



Crowborough Community Association

Crowborough Community Centre
Pine Grove, Crowborough, TN6 1FE
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www.crowboroughcentre.info

AGM 29 October 2019

NOTICE is hereby given of the seventh Annual General Meeting of Crowborough Community Association to be held in the Crowborough Community Centre, Pine Grove, Crowborough on Tuesday, 29 October 2019 at 5.00 pm to transact the following business.

The meeting will conclude with some light refreshments that have been made in our café.

Would you, therefore, please confirm if you will be attending,

AGENDA

1. Apologies for absence
2. Minutes of the AGM held on the 25 October 2018; to be agreed and to deal with matters arising. Copies of the minutes are available on the CCA website
3. Chairman's report, including updates on Pine Grove and Mead House.
4. Report from the Centre Manager on activities in the Centre.
5. To receive and consider the accounts for the period ended 31st December 2018 and the reports of the charity's trustees and of Taylorcocks as independent examiners. Copies are available on the CCA website.
6. Examiners; to appoint Taylorcocks as the examiners of the company for the year ending 31 December 2019
7. Auditors' and Examiners' remuneration; to authorise the directors to set the level of Taylorcocks' remuneration.
8. Election of directors;
 - 8.1. One third of the serving directors are required to retire at the conclusion of each AGM; there are currently eight elected directors thus two are require to

resign, with those two being chosen as those with the greatest time as directors since they were appointed or, where relevant, re-elected. In pursuance of this provision, Chantal Wilson and Frank Lees are required to retire but being eligible, each offers themselves for re-election.

- 8.2. During the year, Peter Ellefsen (having completed his term as the director nominated by Crowborough Town Council) was co-opted as a director. As a co-opted director, he is required to resign at the end of the AGM but being eligible, will be proposed for election by the members at this AGM.
9. Such other recommendations as the board shall make, if any, for the appointment of additional directors.
10. AOB – to be notified to the chairman not less than 24 hours before the meeting. (chairman@crowboroughcentre.info)

Russell Wakefield

Company Secretary, September 2019

NOTE: Members have the right under S.324 Companies Act 2006 to appoint a proxy by written notice. A suitable proxy form is available on the Community Centre website.

To be valid, such a proxy must:

- i. state the name and address of the member appointing the proxy;
- ii. identify the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
- iii. be signed by the member appointing the proxy; and
- iv. be delivered to the charity secretary before the commencement of the general meeting to which it relates.

Crowborough Community Association

A company limited by guarantee and registered in England & Wales.

Registered No: 7130145; Registered Charity No: 1134266

Registered office: Crowborough Community Centre, Pine Grove, Crowborough, TN6 1FE