

## **NOTICE OF ANNUAL GENERAL MEETING**

NOTICE IS HEREBY GIVEN that the Annual General Meeting ('AGM')

**of Melbourn Playgroup and Out of School Club CIO**

will be held at Melbourn Playgroup, Mortlock Street at **7:45pm** on

**Monday 21<sup>st</sup> January 2019**

to transact the following business.

**Refreshments served from 7:30pm. Meeting will start at 7:45pm.**

### **AGENDA**

- 1) Welcome and introduction from Committee Chairs**
- 2) Completion of membership forms for anyone wishing to become a member of the CIO**
- 3) Minutes of previous AGM (16<sup>th</sup> October 2017)**
- 4) Trustees' Annual Report**
- 5) Manager's Annual Report**
- 6) Annual Accounts**
- 7) Policies reviewed over the last year**
- 8) Appointment of trustees**
- 9) A.O.B.**

**After the meeting you are welcome to stay to look around the Playgroup/MOOS building, and chat to staff and current trustees.**

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Melbourn Playgroup and Out of School Club CIO

Registered as a Charitable Incorporated Organisation in England & Wales

Principal Office: Melbourn Playgroup and Out of School Club, c/o Melbourn Primary School, Mortlock Street, Melbourn, SG8 6DB

Registered Charity No: 1174006

Ofsted Registration number: EY553639