**NOTIFICATION FOR THE 4th ANNUAL GENERAL MEETING**

**of**

**WHETSTONE GOOD NEIGHBOUR SCHEME**

Notice is hereby given that the 4th ANNUAL GENERAL MEETING (AGM) of WHETSTONE GOOD NEIGHBOUR SCHEME (WGNS), with the agreement of the Management Group, will be held as a virtual meeting due to the unpredictable status for gatherings as a result of the Coronavirus epidemic. All paperwork relating to the meeting will be issued by email or hardcopy for a postal vote and a virtual meeting will take place on line to announce the result on Monday 21st September 2020 at 19:15. The AGM Voting Paper, to be issued to all interested parties, will request a vote on the following items.

1. Approval of the Minutes of the 3rd AGM held on 30th September 2019
2. Adoption of the 2019/20 Annual Report
3. Adoption of the 2019/20 Annual Accounts
4. Election of Principal officers and Management Group
5. Any motions to be put to the AGM

All volunteers, service users and other interested parties are invited to vote. Ballot papers will be issued to all volunteers and will be available online for any service user or other interested party to download and submit in accordance with the agreed timetable.

The current Principal Officers and other members of the Management Group are:

**Principal Officers:**

Barry Fisher – Chair

Louise Hathaway – Secretary/Safeguarding Lead

Susan Popham– Treasurer (Resigned)

**Other Members of the Management Group:**

Jenny Hilton

Monica-Jean Hoare

Louise Hathaway - Deputy Chair (Co-opted)

Richard Capel – Deputy Treasurer (Co-opted)

The WGNS Constitution requires that the schemes Principal Officers, who must be unrelated, shall be elected annually. Barry Fisher will be stepping down as Chair due to his relocation to North Wales, Susan Popham has already resigned as Treasurer.

3rd August 2020

**WHETSTONE GOOD NEIGHBOUR SCHEME**

**IMPORTANT DATES AND ACTIVITIES**

**Motions to be put to the AGM**

Anyone wishing to put forward a motion for consideration by the AGM, must submit such change by 24th August 2020. Any motions received after this date will not be considered at the AGM but will be considered by the Management Group and, if appropriate, a Special General Meeting will be called.

**Nominations for Principal Officers and other Management Group members**

Nominations are invited for the Principal Officers and other members of the Management Group. Nominations do not have to be existing volunteers but Nomination Forms must be received by the Secretary on or before 17th August 2020 indicating the position they are being Nominated for. All nominations require a proposer and the approval of the Nominee. The following roles require nominations:

|  |  |
| --- | --- |
| Principal Officers: | Other Management Group Members: |
| Chair | Deputy Chair |
| Treasurer | Deputy Treasurer |
| Secretary | Service User Champion |
| Safeguarding Lead (N.B. This will only be a Principal Officer role if one of the other 3 Principal Officer roles is not filled, otherwise they will be a member of the Management Group) |

In addition we are looking to gradually build up the Management Group to 8 or 9 people, not all with specific titles and not all active members of our volunteer community. We are open to the inclusion of other parties who can bring skills and experience to the group to assist in its overall management. We are also working to have deputy cover for all Principal Officers and other key roles.

**Submission of Motions and Nominations**

Motions and Nominations can be emailed to info@whetstonegns.org.uk or delivered or posted to Louise Hathaway, 27 Queens Road, Blaby, Leicester LE8 4EH.

**Annual Report, Annual Accounts and AGM Voting Papers**

The Annual Report, Annual Accounts along with the AGM Voting Papers will be issued on 24th August 2020 to all volunteers and other parties who have registered an interest. Any queries relating to the Annual Report or Annual Accounts to be raised with the Chair prior to the AGM Conference Call. Voting for each position will be by the submission of the completed AGM Voting Form and must be received by the Secretary on or before 14th September 2020. The count will take place and be announced during the online AGM Conference Call on 21st September 2020. In the case of a tie for any position, the Chair will, as per the Constitution, have a casting vote. Elected officers and other management group members will assume their roles from the conclusion of the AGM Conference Call on the 21st September 2020.

**RSVP**

If you wish to attend the online AGM Conference Call on the 21st September 2020 (Virtual AGM) then please contact Louise Hathaway or Barry Fisher well in advance of the day so that details of how to join the call can be emailed to you.