

FRIENDS OF MALVERN COMMUNITY HOSPITAL

19 October 2026

Dear Member,

I am writing as Chair of Friends of Malvern Community Hospital to let you know about an important proposed change to the charity's legal structure.

In order to simplify the charity's administration and, in particular, to make the holding and management of its property more straightforward, the Trustees are proposing to change from the present trust-based structure to a Charitable Incorporated Organisation (CIO). There will be no change to the purpose, values or work of Friends of Malvern Community Hospital, which will continue to support Malvern Community Hospital and the local community in the same way.

However, it is important to understand that a CIO must be established as a new legal charity. The proposed change will therefore involve creating the new CIO, transferring the existing charity's assets and liabilities to it, and then formally closing the present trust-based charity once that process is complete. The new CIO will continue the work of Friends of Malvern Community Hospital.

A CIO has its own legal identity, enabling it to hold property and enter into contracts in its own name. This will make the holding and management of the charity's property more straightforward. It will also simplify the ongoing administration, reducing costs, allowing more of our resources to be directed towards the charitable objectives.

Practically speaking, the charity's day-to-day work is already run by the Trustees, and this will not change. The Trustees will continue to oversee the charity's activities, finances and responsibilities.

An important consequence of the proposed change is that the present membership arrangement will change. Under the new CIO:

- The Trustees will be the legal members of the CIO and will have the formal voting rights required to govern it.
- Current voting members of Friends of Malvern Community Hospital will become 'supporters' of the CIO.
- Supporters will remain a valued part of the charity. They will continue to receive information about its work, be invited to events, and be able to offer views and support.

- Supporters will not have formal voting rights or be required to attend general meetings as legal members.

As noted above, the charity's aims, activities and commitment to supporting Malvern Community Hospital will remain unchanged.

The Trustees have already begun the process of seeking approval from the Charity Commission for the establishment of the CIO, which can take many months. Before the change can take place, the existing members must approve it at a Special General Meeting (SGM). The SGM will be held on Wednesday 25 November 2026 at 6.00pm at Malvern Community Hospital. There will be refreshments available from 5.30pm. The formal notice of the SGM is enclosed with this letter. The proposed constitution of the new CIO is available on the Friends of Malvern Community Hospital website at:

www. friendsofmalverncommunityhospital.org.uk

At the SGM, members will be asked to consider and vote on the proposal to establish the CIO, adopt its constitution, and authorise the transfer of the assets and liabilities to the new CIO, subject to receipt of approval from the Charity Commission and completion of the necessary legal steps and approvals.

If you have any questions about the proposal, please email **secretaryfomch@gmail.com** or contact me on 07802 975171 if you would prefer to discuss it.

Your vote is important, as this may be the final occasion on which the current membership is asked to make a formal decision about the charity's structure. We hope you will support the proposal and remain closely involved as a supporter of Friends of Malvern Community Hospital in its new form.

If you are interested in becoming a Trustee of the new CIO once formed, I would be very pleased to hear from you. Please contact me so that we can discuss the role, the likely time commitment and the skills and experience that would be helpful to the charity.

Thank you for your continued commitment to the charity and to Malvern Community Hospital.

Yours sincerely,

Andy Sayers
Chair
Friends of Malvern Community Hospital