

Galleywood Heritage Centre

(Registered Charity No 1128416)

The Common Galleywood
Chelmsford Essex
CM2 8TR



**Notice of Ninth Annual General Meeting to be held on
Tuesday 27th February 2018 at 8.00pm at Galleywood
Heritage Centre
(Off Margaretting Road), Galleywood Common.**

AGENDA

1. Chairman's Opening Remarks
2. Apologies for Absence
3. Minutes of the Eighth Annual General Meeting held on Tuesday 28th February 2017 and Matters Arising
4. Chairman's Report and Approval
5. Treasurer's Report and Approval
6. Election of Five Trustees

N B – Nomination forms can be requested from the Centre or downloaded from the website

7. Details of Appointed Trustees

Signed

Stephanie Troop

Acting Chairman of Trustees – 12th February 2018

Trustees:

Stephanie Troop (Acting Chairman),
Jean Blake, John Cummin, Richard Hyland,
Anthony McQuiggan, Graham Mundy, Christine Paul,
Neville Paul, John Turkentine, Robert Villa

☎1245357700

✉ mail@galleywoodheritagecentre.org.uk

🌐 www.galleywoodheritagecentre.org.uk

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Nomination form for Trustee vacancies

1. Proposer to complete:

I wish to nominate: [please print] _____
for election as a Trustee to the Galleywood Heritage Centre (GHC)

Signed: _____ Date: ____/____/____

Name: [please print] _____

Address: _____

2. Secunder to complete:

I wish to second this nomination.

Signed: _____ Date: ____/____/____

Name: [please print] _____

Address: _____

3. Nominee to complete:

I am willing to stand for election as a Trustee of the GHC. I confirm that I understand the role of a Charity Trustee**, and that I understand that Trustees serve for one year from the date of their election. I accept that if either my Proposer or my Secunder is not a resident of Galleywood, then my nomination will be void.

My election address is set out below [This should not exceed 200 words, explaining why you are standing for election, and what qualities and experience you would bring to the GHC if you were successful. Please continue overleaf if necessary]

** You may care to read the Charity Commission publication **CC3: The Essential Trustee – What you need to know**

Signed: _____ Date: ____/____/____

Name: [please print] _____

Address: _____

Contact Details: _____

Return completed form in sealed envelope, marked "AGM" and addressed to: Galleywood Heritage Centre, The Common, Galleywood, CM2 8TR