



Annual General Meeting

To be held at the Kelmscott Community Garden 55 River Rd Kelmscott

9.30 am Saturday 2nd December 2023

Agenda

1. **Welcome & Apologies**
2. **Acceptance of minutes of previous Annual General Meeting**
3. **Chairperson Report**
4. **Annual Report**
5. **Treasurer's Report** – *Tier 1 organisation reporting requirement – Statement of receipts & payments, bank reconciliation, statement of assets & liabilities*
7. **Election of Committee**
 - a. **Chairperson -**
 - b. **Vice Chairperson**
 - c. **Secretary**
 - d. **Treasurer**
 - e. **Four (4) General Committee Members -**
8. **Review of Annual Membership Fees**
9. **Urgent business**
10. **Close of Meeting**