



rotherhamallotments.org.uk



admin@rotherhamallotments.org.uk



PO Box 819, Rotherham, S60 9NR

Discussion document

ANNUAL GENERAL MEETINGS - GUIDANCE

Notice of meeting

- Produce a notice giving details about the AGM and mail (email) to all your members, post notices on site where visible to all society plot holders/members.
- This should include date, time, duration, venue, and information about the elections of officers.
- You could include the whole agenda or just highlight one or two items.

Sample agenda

Your AGM agenda should include certain items. Use this sample agenda as a starting point, but adapt it to your society and meeting – e.g. you might not want to have separate reports from the Chair and Secretary, and you might want to add in a guest speaker, or a specific item relating to your site.

(Start of sample agenda)

Annual General Meeting of? Allotment Society

Date and time of meeting (start time and anticipated conclusion time)

Venue

Agenda

1. Apologies for absence
2. Minutes of previous AGM
3. Chair's report
4. Secretary's report
5. Financial (treasurers) report
6. Election of committee
7. Mandates for consideration
8. Rule changes – changes to constitution

Approved at Board Meeting 114- 08.06.26



rotherhamallotments.org.uk



admin@rotherhamallotments.org.uk



PO Box 819, Rotherham, S60 9NR

(End of sample agenda)

Minutes

- Organise someone to take minutes these should record the following information: -
 - Attendance – number and full register of persons attending.
 - Brief summary of the reports presented.
 - Detail any mandates considered and the decision to adopt or not,
 - Detail election of officers and committee members (see also below).
 - Approval of financial statement and any other financial matters.
 - Detail and record decisions with regard any changes agreed or otherwise relating to the rules or constitution of the society.
- It is particularly important to have clear records of the elections and any changes to the constitution.
- Take down the names and contact details of people attending the meeting so you can contact them afterwards – e.g. get people to sign in as they turn up to the AGM.

Elections

- Decide on your voting system in advance and make sure it is explained clearly at the meeting. For example: Do you want to have a show of hands or a private ballot? Will it be a 'first past the post' election?
- You may want to arrange a neutral person to count the votes.
- Think about the materials that you might need to prepare in advance – e.g. ballot paper/pens – depending on how you organise your elections.
- Make sure the minutes show who was nominated, the proposer and seconder for each candidate, the number of votes each person received, and who was elected for each post.

Other tips & ideas

- Select a venue that is easily accessible to as many plot holders/members as possible. Ensure the venue provides an atmosphere to allow discussion and debate without interference from outside parties. Ensure a comfortable environment, it's not best practice to hold AGM's standing in the open air when weather conditions can interfere with proceedings and deter people from attending.
- Try to make the meeting enjoyable – think about making the business brief.
- Have a speaker on a burning issue.



rotherhamallotments.org.uk



admin@rotherhamallotments.org.uk



PO Box 819, Rotherham, S60 9NR

- Introduce the present Committee.
- It may encourage people to attend if you offer assistance for those who are unable to attend due to transport issues etc.
- Think about having a PA system or an induction loop.