



Letchworth Educational Settlement
229 Nevells Road
Letchworth Garden City
SG6 4UB
01462 682828

Registered Charity Number: 311085

25 October 2021

NOTICE IS HEREBY GIVEN that the Annual General Meeting of Letchworth Educational Settlement will be held in Kincaid Hall, Letchworth Educational Settlement, Letchworth Garden City SG6 4UB on Tuesday 23 November 2021 at 730pm

Agenda

1. Welcome
2. Apologies for Absence
3. Approval of minutes of the AGM on 24 November 2020
4. Matters arising not covered under other agenda items
5. Chair's Report
6. Treasurer's Report
7. Approval of accounts for the year ended 31 July 2021*
8. Appointment of independent examiner
9. Election of Officers
10. Election of other trustees
11. Membership fees
12. Looking forward
13. Any Other Business
14. Date of 2021 AGM: Tuesday 22 November 2022

Members are invited to enjoy a glass of wine or soft drink with the Management Committee after the AGM.

*The accounts are currently subject to independent examination. If the examination has not been completed by the AGM, Members will be asked to approve them subject to there being no material issues arising from the examination.

Any documentation for the AGM, including the draft accounts, will be available on the Settlement's website before the meeting or by contacting the Secretary.

Nomination of Officers and other trustees

The terms of office for the current Officers and other trustees expire at the AGM but they are eligible to stand for re-election, or election if they were co-opted by the Management Committee during the year.

The Constitution provides for a minimum of eight trustees, including the Officers.

If you would like to stand for election, please complete a nomination form (available on the website, from the Secretary or from the Settlement office) and return it to the Secretary at secretary@letchworthsettlement.org.uk, or to the Settlement, 229 Nevells Road, Letchworth Garden City, SG6 4UB by **Friday 19 November 2021**.

Please note that to stand for election as a trustee you must be a Member of the Settlement, as must your proposer, who should not be a family member.

For information, the current Officers and all but one of the other trustees (both those elected at the last AGM and those co-opted during the year) have currently indicated that they will be standing for election.

A list of those standing for election will be available on the website before the AGM.

By order of the Management Committee
Marian Adams
Secretary