


ANNUAL GENERAL MEETING

Minutes

Meeting scheduled for: 12 October 2023
Commencing: 4.30 pm
At the Mechanics Institute, Manilla

1. **Welcome by Returning Officer**
2. **Risk Awareness Statement** – Nil risks assessed.
3. **Present:** (as noted on the Sign on/ Sign off Register)
4. **Apologies**
5. **Confirmation of Minutes** of the AGM held [date]
6. **Chairperson's Report**
7. **Financial Report**
8. **Business Arising/ Questions**, if any, in relation to the Chairperson's Report and/or the financial report.
9. **Election of Office Bearers/ Executive** to be conducted by Returning Officer (Existing Members only can vote. Members can only vote once for each position.)
 - a) **Chairperson** – Jane Martin, nominated by Gwen Taylor, seconded by Richard Bell
 - b) **Secretary** – Kate Phelps, nominated by Richard Bell, seconded by Gwen Taylor
 - c) **Treasurer** – David Ridgewell, nominated by Kate Phelps, seconded by Jane Martin
10. **Returning Officer hands over the 'chair' to newly elected Chairperson**
11. **Chair to thank Returning Officer**
12. **Welcome committee.**
13. **Correspondence Out:** Nil
14. **General Business:** relating to matters relevant to AGM only.
 - 14.1. **Review Committee Strategic Plan**
 - 14.2. **Fees and charges for upcoming year**
 - 14.3. **Dates, times, and venue of meetings for the coming year** – Meetings will stay the same, second Thursday of every month at 4pm at the Mechanics Institute.
 - 14.4. **Banking:** Emily McDonald and Gwen Taylor are to be removed from the account and David Ridgewell to be added and a card issued. Lisa Hannaford and Kathleen Phelps are to remain as signatories.
15. **Next AGM Meeting:** 11 July, 4pm at the Mechanics Institute.



Meeting closed at: 5pm

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Signature of Chairperson

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Signature of Secretary