**ANNUAL GENERAL MEETING**

Thursday 10th September 2020

To be Held by Video Conference

**Meeting Starts at 7.00pm**

**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 12th September 2019 (attached) |  |  | ✓  |
| 6. Audited Accounts for 2019/20 (REP-0852) (attached) (a) Chair’s Statement (b) Directors’ Report (c) Independent Auditors’ Report (d) Financial Statements  (e) Audit Management Report (f) Management Representation Letter |  |  | ✓ |
| 7. Appointment of Office Bearers: (a) Chair (b) Secretary (c) Treasurer (d) Health and Safety Director   |  |  | ✓  |
| 8. Appointment of Members of the Audit and Finance Sub Committee |  |  | ✓  |
| 9. Appointment of the Auditor  |  |  | ✓ |
| 10. AOCB |  |  |  |

For further information please contact Tim Dent – tdent@westlothianleisure.com