

LANDMARK ARTS CENTRE LTD

To: Directors
Members
Independent Examiner

Ferry Road, Teddington,
Middlesex, TW11 9NN
Telephone: 020 8977 7558
Fax: 020 8977 4830
www.landmarkartscentre.org
email: info@landmarkartscentre.org

1 September 2021

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that an Annual General Meeting of Landmark Arts Centre Ltd.
will be held electronically by Zoom

on

Thursday 23 September 2021 at 6.30pm

AGENDA

1. Welcome and apologies for absence
2. Approval of 2020 AGM minutes
(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 the Annual Report and Accounts for 2020-21
(Copies of the report and 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. Appointment of Independent Examiner
7. Proposal that the Landmark Arts Centre Ltd (registered charity number 1047080) convert from a company limited by guarantee (company number 03061090) to a Charitable Incorporated Organisation.
8. Proposal that the Landmark Arts Centre (registered charity number 1047080) adopt the proposed constitution of a Charitable Incorporated Organisation.
(Copies of the proposed constitution will be available on the Landmark Arts Centre website in the About Us section or from the office one week prior to the meeting.)

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

9. Proposal that when conversion to a Charitable Incorporated Organisation is complete, the Landmark Arts Centre establish a Friends scheme. It is further proposed that all the members of the company limited by guarantee automatically become members of the new scheme and receive the benefits of membership in the new scheme.

10. Arts Centre Manager's report

We hope that you will be able to attend: please RSVP to Francesca Messina at the Landmark office (020 8977 7558) or via info@landmarkartscentre.org When responding, please confirm the e-mail address to which the Zoom invitation should be sent. If you cannot attend, please complete and return the enclosed Proxy Voting Form.

Donna McDonald
Company Secretary