

***Branch name***

Annual General Meeting

on

***date & time***

at

**place**

**Notice of Meeting & Agenda**

1. Apologies
2. Minutes of the previous AGM:
   * Accuracy
   * Matters arising
3. Chair’s report
4. Treasurer’s report
5. Secretary’s report
6. Resolutions
7. Election of branch officers
8. AOB
9. Date of next AGM