

**Company Name**

**Company Number 123456 Annual General Meeting**

**To Be Held:**

**Date:**

**Time:**

**Venue:**

Agenda

1. **Chair’s welcome and opening remarks**
2. **Apologies for absence**
3. **Guest speaker**
4. **Minutes of 2019 AGM**
5. **Matters Arising**
6. **Chair’s Report (Impact Report)**
7. **Presentation of 2019/20 Audited Accounts**
8. **Election of 2020/2021 Board of Directors**
9. **Appointment of Auditors**
10. **AOB**

Sample Agenda AGM