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**Annual General Meeting**

**21 Nov 2023**

**Meeting Opened:**  **Meeting Closed:**

|  |  |
| --- | --- |
| Attendees:  | Guests:  |
| Apologies:  | Absent:  |
| Proxies:  | Leave of Absence: |

**Declarations of Conflicts of Interest**

**Item 1: Chairperson’s Welcome and Report:**

**Item 2: Treasurers Report**

**Item 3: Financial Auditors Report and Signing of Statement by Committee**

**Item 4: Confirmation of previous AGM Minutes**

**Item 5: Endorsement of Annual Report**

**Item 6: Adoption of Constitution** including any proposed amendments

**Item 7: Appointment of Office Bearers**

* **Declarations of Proxy Votes**
* **Appointment of Chairperson**
* **Appointment of Deputy Chair**
* **Appointment of Public Officer**

**Item 6: Appointment of General Board Members**.

**Item 7: Other Appointments**

* **Auditor**
* **Accountant**
* **Council Representative – term of position 1 year Nov 2023 – Nov 2024**
* **Bank Signatories**: If required

**Item 10: Actions**

|  |  |  |
| --- | --- | --- |
| **To be actioned by** | **Task** | **Status/update** |
| C Brougham | Announce full Board list on all GBDG platforms  |  |
| C Brougham | Advise Accountant and Auditor of outcome. |  |

**Next Meeting Annual General Meeting: Tuesday 19th November 2024**

**Next General Board Meeting: Tuesday 19th December 2023**

**Signed:**

**Chair**