



## **Annual General Meeting Requirements**

On completion of your Annual General Meeting (AGM), please return the following documents to Parkway Green:

- ✓ A signed model Parkway Green Constitution.
- ✓ A copy of your AGM minutes.
- ✓ A list of your committee members' names and their addresses

Your group can not be fully recognised by Parkway Green, or receive grant funding, unless you have provided all of the above.

In addition please complete and return the enclosed:

- ✓ Group Contact Information form.

This will allow Parkway to publicise your group, to ensure it does not miss out on new members or opportunities for future funding and involvement.

Please return your documents to:

Resident Involvement Officer  
Parkway Green House  
460 Palatine Road  
Northenden  
Manchester  
M22 4DJ