

ANNUAL GENERAL MEETING

Thursday 19th September 2024
To be held at Xcite Linlithgow
Meeting Starts at 5.30pm

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 21 st September 2023 (attached)			✓
6. Audited Accounts for 2023/24 (attached) (a) Chair's Statement (b) Directors' Report (c) Independent Auditors' Report (d) Financial Statements (e) Audit Findings Report (f) Letter of Representation			✓
7. Confirmation of Office Bearers: (a) Chair (b) Secretary (c) Treasurer (d) Health and Safety Director	✓		
8. Confirmation of Employee Representative to Board	✓		
9. Confirmation of Members of the Audit and Finance Sub Committee	✓		
10. Appointment of the Auditor			✓
11. AOCB			