



Dear Friend

Notice of Annual General Meeting (AGM) 2022

As Secretary to the Friends of Wormholt Park I am hereby giving notice of our Annual General Meeting to be held Sunday 24th April at 1pm.

THE MEETING WILL BE HELD IN THE PARK, 1PM

The agenda for the meeting will be as follows:

1. Apologies for absence
2. Welcome by the Chair
3. Minutes of the last AGM held on 27 April 2021 (held via Zoom)
4. Annual Report to Friends
5. Annual Financial Accounts
6. Election of Officers and the Committee for the forthcoming year
7. Any other business

If any Friend would like to add an item for discussion at the meeting, please send details to myself not less than 7 days before the date of the meeting. Our email address

is wormholtpark@gmail.com

Election of Committee Members

At the AGM the Friends Group are requesting nominations for the Committee posts for the year 2022/23.

The Committee will comprise 8 posts - four will be the constitutionally required named posts (Chair, Vice Chair, Treasurer and Secretary), the other four posts are for generic Committee Members.

The following existing members of the Committee are seeking re-election:

Derrick Wright (currently Chair) - Chair
Sarah Woodside (currently Vice-chair) - Vice-chair
Mark Addis - (currently Treasurer) - Treasurer
Vanessa Hampton - Committee member
Nicola Easton - Committee member
Jen O'Riley - Committee member

There are no nominations to date for Secretary and for one Committee member.

Chair

1. Figure head for the group
2. Lead and chair committee meetings
3. Overview of Friends activities programme
4. Manage and enable the committee to achieve its objectives
5. Ensure outcomes are delivered in an inclusive manner, accessible and equal opportunities for all
6. Representation of Friends to external agencies, including BBH and LBHF

Vice Chair

1. Support Chair in their role
2. Deputise for the Chair & lead on agreed projects
3. Coordinate & guide preparation of funding bids for park development & FOWP events/activities
4. Seek funding opportunities, including potential sponsors & joint applicants to develop funding bids for park development & Friends events/activities

Secretary

1. Support the Chair in managing all committee matters
2. Full secretarial responsibility to committee including logistics, agenda and minutes
3. Co-ordinate committee membership including induction, elections
4. Recording and maintaining Friends membership register
5. Document and record committee and Friends actions and activities
6. Ensure licences and insurances etc and in place for Friends to conduct activities and events
7. Co-ordinate the completion of an annual report

Treasurer

1. Financial stewardship
2. Books and record keeping
3. Reporting updates to Committee
4. Accounting including presentation
5. Liaise with accountant for attestation of annual accounts
6. Support committee members in financial processes and auditing at events/activities

Committee Member (4 posts)

The four generic Committee Member posts will contribute to leading the Friends Group and supporting the Friends activities throughout the year taking responsibility for various activities as required or offered. These may include:

- Attending Friends Committee meetings
- Representing the Friends on matters regarding nature & wildlife
- Co-ordinating Friends publicity, communications, website, notice board etc.
- Gathering local residents' opinions on park development details i.e. playground equipment
- Leading or contributing to Friends events in the park
- Liaising with other local groups

Each post is for a one year period.

If you wish to stand you can be nominated at the meeting.

Regards

Secretary to the Friends of Wormholt Park