

PADDOCK WOOD COMMUNITY ADVICE CENTRE

NOTICE OF TENTH ANNUAL GENERAL MEETING 2022

Notice is hereby given that the Tenth Annual General Meeting (“AGM”) of the Paddock Wood Community Advice Centre (“the Company”) will be held on Thursday 13 October 2022 at 7.30pm at The Matfield Cricket Club Pavilion, Matfield, Kent to consider and, if thought fit, pass the following Resolutions below, all of which will be proposed as Ordinary Resolutions.

Election of Directors

- 1. Alison Cain be elected as a Director**
- 2. Sarah Hamilton be elected as a Director**

Re-election of Directors

- 3. Retirement and Re-election of Mike Mackenzie**
- 4. Retirement and Re-election of Martin Pengelley**
- 5. Retirement and Re-election of David Ritchie**
- 6. Retirement and Re-election of Veronica Warner**

Report and Accounts

- 7. Receive Paddock Wood Community Advice Centre’s Annual Report and Accounts for the year ended 31 March 2022**

Independent Examiner

- 8. Appoint Martin Jenks as Independent Examiner**

21 September 2022

By order of the Board

V Warner

Company Secretary

Registered Office: 64 Commercial Road, Paddock Wood, Tonbridge, Kent TN12 6DP
Registered in England and Wales No. 08006468

Notes

Members are entitled to appoint a proxy to exercise all or any of their rights to attend and to speak and vote on their behalf at the meeting. A member may appoint more than one proxy in relation to the Annual General Meeting provided that each proxy is appointed to exercise the rights attached to a different category of membership held by that member. A proxy need not be a member of the Company. A proxy form which may be used to make such appointment and give proxy instructions accompanies this notice. If you do not have a proxy form and believe that you should have one, or if you require additional forms, please contact Veronica Warner on 01892 836517

To be valid any proxy form or other instrument appointing a proxy must be received by post or (during normal business hours only) by hand at no later than 12pm on 13 October 2022.

The return of a completed proxy form or other such instrument will not prevent a member attending the Annual General Meeting and voting in person if he/she wishes to do so.

To be entitled to attend and vote at the Annual General Meeting (and for the purpose of the determination by the Company of the votes they may cast), members must be registered in the Register of Members of the Company at 12pm on 13 October 2022 (or, in the event of any adjournment, on the date which is two days before the time of the adjourned meeting). Changes to the Register of Members after the relevant deadline shall be disregarded in determining the rights of any person to attend and vote at the meeting.

PADDOCK WOOD COMMUNITY ADVICE CENTRE

(Incorporated and registered in England and Wales under number 08006468)

Proxy Form

For use at the Tenth Annual General Meeting of the Company to be held on 13 October 2022 at 7.30pm at The Matfield Cricket Club Pavilion, Matfield, Kent

A member of the Company entitled to attend and vote may appoint a proxy to attend and vote on their behalf. A proxy need not be a member of the Company.

I (name)	
of (address)	

being a member of the above Company, hereby appoint

(name of proxy)	
of (address)	

or, failing that person, the Chairman of the Meeting to be my proxy to vote in my name and on my behalf at the Annual General Meeting of the Company to be held on 13 October 2022 and /or any adjournment thereof.

Please tick box where applicable. Unless otherwise instructed, your proxy may vote as he or she thinks fit or abstain from voting.

Ordinary Resolutions	For	Against
Election of Alison Cain		
Election of Sarah Hamilton		
Retirement and Re-election of Mike Mackenzie		
Retirement and Re-election of Martin Pengelley		
Retirement and Re-election of Simon Marston		
Retirement and Re-election of David Ritchie		
Retirement and Re-election of Veronica Warner		
Receive the Report and Accounts for the year ended 31 March 2022		
Appoint Martin Jenks as Independent Examiner		

Dated this	day of	2022
Signed		
Name (please print)		

Please send to: - V Warner, Company Secretary, Paddock Wood Community Advice Centre, 94 Commercial Road, Paddock Wood, Tonbridge, Kent TN12 6DP