

## Template Agenda for AGM

This template is suitable for use by of a Company Limited by Guarantee or an **Unincorporated Entity**. Most of the elements will apply to both.

1. Present, In Attendance and Apologies
2. Declaration that a quorum is present
3. Minutes of last AGM
4. Chairman's Address
5. Annual Report / **Secretary's Report**
6. Approval of Financial Statements / **Income & Expenditure**
7. Rotation of Directors / **Executive Committee Members**
8. Election of Directors / **Executive Committee Members**
9. Election of Sub - Committees
10. Approval of Auditor's Fee
11. Appointment of Auditors
12. Appointment of Legal Advisers
13. Re-appointment of Company Secretary (if an outside person / body)
14. AOB.

"In Attendance" covers Staff, Accountants, Solicitor, Company Secretary etc and people should be named.