



Woodlands Park Friends Association

Woodlands Park Primary School
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Devon
PL21 9TF

Tel. 01752 690046
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19th September 2023

Dear Parents / Guardians

The Woodland Park Friends Association Annual General Meeting (AGM)

We would like to give notice of the AGM of WPFA to be held on Wednesday 18th October in the Duke of Cornwall pub at 19.30 for a 20.00 start.

WPFA plays a vital part in the school community and all parents, as members of WPFA, are invited to support the AGM. This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the children at our school.

The AGM is also an opportunity for you to elect the WPFA Committee, who represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM to WPFA@yahoo.com for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform WPFA of their intention to stay in their role.

If you would like any further information about being a Committee Member, please speak Laura Simmonds, Lorna Rome or Katie Nott.

As our PTA is a registered charity, all committee members automatically become Trustees of the Charity.

Before submitting your nominations, please read the Charity Commission publication 'The Essential Trustee – What you need to know (CC3)'. A copy of the booklet can be found on the Charity Commission website.

The position of both Secretary and Treasurer are both up for appointment this year as Lorna and Katie are stepping down.

We look forward to seeing you on Wednesday 18th October.

Kind Regards

Lorna Rome
WPFA Secretary



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**Registered Charity No. 1040783
ANNUAL GENERAL MEETING
18 October 2023**

To be held 7.30pm at Duke of Cornwall pub

AGENDA

Ordinary Business

- 1] Apologies for absence
- 2] Minutes of the previous Annual General Meeting held in 2022
- 3] Matters arising from the Minutes
- 4] Chair's Report for 2022/2023
- 5] Treasurer's Report for the year ending 31 July 2023
- 6] Appointment of an Independent Examiner of Accounts for the year ending 31 July 2023
- 7] Election of Officers and Trustees of the Committee

Chair
Vice Chair
Secretary
Treasurer
Other Officer(s)
Ordinary Committee members

Special Business

- 8] Other items

Any Other Business

- 9] Other business