



**IMPORTANT DOCUMENTS ENCLOSED**

**THIS IS NOT A CIRCULAR**

Dear Member(s)

**Annual General Meeting – Final Agenda**

**Monday 21 October 2013 at 7 pm (doors open at 6.30 pm) at The Centre @ Elsea Park**

Dear Member

On behalf of the Board of Directors I am delighted to invite you to attend the Annual General Meeting of Elsea Park Community Trust on Monday 21 October 2013. The meeting will be held at The Centre @ Elsea Park, and will commence at 7pm, with doors opening at 6.30pm.

**Agenda**

1. Welcome & introductions
2. Approval of the Minutes of the last AGM held on Wednesday 12 September 2012  
(Minutes are available on the website or on request from the Trust Office)
3. Chairman's Report
4. Finance Director's Report and Approval of the Annual Accounts 2012/2013
5. Appointment of Auditors
5. Moving Forward
6. Any other Business - Questions from the floor

Members who have registered their details with the Trust website (and thus obtained the password to the members' only area) can download a copy of the minutes of last year's Annual General Meeting from the website at [www.elseapark.co.uk](http://www.elseapark.co.uk). Just click on

"The Trust" >> "Minutes of AGMs / EGMs" and enter the password. Copies of the minutes of last year's AGM are also available at the Trust Office at the Centre.

Members who feel they might want to refer to a printed copy of the minutes are requested to bring their own copy; only a limited number of copies will be available at the meeting.

There may be issues on which members need to vote, and on entry to the meeting, you will be requested to produce the tear off slip at the bottom of this letter, which will be checked against the Register of Members. You will then be provided with a voting card, which you will be asked to raise on each occasion that a vote is called for.

The Trust Articles of Association entitle only full members to vote, and there is only one full member per property, irrespective of the number of owners or occupiers of that property.

It is therefore essential that members bring the slip that was attached to the original calling notice that was posted to their registered address to prove their voting entitlement.

Should you fail to do so you will be unable to vote at the AGM.

Should you have any questions which you would like to be answered by the board at the AGM, we would be very grateful if you could submit these either by email ([admin@elseapark.co.uk](mailto:admin@elseapark.co.uk)) or in writing to the Trust Office, to be received by Monday 7 October 2013.

Obviously, this will not preclude a member raising a question under “Any other Business” or asking any question during the AGM, but advance notice will enable us research issues ahead of the meeting in the hope that we will be able to answer as many questions as possible during the meeting itself.

The following documents are enclosed with this notice:

- The Trust Annual Report 2012/2013
- The summary of the Final Accounts for 2012/2013. The full set of Final Accounts can be found on our website [www.elseapark.co.uk](http://www.elseapark.co.uk)

Details of the current year's budget were set out in the Trust's newsletter earlier this year. It can be found on our website [www.elseapark.co.uk](http://www.elseapark.co.uk).

Yours faithfully

Angela Bailey

Chairman