

**BROOM HOUSE** **COMMUNITY COUNCIL**  
**ANNUAL GENERAL MEETING (AGM) & ELECTION MEETING**  
**OCTOBER 2014**

## **AGENDA**

### **The current Chair will officiate for the Annual General Meeting**

1. Record membership attendance and apologies received;
2. Approve the presented minutes of the last Annual General Meeting (AGM);
3. Approve Chairperson's annual report (written or minuted at the AGM);
4. Approve Treasurer's submission of Independently Examined Statement of Accounts;
5. Demit of current office bearers and all other members;

### **COMMUNITY COUNCIL ELECTION RESULTS MEETING**

### **The Independent Returning Officer (IRO) will now officiate for the call of nominations for the Community Council and the call for nominations for the election of Office Bearers**

6. Call of Nominations for the Community Council
7. Call for nominations for the election of Office Bearers;
  - Chairperson
  - Vice Chairperson
  - Secretary
  - Minute Secretary
  - Treasurer
  - Planning Contact
  - Licensing Contact
8. Call for nominations and the election of a Lead and Substitute Community Council Representative on the local Area Partnership
9. Close of Community Council Election Results meeting

### **The newly elected Chair will officiate for the remainder of the Annual General Meeting & Election Meeting**

10. Note the appointment of an Independent Examiner of accounts for the next year;
11. Note the appointment of associate members;
12. Review the Inventory and Additional Resources (see clause 9c of the Scheme);
13. Chairperson confirms the date of the next AGM to take place in October 2015.

**The Independent Returning Officer duties are now complete. The Chairperson will now officiate for the ordinary Community Council meeting where this is applicable.**