



ANNEX A - NOTICE OF ANNUAL GENERAL MEETING (AGM)

STROUD SEA CADET UNIT

NOTICE OF ANNUAL GENERAL MEETING (AGM)

NOTICE IS HEREBY GIVEN that the Annual General Meeting (AGM) of STROUD Sea Cadet unit (TS Severn) will be held at Stroud Sea Cadets, Frome lane, Stroud, GL5 3JH at 7:15 p.m. on Monday 10th October 2022 to conduct the following business.

AGENDA

1. Apologies for absence
2. Opening address or comments by Chairperson
3. Minutes of the last AGM for approval
4. Unit Chairperson's Report
5. Commanding Officer's/Officer-in-Charge's Report
6. Treasurer's Report and adoption of accounts
7. Election/Re-election of the Unit Management Team (UMT)* trustees
8. Any Other Business**

***Notes:**

- Election of the Unit Management Team (UMT) trustees – Individuals who are seeking election to the UMT must have their nomination proposed and seconded.
- Nominations can be submitted on the official nomination form which can be obtained from Mr Jeremy Ingram, 31 Upper Church Road, Cainscross, Stroud GL5 4JF Tel: 07950 955789, chair@stroudsc.co.uk
- The criteria as to who is eligible to sit on the UMT can be found in the unit's charity [constitution \(SCSC\)](#). Please contact Mr Jeremy Ingram for details.
- Any waiving of these criteria is at the discretion of the Volunteer & Business Support Manager (VBSM).
- Proof of posting is not proof of receipt.

Fully completed nomination forms must be received by Mr Jeremy Ingram by 1st post on Friday 7 October 2022.

All newly elected UMT trustees will be required to complete a disclosure application, complete a P1 form – application to join Sea Cadets which includes a Trustee Declaration indicating that they know of no reason why they cannot become a charity trustee, complete three online e-learning courses within two months and an Induction Day within 6 months of joining.

**** Note:** Any Other Business – Items of AOB will only be considered if they are proposed and seconded in writing to Mr Jeremy Ingram at least 24 hours before the meeting.