

CAMBRIDGESHIRE ACRE (“the Charity”) NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting (the “AGM”) of the Charity will be held at via Zoom Online Videoconferencing on Wednesday 9 October 2024 at 2pm when the following business will be transacted:

1. **Welcome**
2. **To receive any apologies for absence**
3. **To agree the minutes of the AGM held on 27 September 2023 and consider any matters arising**
4. **To receive a report on the year 2023/24 from the Chairperson and Chief Executive**
5. **To receive and approve the Annual Report and Financial Statement for 2023/24, including the Auditor’s Report**
6. **To approve the appointment of Chater Allan of 7 Quy Court, Colliers Lane, Stow-cum-Quy, Cambridge, CB25 9AU as auditor for the year 2024/2025**
7. **To approve the membership fees for 2025**
8. **To undertake elections to the Board**

By order of the Board

Annie Blair
Chairperson
9-Aug-2024



Web: www.cambsacre.org.uk
Email: enquiries@cambsacre.org.uk
Phone: 01353 860850

Joining Instructions

The link to join the meeting by videoconference will be:

<https://us06web.zoom.us/j/84745881357?pwd=7azfGQRP6jfwvaJGaHC1mgWILJq0QT.1>

Or you can go to the Zoom website at <https://zoom.us/> click on 'Join a meeting' and enter:

Meeting ID: **847 4588 1357**

Passcode: **930299**

NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

1. APPOINTMENT OF PROXIES

- 1.1. If you are a member entitled to attend and vote at the AGM, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the meeting. A proxy form has been sent along with this notice of meeting. A proxy does not need to be a member of the Charity but must attend the meeting to represent you. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.
- 1.2. Where you appoint as your proxy someone other than the chairperson, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. 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 chairperson) and give your instructions directly to them.
- 1.3. 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.

2. APPOINTMENT OF PROXY BY POST

- 2.1. The notes to the proxy form explain how to direct your proxy how to vote on each resolution.
- 2.2. To appoint a proxy using the proxy form, the form must be:
 - 2.2.1. completed and signed;
 - 2.2.2. sent or delivered to the Company Secretary, Alison Brown, Cambridgeshire ACRE, e-space North, 181 Wisbech Road, Littleport, Ely, CB6 1RA.
 - 2.2.3. received by the Charity no later than 2pm on Tuesday 8 October 2024.
- 2.3. 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.

3. APPOINTMENT OF PROXIES ELECTRONICALLY

- 3.1. As an alternative to completing the hard-copy proxy form, members can appoint a proxy electronically by emailing alison.brown@cambsacre.org.uk. For an electronic proxy appointment to be valid, your appointment must be received by the Charity no later than 2pm on Tuesday 8 October 2024.

4. CHANGING PROXY INSTRUCTIONS

- 4.1. Members may change proxy instructions by submitting a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.
- 4.2. Where you have appointed a proxy using the hard-copy proxy form and would like to change the instructions using another hard-copy proxy form, please contact Alison Brown at the address given in clause 2 or email address given in clause 3.
- 4.3. 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.

5. TERMINATION OF PROXY APPOINTMENT

- 5.1. A member may revoke a proxy instruction but to do so you will need to inform the Charity in writing either by:
 - 5.1.1. Sending a signed hard-copy notice to the address in clause 2 or sending an email to the email address in clause 3 clearly stating your intention to revoke your proxy appointment to the Charity. Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.
 - 5.1.2. In either case, the revocation notice must be received by the Charity no later than the start of the meeting.
- 5.2. If you attempt to revoke your proxy appointment but the revocation is received after the time specified, your original proxy appointment will remain valid unless you attend the meeting and vote in person.
- 5.3. 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.