

Annual General Meeting Agenda

Date	Tue 15th Sept 2020
Time	7.30PM
Venue	First Floor Common Room, 50 Broad St, Hanley, Stoke on Trent, ST1 4EU

Attendance

All members are invited to attend as in accordance to our constitution.

There must be six (6) subscription members present for a quorum so attendance is crucial.

Non-members may attend before or after the meeting, but will not be invited into the meeting.

If you are unable to attend, please make the Management Committee aware in advance.

Constitution

For full details of the Annual General Meeting please refer to Section 9 of the

- [Potteries Hackspace Constitution - Feb 2014 \(Google Drive\)](#)

Any 'Alteration of the Constitution' are to be carried out with accordance to the Constitution.

Agenda

The main purpose of the Annual General Meeting is to ensure that the organisation is operating according to its obligations. This is what we will aim to address.

1. Welcome (Chairman)
2. Apologies for absence (Secretary)
3. Minutes of previous AGM (Secretary)
4. Group activities report (Chairman)
5. Financial report (Treasurer)
6. Election of committee (Chairman)
7. Any Other Business



Election of Management Committee

The Officers of the Management Committee shall be: The Chairperson, The Treasurer, The Secretary and such other officers the group shall deem necessary at a meeting.

1. Nominations will be collected at the meeting
2. Votes will be counted electronically
3. Decisions are made by simple majority: decisions need more supporting votes than opposing votes
4. Voting period is 7 days

Any Other Business

If you have any other business to add to this meeting, please make the Management Committee aware in advance.

Coronavirus (COVID-19) Guidance

On 4th July 2020 the Government issued the following guidelines around meeting in large groups, which can be found on their website, it says:

You can continue to meet in larger groups if necessary for work, voluntary or charitable services, education, childcare or training, elite sporting competition or training, to fulfil legal obligations, to provide emergency assistance, or to enable someone to avoid illness, injury or risk of harm.

You can also meet in larger groups for weddings, funerals, religious ceremonies and services, community activities and support groups - which should be limited to no more than 30 people and subject to COVID-19 secure guidelines.

For more information, please see:

<https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july>