

Charity Number: 1005075

Company Number: 02569614

The Redbridge Council for Voluntary Service (the "Company")

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that an Annual General Meeting of the Company will be held at City Gates Conference Centre, 25-29 Clements Rd, Ilford IG1 1BH, on **Tuesday 27th February 2024** at **4pm** to transact the following business:

Special Resolutions

You will be asked to consider and vote on the resolutions below which will be proposed as special resolutions:

- 1) That the registered name of the Company be changed to COMMUNITY ACTION REDBRIDGE
- 2) That, conditional on the Registrar of Companies issuing a new certificate of incorporation for the Company in the name COMMUNITY ACTION REDBRIDGE, the articles of association of the Company be amended so that all references to "The Redbridge Council for Voluntary Service" are replaced with references to "Community Action Redbridge".

Ordinary Resolutions

You will be asked to consider and vote on the resolutions below which will be proposed as ordinary resolutions.

We propose that:

- 1) Nordens Limited be appointed as Auditors for 2023 - 24
- 2) Maeva Ofranc-Sae be appointed as a Trustee
- 3) Sheila Mair be appointed as a Trustee

By order of the Board



Valerie Cummins, Chair of the Board of Trustees

Dated: 8th February 2024

Principal Office: 103 Cranbrook Road, Ilford, IG1 4PU

In accordance with the constitution of the Company you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting.

PROXY FORM

At the Annual General Meeting of the Company to be held on **27th February 2024** and any adjournment thereof

I

of

a member of the Company hereby appoint:

Name: of

Address:

as my proxy to vote for me on my behalf on the following resolutions as I have indicated by marking the appropriate box with an X below. If no indication is given, my proxy will vote or abstain from voting at their discretion and I authorise my proxy to vote (or abstain from voting) as they think fit in relation to any other matter which is put before the meeting.

	For	Against	Abstain
Special resolution: That the registered name of the Company be changed to COMMUNITY ACTION REDBRIDGE			
Special resolution: That, conditional on the Registrar of Companies issuing a new certificate of incorporation for the Company in the name COMMUNITY ACTION REDBRIDGE, the articles of association of the Company be amended so that all references to “The Redbridge Council for Voluntary Service” are replaced with references to			

"Community Action Redbridge".			
Ordinary resolution: That Nordens Limited be appointed as Auditors for 2023 - 24			
Ordinary resolution: That Maeva Ofranc-Sae be appointed as a Trustee			
Ordinary resolution: That Sheila Mair be appointed as a Trustee			

Signed:

Dated:

Notes to the proxy form:

1. As a member of the Company you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a General Meeting of the Company. You can only appoint a proxy using the procedures set out in these notes.
2. 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.
3. A proxy does not need to be a member of the Company but must attend the Meeting to represent you. To appoint as a proxy set out their full name and address above.
4. Where you appoint a proxy, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.
5. If you wish your proxy to speak on your behalf at the Meeting you will need to give your instructions directly to them.
6. 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 their discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the Meeting.
7. To appoint a proxy using the proxy form, the form must be:
 - completed and signed;
 - sent or delivered to the Company at **103 Cranbrook Road, Ilford, IG1 4PU**; and
 - received by the Company no later than **4pm on Friday 23rd February 2024**.
8. In the case of a member which is a company, this proxy form must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company.
9. Any power of attorney or any 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.

Changing proxy instructions

10. To change your proxy instructions simply submit a new proxy appointment using the method set out above. Note that the cut-off time for receipt of proxy appointments (see above) also applies in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.
11. 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.

Termination of proxy appointments

12. In order to revoke a proxy instruction you will need to inform the Company by sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to **Redbridge Council for Voluntary Service, 103 Cranbrook Road, Ilford, IG1 4PU.**
13. In the case of a member which is a company, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company. 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.
14. In either case, the revocation notice must be received by the Company no later than **4pm on Friday 23rd February 2024.**
15. If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to the paragraph directly below, your proxy appointment will remain valid.
16. 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.

Communication

17. Except as provided above, members who have general queries about the Meeting should contact the Office and Operations Manager on 020 8553 1004 or by email to **office@redbridgecvs.net** (no other methods of communication will be accepted).