade Consult Ltd as the Independent Examiner for the year 2025-26.
 - D. To re-elect Yvette Ball as a Trustee Director for a three-year term.
 - E. To elect Samantha Denning, Barnaby Hopson and Vanessa King as Trustee Directors for a three-year term.
6. Special Resolution:
 - F. **THAT** the articles of association contained in the document attached to this Resolution be and hereby are approved and adopted as the new articles of association of the Company (the "New Articles") in substitution for and to the entire exclusion of the existing articles of association.

Members who are unable to attend may appoint a proxy. Proxy forms must be submitted by email to the Company Secretary at secretary@caee.org.uk or delivered to Citizens Advice Epsom and Ewell, Old Town Hall, The Parade, Epsom, Surrey KT18 5AG at least 48 hours before the meeting. An instrument of proxy which is not so delivered shall be invalid.

Company Secretary

By Order of the Board

Notice regarding RAWLINSON & HUNTER LIFE & ASSURANCE PENSION FUND

10 September 2025

NOTICE UNDER SECTION 27 TRUSTEE ACT 1925

To members and others claiming a right to benefits under the Rawlinson & Hunter Life & Assurance Pension Fund (the Scheme).

Notice is hereby given pursuant to Section 27 of the Trustee Act 1925 that the Trustees of the Scheme have commenced the process of winding-up the Scheme (commenced wind up on 1 April 2025).



The Trustees wish to trace anyone, including former employees (whether full-time or part-time) of Rawlinson & Hunter LLP ("the Firm") or their spouse or dependant who believe that they have a claim against the Scheme or an entitlement or interest in the Scheme and have not heard from the Trustees recently.

If you think that you have a claim, entitlement or interest in the Scheme please write with full details of your claim, interest or entitlement including your full name, address, National Insurance Number, date of birth, dates of employment with either of the Companies and any relevant papers to:

The Trustees of the Rawlinson & Hunter Life & Assurance Pension Fund

c/o Claire Petzer

Cartwright Benefit Consultants Limited

Marlborough House

Victoria Road South Chelmsford, Essex CM1 1LN

Email: claire.petzer@cartwright.co.uk

All claims must be made by 1 June 2025 so they may be considered by the Trustees before the Scheme is wound up.

After that date, the Trustees will commence the distribution of the Scheme's assets process, as part of the winding-up of the Scheme, to provide benefits for its members and beneficiaries, having regard only to the claims, entitlements and interests of which they have prior notice. The Trustees will not be liable to or in respect of any person whose claim, entitlement or interest have not been notified.

Any individuals who have already been contacted by the Trustees about the matters above should not respond to this notice as the Trustees already have details of their claims and entitlements.

For and on behalf of the Trustees of the Rawlinson & Hunter Life & Assurance Pension Fund 1 April 2025

Epsom and Ewell Citizens Advice Bureau AGM 2023

10 September 2025



CITIZENS ADVICE EPSOM & EWELL NOTICE OF ANNUAL GENERAL MEETING 2023

Notice is hereby given that the Annual General Meeting of Citizens Advice Epsom and Ewell will be held at the Epsom Club, 41-43 Church Street, Epsom, KT17 4PW on Tuesday 19 September 2023 at 5.30pm.

Agenda:

1. Apologies for absence
2. Resolution A: To approve the minutes of the 2022 Annual General Meeting
3. Matters arising from the minutes
4. Treasurer's oral report
5. Resolutions:
 - B. To approve and adopt the Annual Report and Accounts for the year 2022-23.
 - C. To note the Board's appointment of Longmeade Consult Ltd as the Independent Examiner.
 - D. To note the retirement of Patrick O'Driscoll as Trustee /Director under Article 44.
 - E. To elect the following new Trustees/Directors for a three-year term:
 - (a) Simon Culhane
 - (b) James Thornton
 - (c) Barry Nash
 - (d) Sarah Noak

Members who are unable to attend may appoint a proxy. Proxy forms must be submitted by email to the Company Secretary at secretary@caee.org.uk or delivered to Citizens Advice Epsom and Ewell, Old Town Hall, The Parade, Epsom, Surrey KT18 5AG at least 48 hours before the meeting. An instrument of proxy which is not so delivered shall be invalid.

