

## **The Secretary's Report to the AGM 8 February 2021**

### **Update to Company Officers**

Matthew Adam Collings of Burnetts Solicitors resigned as secretary on 28 August 2020.

Becky Brook of Burnetts Solicitors was appointed as secretary on 18 October 2020.

### **Filings and Returns**

The Charity Commission and Companies House both require CNWA to prepare and submit reports on an annual basis. Filings with both of these organisations are up to-date. The next Confirmation Statement required by Companies House for CNWA is due on 6<sup>th</sup> July 2021 and the accounts (up to 31 March 2020) are due on 31 March 2021. The next Annual Return for the Charity Commission will not be due until the spring of 2021 (likely to be April 2021), though this is to be confirmed by the Charity Commission.

In addition, Companies House and the Charity Commission require separate filings to be made to reflect appointments and resignations of Trustees. The registers are currently up to-date in this respect as far as I am aware, reflecting the changes listed above. However, they will need updated after any appointments/resignations that may take place at this AGM.

Finally, the Statutory Registers of the Company are also up to date, as far as I am aware. However, they will need updated following any appointments/resignations that take place at this AGM.

### **Becky Brook**

#### **Solicitor & Company Secretary to CNWA**

Burnetts, Victoria House, Wavell Drive, Rosehill, Carlisle, CA1 2ST