



## **Notice for the Annual General Meeting of Exeter Street Community Hall Ltd**

Notice is hereby given that the ANNUAL GENERAL MEETING of Exeter Street Community Hall Ltd, will be held on **Friday 25<sup>th</sup> June, 2021** at 7:30pm. The meeting will be held via Zoom videoconference (details below).

### **Agenda**

1. Minutes of the last AGM
2. The Directors' Report
3. The Financial Report for the year 2020/21
4. Appointment of Auditors (if required)
5. Election of Directors
6. Any other business

You have been invited to the AGM because you are a Member (= shareholder) of **Exeter Street Community Hall Ltd (ESCH)**, the society that has run Exeter Street Hall since 2019, when it took over the Hall's business from The Hall Get Involved Ltd (THGI).

*ESCH is a community benefit society registered with the Financial Conduct Authority under the Co-operative and Community Benefit Societies Act 2014 (registration no. 8161) and recognised as charitable by HMRC (reference no. ZD03543).*

Only Members may vote and each Member has one vote irrespective of the number of shares held. We need 5% of the adult Members (equivalent to 44 people, including proxy votes) for the quorum. If there is no quorum by 7:30pm, the start of the meeting can be delayed for up to 30 minutes.

All papers will be available at <https://exeterstreethall.org/agm-2021> by **Monday 7<sup>th</sup> June**.

### **Summary of Dates and Deadlines**

<b>Date</b>	<b>Event / Deadline</b>
Monday 7 <sup>th</sup> June	Papers available on the website
Friday 18 <sup>th</sup> June	Deadline for nomination forms for Directors
Wednesday 23 <sup>rd</sup> June	Deadline for (optional) notification of attendance, for notification of Any Other Business items and for sending in proxy voting forms
Friday 25 <sup>th</sup> June	AGM, via Zoom, starting 7:30pm

## Format of the Meeting

At present we do not know whether there will still be Covid-19-related restrictions on the number of people who can be in the Hall at the time of the AGM. We have decided to be cautious and to hold the AGM via Zoom videoconference again.

A message giving instructions on how to join the AGM meeting, including a one-click link, will be sent on the day of the meeting to all Members who can receive shareholder newsletters by email, and it will also be placed on the website.

As in last year's meeting, voting will be carried out via Zoom's 'Poll' feature. This is easy to use and shows the results to everyone immediately afterwards. If two or more Members are watching from the same screen, we will ask you not to vote in the Zoom poll but to type in your votes via 'Chat' (there won't be any time pressure on this as it doesn't have to be done before the Zoom poll closes). These votes and the proxy votes will then be added to the results of the Zoom poll and the final figures will be announced at the end of the meeting.

Questions can also be asked by email after the AGM and will be answered by a member of the Management Committee.

To help us estimate numbers **please email [secretary@exeterstreethall.org](mailto:secretary@exeterstreethall.org) by Wednesday 23<sup>rd</sup> June if you plan to attend (giving your name if it isn't obvious from your email address)**. You may of course still attend if you haven't notified us in advance – notification is useful but optional.

If you don't have the right technology, or if you would prefer to have someone else work it for you, let us know and we will try to find a friend or neighbour who can let you join the meeting with them.

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## There will be five items on the AGM 2021 agenda to be voted on by Members:

### 1. Last year's Minutes

*The Directors recommend that Members vote to approve the minutes of the 2020 AGM.*

### 2. The Directors' Report

The Directors' Report on this unusual year will be presented at the AGM with time set aside to answer questions.

*The Directors recommend that Members vote to approve the Directors' Report.*

### 3. Financial Report for April 2020 to March 2021

The Financial Report will be presented at the AGM with time set aside to answer questions.

*The Directors recommend that Members vote to approve the Financial Report.*

#### **4. Appointment of Auditors** (if required).

The Co-operative and Community Benefit Societies Act 2014 allows smaller societies to avoid the expense of an external audit of accounts for the current financial year. To do this, Members must approve a resolution not to appoint auditors by a large (80%) majority. The accounts may then be signed off by the Secretary and two members of the Management Committee.

Our Treasurer is a qualified, practising accountant. We are confident that our accounts are accurate and that they comply with legal requirements.

*The Directors recommend that Members vote **not** to have an external audit for the April 2021 - March 2022 accounts.*

#### **5. Election of the Directors of Exeter Street Community Hall Ltd.**

ESCH rules state that one third of Directors (or the nearest number to one third), in order of longest serving, must stand down. They can be re-elected.

##### **Current Directors**

- Jo Camplisson (Treasurer)
- David Fellows (Chair)
- Sunita Shier
- Graham Thomas (Secretary)

Sunita Shier is standing down this year and, because she wishes to focus on other commitments, is not standing for re-election.

##### **Current Co-opted Members of the Management Committee**

- Dexter Coombe (Bar Manager)
- Susan Corlett (Hall Manager) attends as required

##### **New Directors**

We are very keen to recruit two or three more Directors to be on the Management Committee, so please think about standing or recommending someone to stand. The Hall Management Committee primarily sets policies and oversees expenditure, though its agendas cover a great variety of things, large and small. It normally meets monthly and between meetings communicates by email or phone. If you would like to know what is involved in being a Director or would like to suggest someone, please contact any of the current Directors or email the ESCH Secretary. The nomination form for new Directors will be on our website by Monday 7<sup>th</sup> June: the deadline for nominations is Friday 18<sup>th</sup> June.

#### **Any Other Business?**

Members can ask questions on the day but if you have any specific matter(s) you want discussed at the AGM under Any Other Business, please send a short email, including your name and contact details, by Wednesday 23<sup>rd</sup> June to the ESCH Secretary or deliver/post a paper version.

## **Proxy Voting**

Because this year we are holding the AGM via Zoom it will not be practicable to nominate another Member to attend as your proxy and vote on your behalf. Instead, the Chair of the meeting will formally act as the proxy for members who can't or don't wish to attend.

If you would like to record your votes in this way please fill in the proxy voting form and return it to the ESCH Secretary. He will count the votes and pass them on to the Chair of the AGM. To make it easier, this year you do not have to sign the form and scan it. Simply email the completed form by Wednesday 23<sup>rd</sup> June to the ESCH Secretary or, if you prefer, print it and deliver/post it.

Submitted forms will be checked against the attendance register to ensure that there is no duplicate voting. Exeter Street Hall shareholders are by and large very honest people but we are required to take all reasonable steps to ensure accurate voting results. The proxy voting form and related information will be available on the website by Monday 7<sup>th</sup> June.

## **Finally..**

For those receiving a paper copy of this notice – if you would be willing to receive shareholder information via email (which would save us time and money) please let us know via a short message to the ESCH Secretary. If you have received this notice by email and have another email address you would prefer to use, let us know in the same way.

## **Address for AGM communications:**

Email: [secretary@exeterstreethall.org](mailto:secretary@exeterstreethall.org)

Deliver/post: **Secretary, Exeter Street Hall, 16-17 Exeter St, Brighton, BN1 5PG**

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Graham Thomas, ESCH Secretary, on behalf of the Management Committee  
4<sup>th</sup> June, 2021