Company Secretary

By Order of the Board

New Citizens Advice Bureau Board Members

10 September 2025



Citizens Advice Epsom & Ewell has appointed three new members to its Board, all voluntary positions, who each bring valuable industry experience and strategic guidance to the charity. Clare Brooks has joined the Board as the Company Secretary. Clare is a qualified chartered secretary and has worked in governance roles for a variety of organisations, including a large pension scheme, city fund manager and, most recently at St George's, University of London.

Simon Culhane has joined as a Trustee and is the Vice-Chair of CAEE Board. His previous roles



include Chief Executive of the Chartered Institute for Securities & Investment and during his tenure the Institute grew to be a global body with over 40,000 members and delivered over 40,000 qualifications. He has worked with several blue-chip financial companies including Lloyds Bank, Deutsche Bank, in Central Government where he was deputy director of the Prime Minister's Efficiency Unit, and the NHS.

James Thornton has joined as a Trustee and is a Communications, Media and Marketing expert, specialising in healthcare. Currently Assistant Director of Communications for Epsom and St Helier University Hospitals, he has more than 20 years' experience, 13 in senior NHS and third-sector roles. Prior to joining Epsom and St Helier, James was with Healthy London Partnership, specialising in areas such as Violence Reduction, before being seconded to NHS London at the onset of covid, leading communications for the globally-renowned 'Everyone In' homeless health programme.

Lisa Davis, CEO of CAEE, said: "These new board members have already made an impact. We recently held a strategy meeting where together we identified and prioritised actions going forward. Top of the list is the need to increase capacity so that we can better serve our clients in these difficult times. This in turn requires more funding, more staff and more volunteers. We are not alone as this is the issue for many charities. However we are all optimistic about the future, we have a dedicated team of committed staff, volunteers and trustees determined to serve our community."

Image: Thornton, Culhane and Brooks

Visit here for a full list of the CAEE Board members www.caee.org.uk/about-us/trustees/

Epsom and Ewell Local Plan meeting times

10 September 2025

Council Officers will be available to speak to you in person at the following places

- Monday 13 February 14:30 - 19:30 Bourne Hall, Azalea Room
- Thursday 16 February 12:00 - 17:00, Ashley Centre, Central Square
- Tuesday 21 February 14:30 - 19:30, Bourne Hall, Azalea room
- Wednesday 22 February 10:30 - 15:30, Community & Wellbeing Centre, Sefton Road
- Saturday 25 February 11:00 - 16:00, Ashley Centre, Central Square
- Tuesday 28 February 10:30 - 15:30, Community & Wellbeing Centre, Sefton Road

Epsom & Ewell Borough Council Draft Local Plan.

10 September 2025

Epsom & Ewell Borough Council Draft Local Plan.

Consultation under Regulation 18 of the Town and Country Planning (Local Development) (England) Regulations 2012.

Epsom & Ewell Borough Council will be consulting on the Draft Local Plan 2022-2040. The Draft Local Plan sets out planning policies and identifies sites for future development within the Borough. When adopted, it will be used to determine planning applications that come forward within the Borough.

The consultation will run for a period of six weeks*, commencing on noon 1 February 2023 and ending midnight on 15 March 2023. You are invited to make comments on the draft Local Plan and associated documents.

You can view a digital version of the draft Local Plan on the Council's website <https://epsom-ewell.gov.uk/local-plan> or consultation portal <https://epsom-ewell.inconsult.uk/>. Alternatively hard copies of the documents are available for public inspection at the Epsom & Ewell Borough Council offices at the Town Hall, Epsom, between the hours of 9:00am and 5:00pm Monday to Friday or at libraries across the Borough (please check individual library websites for opening times).

