

AGENDA OF THE ANNUAL GENERAL MEETING OF FRIENDSHIP PROJECT

**TO BE HELD IN THE ARCHIVE ROOM, KING HENRY VIII SCHOOL, WARWICK ROAD,
COVENTRY, CV3 6AQ**

To gain access you need to enter the school from the rear car park, off Spencer Road, and the Archive Room is opposite the swimming pool. Other car parking is on street in Davenport Road.

TO BE HELD ON WEDNESDAY 24TH MAY 2017 – from 7.30PM

Prior to the formal meeting commencing at 8.00pm we will be hosting an informal Cheese & Wine, soft drinks, and snacks, kindly donated by King Henry VIII School
NB The Annual Report and Accounts will be available in hard copy at the meeting, then when approved after the meeting in soft copy by request to the secretary, and will also be published on our website too

1. Apologies for absence
2. To review and approve Minutes, as attached of the last AGM held on 8th June 2016
3. Presentation of the Annual Report – Introduced by Chairman, and supported by trustees
4. Recommendations
 - a) That the Report be accepted and adopted
 - b) That the accounts as at 31 December 2016 be accepted and adopted
 - c) Election of Examiner, Paula Wilson, MAAT
 - d) New Hon Secretary be formally appointed – Michelle Machin
 - e) That the Main Committee for the coming year shall be as follows:-

Trustees:-

Cheryll Rawbone	Chairman
John Hancock	Vice Chairman, and Safeguarding Officer
Michelle Machin	Honorary Secretary
Chris Buck	Webmaster
Lois Hamson	QA
Gemma Allardyce	PR/Marketing

Other:-

John Palmer	Hon Treasurer
Pauline Higginbottom	Co-opted Member, and Chairman of the Operations Team
Calvin Smith	Co-opted Member form Social Services
Esther Chamberlain	Co-opted member - training

- f) That the Main Committee be empowered to co-opt other members as required during the year.

Friendship Project for Children

www.friendshipproject.co.uk

Registered Charity No: 517684

Registered Office: Myton Park, Myton Lane, Warwick, CV34 6PX

Page 2, Agenda Friendship Project, 24th May 2017, 7.30pm

5. Future Plans
6. Presentation
7. Any other business
8. The formal AGM will then close at approximately 8.40pm
9. To be followed by Older Friends talking of their experiences
10. It is estimated that the event will finish by approximately 9.00pm

Apologies to:

Michelle Machin
Hon Secretary
Friendship Project for Children
c/o Hampton's Resourcing
23 Coten End,
Warwick CV34 4NT
Email: michelle.machin@friendshipproject.co.uk

Or to the Chairman
Cheryll Rawbone
Email cheryll@friendshipproject.co.uk
Mobile 07769 727418