**Playgroup Name**

**NOTICE OF ANNUAL GENERAL MEETING**

**The Annual General Meeting will be held at (Location)**

**On (Date) at (Time)**

**A G E N D A**

1. Welcome
2. Members present
3. Apologies
4. Acceptance of Minutes from Previous AGM
5. President’s Report
6. Treasurer’s Report
7. Election of Committee Members

*(List any nominations received here. Further nominations can be called for at the AGM)*

1. General business

*(This may include fees for next year, starting date)*

1. Close