Our website also includes background information and technical evidence, which has been used to inform the consultation. These are available under the 'Evidence Base' section on our website.

Representations to the consultation can be made using the following methods:

Through our online portal: <https://epsom-ewell.inconsult.uk/>

- By email: lplan@epsom-ewell.gov.uk
- By writing to:

Planning Policy, Epsom and Ewell Borough Council, Town Hall, The Parade, Epsom, Surrey, KT18 5BY

The comments received during this consultation cannot be treated as confidential. Responses will be published on the Council's website, together with the name and/or organisation name of the respondent.

Only those representations that are made in writing and are received by the Council before midnight on Sunday 19th



March 2023* will be considered.

Call for Sites request

The Council will be running a Call for Sites exercise during the same period as this Local Plan consultation. We welcome details of sites which have potential to accommodate future development in the Borough. If you have a site to promote please visit our website <https://www.epsom-ewell.gov.uk/call-for-sites> and complete the relevant form.

*Revised subsequently by Council to a slightly later date.

East Surrey Business Survey

10 September 2025



East Surrey Business Survey with Epsom & Ewell Borough Council

Businesses large and small, entrepreneurs, sole traders, start-ups, and scale-ups across East Surrey are being asked to identify what needs to be done to enable the region to reach its full economic potential and to further support their businesses to not only survive but thrive in the months ahead.

The four Councils that form East Surrey (Epsom & Ewell, Mole Valley, Reigate & Banstead and Tandridge) have come together to establish the Shared East Surrey Economic Development Initiative to assess the current business environment and understand the key challenges faced by the region.

Some of the key themes addressed in the survey are workforce skills and training, access to finance, current opportunities and challenges, and business support needs.

By completing this survey, businesses can help the East Surrey local councils get a better understanding of growth challenges, skills and employment needs, and business support requirements. It is open to any business based in the East Surrey region and will take just 10 minutes to complete.

Visit www.eastsurreybusinesssurvey.co.uk to find out more and complete the survey.

Good Company seeks trustees

10 September 2025





Trustee Opportunity -

Are you passionate about helping people in the local community? Do you want to help make a change to people's lives?

If so, we have a fantastic opportunity to join our Trustee Board. Good Company (Surrey) is a local registered charity tackling poverty in Epsom, Ewell, Banstead, Tadworth, Leatherhead and surrounding areas. Our mission is to see a community free from poverty, where everyone can afford life's essentials. We welcome applicants with various talent and experience; however, we are particularly interested in those that have: Lived experience of poverty. Legal sector experience. HR experience. Charity development experience. More information and how to apply below.

About Us

We run a number of different projects: **Epsom and Ewell Foodbank which includes Leatherhead, Tadworth and Banstead centres** Our foodbank was founded by local churches and community groups, working together towards stopping hunger in our local area. We are part of the Trussell Trust Network. Alongside the food we provide support, energy, school uniform and various other aspects to help local people. **Epsom and Ewell Refugee Network** An enthusiastic group of local people committed to the common goal of helping refugees and asylum seekers who find themselves in this area who need our help. **East Surrey Poverty Truth Commission** - Integral to our vision for a poverty-free future, we work alongside people with experience of using our foodbank, helping to raise awareness of the drivers of poverty and ensure that those affected by poverty are central to decisions about how to tackle it. **Epsom Pantry** A member-led community shop providing choice and low-cost, nutritious food alongside volunteering opportunities.



Good Company is a charity working to prevent and alleviate poverty in East Surrey

Our mission is to lead our community towards a poverty free future while supporting those who need our help.

