

Medway Little Theatre256 High Street, Rochester
Kent ME1 1HYTel: 01634 400322 (Box Office)
E-mail: info@mlt.org.ukPresident Alan Whippy
(Deceased)
Vice Dan Willis
Presidents: Peter ClarkRegistered Charity No. 1056994
Company No. 01526454, registered
in England and WalesChairman: Chris Loft
Treasurer: Chris Hynd

26 March 2021

Dear Member,

This letter is to inform you of this year's AGM, which due to the current circumstances will be held digitally via Zoom on Tuesday 30th March 2021 starting at 8pm. This will be a minimal meeting to meet the requirements for an AGM. Please try to join us early from 7.45pm so that you can register your attendance prior to the meeting start time.

Details on how to join a zoom meeting have been included on the 'How to join a Zoom meeting' but for those of you familiar with the process these are the details –

Meeting ID: 831 7404 9479
Passcode: 784126

All Mancom positions due for election at the AGM will be postponed until the theatre is fully functional. All the current post holders have agreed to continue in their positions until such time that we can hold elections.

Here's a checklist of all the documents supplied. Please make sure you have a complete set. If anything is missing or you have queries or concerns about any of the content, please contact me as soon as possible.

- MLT Trustee's Report and Accounts
- Theatre Club Report and Accounts
- Minutes of the 2019 AGM
- Agenda
- How to join the zoom meeting info guide

Membership fees are on hold until the theatre re-opens and our membership secretary Cazz Wrate will be advising in advance when this changes. She would be happy to hear from you if you have not signed up to our digital Membermojo system too. This will enable us to streamline our membership programme so please do think about signing up if you have not done so already. Obviously we hope you will all continue your membership but, if for any reason you have decided not to renew, please let Cazz know.

I look forward to seeing you at the virtual AGM, if you are unable to attend but would like anything addressed at the meeting or wish to send apologies please contact me directly on kensa@outlook.com or mobile 07976 819759.

Kind regards

Kerrie Thompson
Acting Secretary

