

ANNUAL GENERAL MEETING OF THE MISTLEY AND MANNINGTREE WELCOME HOME MEMORIAL FUND TRUST

Dear Trustees and Colleagues

Notice of Meeting – You are invited to the Mistley and Manningtree Welcome Home Memorial Fund Trust Meeting which will take place on **Monday 18th January 2021 at 7pm** via Zoom. As this is the Annual General Meeting – residents are able to attend if they are over the age of 18 years..

Join Zoom Meeting

<https://us02web.zoom.us/j/81136104736?pwd=NTZlZmxCL1NXclQ5NjFCdVhpc3BIQT09>

Meeting ID: 811 3610 4736 Passcode: 293783

Yours sincerely



Susan Clements – Volunteer Secretary to the Trust

11th January 2021

AGENDA

1. **Welcome and Apologies for Absence** – To receive.
2. **Minutes** – To receive, consider and agree the Minutes from the last Memorial Trust Fund Meeting held on the 24th January 2020. (Copy attached).
3. **Matters Arising/updates from last Meeting** – To receive.
4. **Trustee Parish Councillor Vacancy** – To consider and agree the appointment of a new Trustee (to replace B Burton who has resigned from the Parish Council)
5. **Charity Commission** – To receive an update from the Volunteer Secretary.
6. **Bank Account** – To receive an update.
7. **Financial Statement** – To follow once bank account statements received.
8. **Invoices from the Parish Council 2019-2020 & 2021-2022** – Payments due once bank account sorted out. (Insurance, play area inspection and grounds maintenance contributions).
9. **Play Equipment** – To receive an update on regular visual and written risk assessments.
10. **Trees** – To receive any updates.
11. **Bowls Club & Cricket Club** – To review the rents.
12. **Signage** – To receive any updates.
13. **Any urgent matters not on the agenda** – To receive.

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