

ANNUAL GENERAL MEETING

Thursday 12th September 2019
 Space 4, Howden Park Centre, Livingston, EH54 6AE
 Refreshments available from 6pm
Meeting Starts at 6.30pm

AGENDA

Agenda item	For information	For monitoring	For approval
1. Record of Attendance and Ascertainment of a Quorum	✓		
2. Additional or any other competent business to be considered at the end of the meeting	✓		
3. Apologies for Absence	✓		
4. Declarations of Interest	✓		
5. Minutes of the last AGM held on 13 th September 2018 (attached)			✓
6. Confirm minutes of General Meetings and Audit and Finance Sub Committee Meetings held between 1 st April 2018 and 31 st March 2019 (previously circulated)			✓
7. Audited Accounts for 2018/19 (REP-0 ^{***}) (attached) (a) Chair's Statement (b) Directors' Report (c) Independent Auditors' Report (d) Financial Statements (e) Audit Management Report (f) Management Representation Letter			✓
8. Appointment of Office Bearers: (a) Chair (b) Secretary (c) Treasurer (d) Health and Safety Director			✓
9. Appointment of Members of the Audit and Finance Sub Committee			✓
10. Appointment of the Auditor			✓
11. AOCB			

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