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**(Club name) Annual General Meeting**

**Date**:

**Time**:

**Venue**:

**Present:**

|  |  |
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| **No.** | **Agenda Item** |
|  | The Chairperson should open the meeting (insert time) and outline the Standing Orders. You should also confirm if the quorum has been reached. |
| 1 | **Apologies** |
| 2 | **Minutes of previous AGM**  Matters arising:  Proposed by (insert name) and Seconded by (insert name) |
| 3 | **Chairperson’s Report**  The Chairperson’s report was circulated by email in advance of the AGM and attached in the annual report.  The Chairperson opened the floor to questions or comments:  Chairperson’s report proposed by (insert name) and seconded by (insert name). |
| 4 | **Secretary’s Report**  The Secretary’s report was circulated by email in advance of the AGM and attached in the annual report.  The Chairperson opened the floor to questions or comments:  Secretary’s report proposed by (insert name) and seconded by (insert name). |
| 5 | **Treasurer’s Report**  The Treasurer’s report was circulated by email in advance of the AGM and attached in the annual report.  (insert name) presented the main points in the report:  Income:  Expenditure:  Other comments:  The Chairperson opened the floor to questions or comments:  Treasurer’s report proposed by (insert name) and seconded by (insert name). |
| 6 | **Head Coach’s Report**  The Head Coach’s report was circulated by email in advance of the AGM and attached in the annual report.  The Chairperson opened the floor to questions or comments:  Head Coach’s report proposed by (insert name) and seconded by (insert name). |
| 7 | **Club Children’s Officer Report**  The Club Childrens Officer’s report was circulated by email in advance of the AGM and attached in the annual report.  The Chairperson opened the floor to questions or comments:  Club Childrens Officer’s report proposed by (insert name) and seconded by (insert name). |
| 8 | **Motions**  Any motions should be listed here, including the decision made and any relevant discussion points. |
| 9 | **Election of Club Management Committee**  Details of nominations and elections should be detailed here. |
| 10 | **Additional Presentations**  If there are any additional presentations, you should provide a summary of those here. |
| 11 | **Date of next AGM**  Date of next AGM should be listed here |
|  | Chairperson closed the meeting at (insert time) and thanked all in attendance. |