



Bath Royal Literary and Scientific Institution  
16-18 Queen Square, Bath BA1 2HN

September 2018

Dear Members

I would like to invite you to the 2018 Annual General Meetings for the BRLSI Trustee Company and BRLSI Charity. The meetings will be held on Wednesday 24<sup>th</sup> October 2018 commencing at 7:15pm with the BRLSI Trustee Company (Company No 2857000) and immediately followed by the Annual General Meeting of the BRLSI Charity (Registered Charity Number 304477). The Institution will be open for Members to gather from 6.45pm.

Proceedings will commence at 7.15 pm with the meeting of the Trustee Company to receive the BRLSI Trustee Company Report and Financial Statements for the year ended 31<sup>st</sup> March 2018.

The BRLSI Charity Annual General Meeting will then be immediately convened to transact business shown on the attached Agenda.

To submit an item for the Any Other Business section of the Agenda, Members should write to me, John Gardner, the BRLSI Honorary Secretary, to be received no later than Monday 22<sup>nd</sup> October. Please either post any submission to me at BRLSI, 16-18 Queen Square, Bath BA1 2HN, or leave it at Reception.

Copies of the Minutes of the last Annual General Meeting held on 25<sup>th</sup> October 2017, the BRLSI Company Annual Report and Financial Statement, the Charity Annual Report and Financial Statement and the BRLSI Annual Report to Members for the year ending 31st March 2018 are available for viewing at the BRLSI offices and on the BRLSI website.

May I remind you that Members attending the AGM must bring an up to date Membership card to be shown at the door, and that our outside doors can only be open for a period of 15 minutes after our advertised start time of 7.15pm.

Please be aware that our 2018 regulations state that only current up-to-date Members can be allowed to attend. Consequently all Membership cards will be checked at the Front Desk on that evening, so please ensure that your Membership is valid for Wednesday, 24th October, 2018 and bring this up to date card with you so we can let you in. There will not be time to process any late application on the AGM evening.

Please come along to support those who run this fine Institution. We need a quorum for this AGM of 5% of the Members and at the last count our numbers have grown by almost 100 since last year's AGM to some 700 members, so our quorum will be 40 Members. On behalf of the Directors I look forward to seeing you at the AGM.

With kind regards,

John Gardner                      BRLSI Hon Secretary

## **AGENDA**

### **7.15 pm Annual General Meeting of the BRLSI Trustee Company (Company No 2857000)**

1. The Trustee Company will receive the BRLSI Trustee Company Report and Financial Statements for the year ended 31<sup>st</sup> March 2018

### **7.30pm Annual General Meeting of the BRLSI Charity (Registered Charity Number 304477).**

1. **Welcome**
2. **Apologies** for absence
3. **Minutes** of the Annual General Meeting held on 25<sup>th</sup> October 2017
4. **Matters Arising** from the last Annual General Meeting not on the Agenda
5. **Appointment of Directors**
  - a. With four Director vacancies and the receipt of only four Director Nominations, no election is required, so confirmation of the four Nominees will now be agreed.
  - b. In order to ensure compliance with the Articles of Association (Section 10.4 Elected Directors) these four newly elected Director will draw lots to decide which three will be eligible to serve three years in office and which one will serve one initial year in office.
6. **BRLSI Charity Director Annual Report and Financial Statements** for the year ended 31<sup>st</sup> March 2018
7. **Appointment of Independent Examiners**
8. **BRLSI Annual Report to Members**
9. **Presentations by Chair of Management Committee**
10. **Any Other Business**