- Support Work
- Signposting
- Advice
- Advocacy
- Counselling
- East Surrey Poverty Truth Commission
- Epsom and Ewell Refugee Network
- School Uniforms
- Digital Inclusion

On average we support 2000-3000 people a year who visit us for food, other essentials, advocacy and a listening ear



Leading our community towards a poverty-free future | Registered charity No. 1197493



Trustee Opportunity

We are currently seeking three **Trustees** to join the board who will bring in their experience and expertise to help maximise the impact of the work carried out by the charity. As part of the board, you will share responsibility for offering us strategic direction, leadership and a commitment to good governance. More information on the role of trustees in general can be *found here*. This is a volunteer post but all out-of-pocket expenses will be paid.



We welcome applicants with various talent and experience; however, we are particularly interested in those that have: Lived experience of poverty. Legal sector experience. HR experience. Charity development experience. The successful candidate must be passionate and committed to Good Company's mission, vision and values. The individual must also have an understanding and acceptance of the duties, responsibilities of trusteeship. We are looking for candidates that are willing to devote the necessary time and effort to ensure the charity is supporting the community at its best. We were founded on Christian values of being compassionate, kind, trusting, engaged, non-judgemental and resourcing. Not every member of the team is a Christian, but we all subscribe to the same values and hope that new team members will too. We are committed to diversifying our board of trustees so we can better understand how different people experience poverty and be better equipped to meet the wants and needs of our communities. We encourage applications from people with lived experience of poverty and from minoritised ethnic, disabled and LGBTQ+ communities. We will provide practical guidance for those unfamiliar with the trustee role and application process via a Meet the Trustees session (details below), and successful candidates will be supported through an induction scheme once in role.

Time Commitment: Six trustee meetings per year - 7.30pm to 9.00pm on a weekday evening, usually in person in an Epsom location. In between meetings, trustees may additionally be called on to provide advice and support to staff typically by reviewing and responding to plans and policies via email.

More information: If you have any queries or would like to know more about the trustee role, please sign up for one of our 'Trustee Opportunities' information sessions: In-person at 7.00 -8.00 pm 22 November <https://www.eventbrite.com/e/450586685907> Or Online 7.00-8.00 pm 24 November <https://www.eventbrite.com/e/450676504557>).

Application process: Please email your CV along with a short covering note highlighting why you would like to join Good Company's Trustee Board to recruitment@goodcompany.org.uk by **10am 30 November**. If you have any general queries on this role, please contact Jonathan Lees, Managing Director & Founder on 07878 378946

Copyright (C) 2022 Good Company (Surrey). All rights reserved.

Our mailing address is:

Vice Chair of Trustees and Company Secretary vacancies CAB

10 September 2025

Vice Chair of Trustees and Company Secretary vacancies Citizens Advice Epsom & Ewell are advertising for a Vice Chair of Trustees and a company secretary (both volunteer roles) to join/support our Board of Trustees. These are very rewarding roles and will be critical in furthering the work of CAEE particularly as we support local people through the cost of living crisis. Further information and application packs are available on our website. For an informal chat about the roles, contact our Chair of Trustees via the website. Closing date for applications is 14 November.

We also have a number of other volunteer roles available including reception and admin supporters, fundraisers, research & campaigns volunteers.

Please visit our website caee.org.uk/volunteer/ for more details.

Citizens Advice Epsom & Ewell
21 October 2022

Official Notices

10 September 2025

Planning, AGMs, Highways etc.

Submit your new Notice [HERE](#)

CAB: Vice Chair of Trustees and Company Secretary vacancies

Vice Chair of Trustees and Company Secretary vacancies Citizens Advice Epsom & Ewell are advertising for a Vice Chair of Trustees and a company secretary (both volunteer roles) to join/support our Board of Trustees. These are very rewarding roles and will be critical in furthering the work of CAEE particularly as we support local people through the cost of living crisis. Further information and application packs are available on our website. For an informal chat about the roles, contact our Chair of Trustees via the website. Closing date for applications is 14 November.

We also have a number of other volunteer roles available including reception and admin supporters, fundraisers, research & campaigns volunteers.

Please visit our website caee.org.uk/volunteer/ for more details.



Citizens Advice Epsom & Ewell
21 October 2022

Good Company Seek Trustees