



January 20th 2019

Dear Resident,

The Association's Annual General Meeting is to be held in the Community Centre (on Brice Road) on Saturday the 2nd March this year at 4.15pm.

Within this letter we have included:

1. The Agenda for the meeting
2. A form for prospective Committee Members to complete

The minutes of the AGM held in February last year can be found via our website at www.heyfordparkresidents.org.uk

To qualify for election to the Committee, you must be resident at Heyford Park and you will need endorsements from two other residents of Heyford Park (not from your own household).

Please bring the form with you to the AGM and hand it to the Secretary. If you want to be on the Committee, but cannot attend the meeting, please put your form through the letterbox of 15 Hart Walk, marked for the attention of Tom Beckett.

We are hoping that there will be a great turnout for the AGM.

Tom Beckett
Chairperson

HPRCDA@GMAIL.COM



Notice of Annual General Meeting & Agenda
2nd March 2019 4.15pm – 6.15pm
Heyford Park Community Centre, Brice Road

All residents of Heyford Park and all Community Organisations based at Heyford Park have automatic membership of the Association. Each household and each organisation has one vote.

	SUBJECT	PRESENTER
1	Apologies for absence/Welcome guest(s)	Chairperson
2	Agree minutes of last AGM	Chairperson
3	Financial Report	Treasurer
4	Short recap on some of the Committee's work and actions during 2018-2019 (with opportunity for discussion by all attendees)	Chairperson
5	Our role in the Community (with opportunity for discussion by all attendees)	Chairperson
6	Acceptance of Applications for Committee members	Deputy Chairperson
7	Election of Committee members by Association Members in attendance	Deputy Chairperson
8	Acceptance of Applications for Elected Persons on the Committee	Deputy Chairperson
9	Selection of Position Holders (Honorary Secretary, Honorary Deputy Chairperson, Honorary Treasurer) by Committee members	Deputy Chairperson
10	Election of Honorary Chairperson	Secretary
11	Proposed schedule of meetings for the year	Chair
12	Any other business	Chair



COMMITTEE APPLICATION FORM

I, _____ (name), of _____ _____ _____ (address) _____ (e-mail) _____ (telephone)	
formally request to join the Committee of the Heyford Park Residents and Community Development Association Committee.	
Signature:	
<small>In accordance with the Constitution for the HPRCDA, I am supplying the names and signatures of two independent members of Heyford Park Residents and Community Development Association who endorse my request to join the Committee.</small>	
1st Endorsement	
Printed Name:	<input style="width: 100%; height: 20px;" type="text"/>
Address:	<input style="width: 100%; height: 40px;" type="text"/>
Signature:	
2nd Endorsement	
Printed Name:	<input style="width: 100%; height: 20px;" type="text"/>
Address:	<input style="width: 100%; height: 40px;" type="text"/>
Signature:	
Please hand this form to the Honorary Secretary before or at the 2018 Annual General Meeting prior to the start of the election of Committee Members.	