**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. President’s report
5. Treasurer’s report
6. Election of committee members
7. General business – (fees for next year, starting date, Xmas party?)
8. Close