

**ANNUAL GENERAL MEETING**

Thursday 19<sup>th</sup> 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 <sup>st</sup> 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			