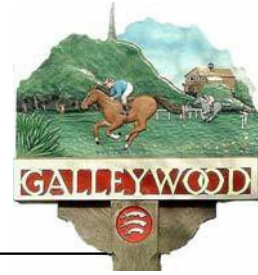


Galleywood Heritage Centre

(Registered Charity No 1128416)

The Common Galleywood
Chelmsford Essex
CM2 8TR



**Notice of Tenth Annual General Meeting to be held on
Tuesday 26th February 2019 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 Ninth Annual General Meeting held on Tuesday 27th February 2018 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*

Chairman of Trustees – 11th February 2019

Trustees:

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

 01245357700

 mail@galleywoodheritagecentre.org.uk

 www.galleywoodheritagecentre.org.uk

Galleywood Heritage Centre

(Registered Charity No. 1128416)

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. Seconder 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 Seconder 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" by **9.00am Monday 18th February 2019**
and addressed to: Stephanie Troop, Galleywood Heritage Centre, The Common, Galleywood, CM2 8TR