



Notice of the Shropshire Parent and Carer Council (PACC) General Meeting

Date: 21 November 2025

Time: 9:30am – 11:30am

Place: Shropshire Wildlife Trust, 193 Abbey Foregate, Shrewsbury, SY2 6AH

Anyone who supports what PACC does is welcome to come. Only parent carers or family carers of a child or young person under 25 who lives in Shropshire or uses services there can vote. Each family gets one vote.

If you can't come in person, you can still join and vote online.

Book here: <https://forms.office.com/e/knT1fZBqMp>

Agenda for the Meeting

1. Welcome and introductions

2. Special Resolution to make some changes to our rules (the PACC Constitution) as follows:

a) to reduce the minimum number of people needed on our Management Committee from 5 to 3, and the number needed to make decisions at meetings from 3 to 2.

b) to change the rules about how our annual accounts are reviewed.

To implement the changes, we require two-thirds of the people present at the meeting to vote in favour of the changes. If approved, the changes will happen straight away.

You can read the current PACC constitution on our website.

<https://www.paccshropshire.org.uk/wp-content/uploads/2025/08/2012-Nov-Pacc-Constitution-amends-2016.pdf>

After the formal agenda, we'll share some important updates about PACC's future. You'll be able to ask questions, find out how to get involved, and share your ideas.

Reasons for the changes to the PACC Constitution

Fewer Trustees

It's been hard to find enough people to be trustees (the people who help run PACC). Many of our trustees are also busy caring for their families, which makes it tough to attend all meetings. Some trustees also work with PACC in other ways, which can mean they cannot be involved in all decisions due to conflicts of interest. By lowering the number of trustees and the number needed to make a decision (this is called a

quorum), we can continue to run PACC effectively while we are looking to recruit more trustees.

Changing the Audit Rule

Right now, our rules say we must commission a full audit of our accounts every year. However, the law only requires this for bigger charities. For smaller charities like PACC, a simpler check (called an independent examination) is usually enough. We want to change our rules so we can choose what's best each year. This will help us save money and still ensure we are meeting our legal responsibilities

No.	Change from	Change to
6.	The Management Committee shall consist of a minimum of 5 full members and a maximum of 12 full members.	The Management Committee shall consist of a minimum of 3 full members and a maximum of 12 full members.
6 f)	meeting may only take place if it is quorate. A Quorum is one third of the Management Committee Members (at least three members).	meeting may only take place if it is quorate. A Quorum is one third of the Management Committee Members (at least two members).
8.	8. Accounts The Management Committee will ensure that proper accounts are kept and audited annually.	8. Accounts a) The Management Committee must comply with their obligations under the Charities Act 2011 with regard to: <u>i) the keeping of accounting records for the charity;</u> <u>ii) the preparation of annual statements of account for the charity;</u> <u>iii) the transmission of the statements of account to the Commission;</u> <u>iv) the preparation of an Annual Report and its transmission to the Commission;</u> <u>v) the preparation of an Annual Return and its transmission to the Charities Commission.</u>