

## LANDMARK ARTS CENTRE LTD

To: Directors  
Members  
Independent Examiner

Ferry Road, Teddington,  
Middlesex, TW11 9NN  
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16<sup>th</sup> August 2019

### NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that an Annual General Meeting of Landmark Arts Centre Ltd will be held at the Landmark Arts Centre, Ferry Road, Teddington, TW11 9NN on

**Thursday 12 September at 6.30 pm.**

#### A G E N D A

1. Welcome & Apologies for Absence
2. Approval of 2018 AGM Minutes  
Note: Copies of the Minutes will be available on the Landmark Arts Centre website in the About Us section or from the office one week prior to the meeting
3. Chair's Report
4. Acceptance of Annual Report and Accounts for 2018-19  
Note: Copies of the accounts will be available on the Landmark Arts Centre website in the About Us section or from the office one week prior to the meeting
5. Appointment or re-appointment of Directors
6. Board Roles.
7. Appointment of Independent Examiner
8. Arts Centre Manager's Report

**SHORT BREAK, during which drinks and nibbles will be served, followed by an update by Martin Nicholds & Lesley Bossine on the Landmark's 25<sup>th</sup> anniversary in 2020.**

Refreshments kindly sponsored by Palmers Solicitors.

We hope that you will be able to attend, please RSVP to Francesca Messina at the Landmark office 020 8977 7558 or via [francesca@landmarkartscentre.org](mailto:francesca@landmarkartscentre.org) If you cannot attend please complete and return the enclosed Proxy Voting Form before 5pm Wednesday 11<sup>th</sup> September.

John Perry - Company Secretary

Landmark Arts Centre Ltd  
Charity No: 1047080  
Registered in England No. 3061090  
VAT Registration No: 292910880