



Notice for the Annual General Meeting of Exeter Street Community Hall Limited

The Annual General Meeting of Exeter Street Community Hall Limited, will be held on **Wednesday 14th June, 2023** at 7:30pm at Exeter Street Hall.

Agenda

1. Minutes of the last AGM
2. The Directors' Report on the past year and future plans
3. The Financial Report for the year 2022/23
4. Appointment of Auditors (if required)
5. Election of Directors
6. Any other business

The AGM will include a presentation on the work of one of the Hall's regular hirers, the **Migrant English Project**. Maude Casey will talk about how the MEP provides free and informal English lessons for local asylum seekers, refugees and migrants, along with practical skills, support and advice in a welcoming and friendly space.

After the AGM there will be a social event. The bar will be opened and Members can exchange their voting card for a free drink.

You have been invited to the AGM because you are a Member (= shareholder) of **Exeter Street Community Hall Ltd (ESCH)**, the society that runs Exeter Street Hall.

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 Members (equivalent to 44 people, including proxy voters) for the quorum.

AGM documents will be available at exeterstreethall.org/agm-2023 by **Saturday 27th May**.

Graham Thomas, ESCH Secretary (on behalf of the Management Committee)
22nd May 2023

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: secretary@exeterstreethall.org. If you have received this notice by email and have a different email address you would prefer to use, let us know in the same way.

There will be five items to be voted on by Members:

1. Last year's Minutes

The Directors recommend that Members vote to approve the minutes of the 2022 AGM.

2. The Directors' Report

The Directors' Report 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 2022 to March 2023

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 like ours to avoid the expense of an external audit of accounts for the current financial year. To do this, each year Members must approve a resolution not to appoint auditors for the current financial year 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 2023 - March 2024 accounts.*

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

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

Current Directors

- Robin Bailey
- Jo Camplisson (Treasurer)
- Rosemary Dewick
- David Fellows (Chair)
- Graham Thomas (Secretary)

Jo Camplisson and Robin Bailey are standing for re-election this year.

New Management Committee members

We are always keen to recruit members the Management Committee, so please think about joining or recommending someone. The Committee primarily sets policies and oversees expenditure, though its agendas cover a great variety of topics, large and small. It normally meets monthly and between meetings communicates by email, phone and personal contact. If you would like to know what is involved or to suggest someone please contact any of the current members or email the ESCH Secretary (address below). Directors must be elected at the AGM but Management Committee members may be co-opted in between AGMs, so you could come along to a couple of meetings and then decide if you'd like to stay.

Any Other Business?

Members can of course ask questions on the day, but if you know you would like to have something discussed at the AGM under Any Other Business please send a short email, including your name and contact details, to the ESCH Secretary or deliver/post a message to the Hall, to arrive by Monday 12th June.

Proxy Voting

If you cannot attend the meeting you may nominate either the Chair of the meeting or another Member to attend as your proxy and vote on your behalf. Please do so if you know you can't come to the meeting, as proxy votes can help to ensure the AGM is quorate.

If you would like to vote in this way please fill in the [proxy voting form](#) and return it to the ESCH Secretary.

- If you nominate the Chair of the meeting as your proxy the Secretary will count your votes and pass them on to the Chair, who will add the proxy votes to the totals.
- If you nominate another member as your proxy the Secretary will check the name of this Member and give them an extra voting card at the meeting.

You do not have to sign the form and scan it if you want to send in the form electronically. Simply email the completed form by Monday 12th June to the ESCH Secretary. If you prefer, you can print the proxy form and deliver/post it to the Hall.

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 AGM web page (see above for the address) by Saturday 27th May.

Summary of Dates and Deadlines

Date	Event / Deadline
Saturday 27 th May	Papers available on the website (may be available earlier)
Wednesday 7 th June	Deadline for nomination forms for Directors
Monday 12 th June	Deadline for notification of Any Other Business items and for sending in proxy voting forms
Wednesday 14 th June	AGM, starting 7:30pm

Addresses for AGM communications:

Email: secretary@exeterstreethall.org

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