



Residents and Community Development Association

Annual General Meeting of the Heyford Park Residents and Community Development Association

Saturday 14 May 14:30 Heyford Park Chapel

Agenda

No.	Item	Introduced by
1	Introductions / Welcome	Chair
2	Purpose of the meeting / establish quorum (20 members)	Chair
3	Acceptance of previous minutes: <ul style="list-style-type: none"> • EGM 24 April 2021 (all members present) • 16 March 2022 (committee) • 16 February 2022 (committee) 	Chair
3	Summary of RA activity and achievements 2121/2022	Chair
4	Financial position – Audited accounts available on the website	Treasurer
6	Agreement and clarification of voting process	Chair
9	Acceptance of applications for committee membership and roles	Secretary
10	Introduction of proposed committee members (12:00 deadline for set list – late entries to be declared with verbal nominations) Minimum number of applicants = 10 Maximum number of applicants = 15	Secretary
11	Election of committee members	Secretary / all RA members present
12	Appointment of Secretary	RA Committee members
13	Appointment of Chair	RA Secretary / committee members
14	Appointment of Deputy Chair	RA Secretary / committee members
15	Appointment of Treasurer	RA Secretary / committee members
16	Appointment of Liaison role	RA Secretary / committee members
17	Chair's address to the new committee	RA Chair
18	Date of next committee meeting	RA Chair
19	Any other business	RA Chair / RA Members present
20	Close	RA Chair