

THE WEST DEAN CENTRE

The Parish Office, West Dean Centre, High Street, Bream. GL15 6JW

20th June 2019

To all Members of the West Dean Centre Management Committee and Members of the General Public.

Dear Sirs and Mesdames,

You are summoned to attend an Annual General Meeting of the West Dean Centre Management Committee that has been arranged for **Tuesday 25th June 2019 at 7.00 pm** in the West Dean Centre for transaction of business on the following Agenda. Immediately following the AGM there will be a normal committee meeting.

Yours faithfully

Phil Jones
Administrator

AGM AGENDA

1. Apologies.
2. Declarations of Interest.
3. Adoption of Minutes of Annual General Meeting held on 1st August 2017.
4. Annual Report for 2018/19.
5. Election of a Committee, from this Committee elect a Chairman from the Parish Councillors present.
6. Financial Matters:
 - a) Approval of Annual Income and expenditure Account, expenditure against budget 2018/19, plus Balance Sheet 2018-19.
 - b) Friends of Bream Community Centre Annual Report 2018/19.

Normal Committee Meeting Agenda following AGM

1. Apologies.
2. Declarations of Interest.
3. Adoption of Minutes 2nd April 2019 - attached.
4. Finance
 - a) Approve the current Financial Statement against budget - Attached.
 - b) Approval of payments - list attached.
5. Picture hanging policy review – current one attached.
6. Maintenance & Improvements:
 - a) Emergency lighting upgrade.
7. Other matters considered urgent by the Chairman.
8. Next meeting: **Tuesday 12th November 2019.**