



**Aveley Village Community Forum Ltd**  
Working Hand In Hand with Our Village

**Aveley Close, Aveley, Essex, RM15 4BU**  
[www.aveleycf.org.uk](http://www.aveleycf.org.uk)

**NOTICE OF ANNUAL GENERAL MEETING OF THE CHARITY**

**The Annual General Meeting of Aveley Village Community Forum Limited will be held on:**

**Wednesday 21st November 2018 at 7.30pm at the Aveley Christian Centre**

**The agenda will be as follows:**

- **Minutes of previous AGM**
- **Adoption of Minutes**
- **Treasurer's Report**
- **Adoption of Accounts**
- **Chair's Report**
- **Resignation and Election of directors (the retirement of a director does not become effective until the end of the meeting)**

**Directors have the right to appoint a proxy to vote for them in their absence. The details are enclosed below.**

**If any member of the forum wishes to be considered for election as a Director then they must comply with the requirements set out below. The Directors also have the right to co-opt a member to be a Director. This is a temporary appointment which must be confirmed at the next AGM**

**Extract from our Articles of Association  
Voting by Proxy**

Proxies: appointment and voting.

- 14 (1) Any member is entitled to appoint another person as a proxy to exercise all or any of the member's rights to attend and to speak and vote at a general meeting of the charity.
- (2) The appointment of a proxy shall be executed by or on behalf of the appointor and shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the directors may approve) -  
"charity name .....  
I/We, ....., of ....., being a member/members of the above named charity, hereby appoint ..... of ....., or failing him/her, ..... of ....., as my/our proxy to vote in my/our name[s] and on my/our behalf at the general meeting of the charity to be held on ..... 20....., and at any adjournment thereof.  
Signed on ..... 20.....".
- (3) Where it is desired to afford members an opportunity of instructing the proxy how to act the appointment of a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the directors may approve) -  
"charity name .....  
I/We, ....., of ....., being a member/members of the above named charity, hereby appoint ..... of ....., or failing him/her, ..... of ....., as my/our proxy to vote in my/our name[s] and on my/our behalf at the general meeting of the charity, to be held on ..... 20....., and at any adjournment thereof.  
This form is to be used in respect of the resolutions mentioned below as follows:  
Resolution No. 1 \*for \*against  
Resolution No. 2 \*for \*against.  
\*Strike out whichever is not desired.  
Unless otherwise instructed, the proxy may vote as s/he thinks fit or abstain from voting.  
Signed this ..... day of ..... 20.....".
- (4) The appointment of a proxy and any authority under which it is executed (or a copy of such authority certified by a notary or in some other way approved by the directors) may be lodged with the charity as follows:
- (i) in the case of an instrument in writing be deposited at the office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the charity in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
  - (ii) in the case of an appointment contained in an electronic communication, where an address has been specified for the purpose of receiving electronic communications -
    - (a) in the notice convening the meeting, or
    - (b) in any instrument of proxy sent out by the charity in relation to the meeting, or
    - (c) in any invitation contained in an electronic communication to appoint a proxy issued by the charity in relation to the meeting, it must be received at such address not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote;
  - (iii) in the case of a poll taken more than 48 hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or
  - (iv) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the person chairing the meeting or to the secretary or to any director.

**(5) An appointment of proxy which is not deposited, delivered or received in a manner described in sub-clauses 14(4) shall be invalid.**

**(6) A vote given or poll demanded by proxy or by the duly authorised representative of a member which is an organisation shall be valid even if the authority of the person voting or demanding a poll has been determined unless notice of the determination was received by the charity at:**

**(i) its registered office, or**

**(ii) at such other place at which the instrument of proxy was duly deposited, or**

**(iii) (where the appointment of the proxy was contained in an electronic communication) at the address at which such appointment was duly received before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.**

#### **Application of a member for nomination as a Director**

**27 No person other than a Director retiring by rotation may be appointed a Director at any general meeting unless:**

**(1) he or she is recommended for re-election by the Directors; or**

**(2) not less than fourteen nor more than thirty-five clear days before the date of the meeting, the charity is given a notice that:**

**(a) is signed by a member entitled to vote at the meeting;**

**(b) states the member's intention to propose the appointment of a person as a Director;**

**(c) contains the details that, if the person were to be appointed, the charity would have to file at Companies House; and**

**(d) is signed by the person who is to be proposed to show his or her willingness to be appointed.**

**28 All members who are entitled to receive notice of a general meeting must be given not less than seven nor more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a Director other than a Director who is to retire by rotation.**

**(Please note that only full members are entitled to vote at this meeting)**