

**Annual General Meeting**  
**Year ending 30<sup>th</sup> June 2017**

Notice is hereby given of the Annual General Meeting of The Pennoyer Centre to be held at The Pennoyer Centre 8.00pm, Thursday 23rd November 2017

**AGENDA**

- 1. Welcome members**
- 2. Approval of Minutes** of the meeting held on 24<sup>th</sup> November 2016
- 3. Report on 2016/17 Activities** forming the basis of the Annual Return to the Charity Commission
- 4. Report of Annual Accounts for year ended 30<sup>th</sup> June 2017** and approval of the accounts
- 5. Appointment of Trustees (Directors)** – our constitution requires that one third of Trustees is required to resign at each AGM by rotation and may be re-elected by the members.
- 6. Any other business** – previously notified to the Company Secretary at least seven days prior to the meeting.
- 7. Closure of the meeting**

Note: This is an open meeting to which members of the public have been invited, but only members are entitled to vote on formal matters brought before the meeting. The Pennoyer Centre is a company limited by guarantee and its members are entitled to vote at the AGM on any matters put before the members. Members who are unable to attend the meeting in person can appoint a proxy to vote on their behalf by notifying the Company Secretary seven working days before the meeting of the person they have nominated to vote on their behalf.

Company Secretary  
23<sup>rd</sup> October 2017