**To: The members of xxxxxxx Residents Association**

The Annual General Meeting of the xxxxxx Residents Association will take place on xxxxxxxx at xxxxxxx at 2xxpm. Refreshments will be available from1.30pm. Any members not able to attend are entitled to appoint a proxy to attend the meeting and vote on their behalf or to so mandate the Chairman of the meeting. (Please use proxy form attached)

**AGENDA** (Please bring this agenda with you to the meeting)

1. Welcome Chair: xxxxxxx
   1. Apologies for Absence
   2. Minute of AGM xxxxxx (Attached) Secretary
   3. Discussion and Adoption Chair
2. Annual report Secretary
   1. Discussion & adoption
   2. Current issues:
      1. XXX
      2. XXXX
      3. XXXXX
   3. Proposals for 2020 programme
3. Annual Accounts (Attached) Treasurer
   1. Adoption of accounts Chair
4. Annual Subscription 2012 Chair
   1. The Committee recommends an increase from 20XX (£XX) to

£XX per person for one-resident households and £XX for

two-resident households.

1. Election of Committee 20XX (See Notes) Chair
2. Any other Competent Business
   1. XXX
   2. XXX
   3. XXX

8.0 Votes of Thanks & Close of Meeting New Chair

**AGM 20XX - NOTES**

ELECTION OF COMMITTEE (Agenda item 6)

The following nominations have been received for the committee within the specified dates

OFFICE BEARERS & COMMITTEE

The following nominations have been received for the positions of office-bearers of the Association.

Chair: xxxx xxxxx

Vice Chair: xxxx

Secretary: xxxx

Treasurer: xxxx

COMMITTEE

xxxxxx

xxxxxxx

xxxxxxx

xxxxxxx

xxxxxxxx

xxxxxxxx

Voting will take place by secret ballot