

FRIENDS OF LANCASHIRE ARCHIVES

PRESIDENT: Lord Shuttleworth

VICE PRESIDENT: *vacant*

Notice is hereby given that the
THIRTY FIFTH ANNUAL GENERAL MEETING
will be held in remote form on
Tuesday 22 September 2020 at 6.30pm

Proposed agenda

- 1 Apologies for absence**
- 2 Minutes of the previous annual general meeting 17 September 2019**
- 3 Reports and accounts**
 - a) Chairman's report (incorporating the trustees' annual report and membership report)
 - b) Accounts for the year ended 30 June 2020 and the independent examiner's report
 - c) Report of the Lancashire Archive Services Manager
- 4 Appointment of charity trustees and ordinary committee members**
 - a) To reappoint those members appointed at the previous annual general meeting who, under our constitution, must seek re-election
 - b) To appoint any replacement or additional members
 - c) To approve the appointment of two vice-presidents
- 5 Members' proposed resolutions**
- 6 Any other business**

IMPORTANT: PLEASE NOTE THE FOLLOWING

- a) **We apologise for the short notice and practical limitations of the arrangements for this AGM, and for the absence of a Midsummer 2020 Newsletter. These deficiencies result from the current situation, which has disrupted our normal schedules.**
- b) **Please submit any nominations for membership of the committee, or for officers' posts, to the chair (Alan Crosby) by 12 September 2020 at the latest. Nominations must be in writing and signed by the nominee and by a proposer and seconder.**
- c) **Please submit any resolutions for consideration at the Annual General Meeting to the chair (Alan Crosby) by 12 September 2020 at the latest.**
- d) **All relevant documents will be sent to members who have email in the week beginning 14 September, together with instructions about how to join the meeting**
- e) **If you do not have email and would like a printed copy of the documents please contact Alan Crosby (see below); if you would also like to join the virtual meeting please let me know so that you can be sent the joining instructions**

**Alan Crosby can be contacted by email on agcrosby@waitrose.com
or by post at 77 Wellington Street PRESTON PR1 8TQ**

Charity Registration Number 518611
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