

Notice of Annual General Meeting

Notice is hereby given that the Annual General Meeting of We Are Beams will be held at Allsworth Court, 40 St David's Road, Hextable, Kent BR8 7RJ on Friday 4th October 2019 at 12 Noon to transact the following business:

- 1 To receive the report of the Directors and Annual Accounts for the year ended 31 March 2019
 - 2 To re-appoint the following members of the Council: Joanna Burton & Garry Ratcliffe
 - 3 To appoint Auditors – Kreston Reeves LLP
- By order of the Council*

28th August 2019

Please complete & return slip below

.....

**AGM on Friday 4th October 2019 at 12 Noon
at Allsworth Court, 40 St David's Road, Hextable**

I will be / will not be attending the AGM (please delete as appropriate)

Please PRINT

Name:

Address:

.....



NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

Appointment of Proxies

1. As a member of the Charity, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting and you should have received a proxy form with this notice of meeting. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.
2. A proxy does not need to be a member of the Charity but must attend the Meeting to represent you. Details of how to appoint the Chair of the Meeting or another person as your proxy using the proxy form are set out in the notes to the proxy form. If you wish your proxy to speak on your behalf at the Meeting you will need to appoint your own choice of proxy (not the Chair) and give your instructions directly to them.
3. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the Meeting.

Appointment of Proxy

4. The notes to the proxy form explain how to direct your proxy how to vote on each resolution or withhold their vote.

To appoint a proxy using the proxy form, the form must be:

completed and signed;

sent or delivered to We are Beams at Allsworth Court, 40 St David's Road, Hextable, Kent BR8 7RJ; and received by We are Beams no later than 5pm on Tuesday 1st October 2019.

Any power of attorney or any other authority under which the proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

Changing Proxy Instructions

5. To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also applies in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded. Where you have already appointed a proxy and would like to change

the instructions using another hard-copy proxy form, please contact Karina Adams. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

Termination of Proxy Appointments

6. In order to revoke a proxy instruction you will need to inform We are Beams by sending a signed notice clearly stating your intention to revoke your proxy appointment to Allsworth Court, 40 St David's Road, Hextable, Kent BR8 7RJ. The revocation notice must be received by We are Beams no later than 5pm on Tuesday 1st October 2019

If you attempt to revoke your proxy appointment but the revocation is received after the time specified, your proxy appointment will remain valid. Appointment of a proxy does not preclude you from attending the Meeting and voting in person. If you have appointed a proxy and attend the Meeting in person, your proxy appointment will automatically be terminated.

Communication

7. Except as provided above, members who have general queries about the Meeting should contact Katrina Adams at Allsworth Court, 40 St David's Road, Hextable, Kent BR8 7RJ.

NOMINATION OF MEMBERS TO THE COUNCIL OF MANAGEMENT

Anyone wishing to be elected to the Council of Management needs to be nominated by an existing member of We are Beams, prior to election at the AGM. Nominations must be received 21 days prior to the AGM. Please return this form to Reception at We are Beams by Friday **13th October 2019**. Alternatively, the present Council of Management can recommend you at their next meeting.

Training needs and personal development will be met to ensure you are fully supported in your role as an effective Trustee, where you can be involved in meetings scheduled every 4 weeks or so.

For further clarification or information about the work please do not hesitate to contact Katrina Adams.

..... (name of Beams member)

wish to propose
(first name, surname and title of nominee)

of.....
(address, including postcode, of nominee)

as a member of the Council of Management of We are Beams at the Annual General Meeting on Friday 4th October at 12 Noon

The following information is required by Companies House:

Date of Birth: Previous Names:.....

Nationality:

Business occupation:

Other directorships:

The person nominated must sign below to consent to the Nomination

Signature: Date:

