This is the text of an email that has been sent to all members. It is made available here for the benefit of those who may have access to the internet but no email address. It contains instructions how to vote by PROXY or join the AMM by ZOOM. Instead of replying by email we ask that you contact me by telephone on 01899 830280 or 07879 470920 for further instructions. Christopher Lambton.

**THIS EMAIL CONTAINS IMPORTANT INFORMATION FOR THE SHAREHOLDERS (MEMBERS) OF  
UPPER TWEED COMMUNITY ENTERPRISE LTD**

The Annual Members Meeting (AMM) of UTCE will be held on Tuesday 18th August at 7pm. According to our governing document we are obliged to have an AMM within six months of the financial year end, thus by the end of June 2020. However in view of the ongoing Covid-19 situation the Financial Conduct Authority has granted a three month automatic extension to Community Benefit Societies such as yours. It is still not possible to hold a traditional meeting, so we intend, with your approval, to conduct the meeting using PROXY VOTING and ZOOM video technology. We need at least 25 shareholders to engage with the meeting in one of these formats in order for the AMM to be quorate.   
  
**TO VOTE BY PROXY**  
Please read the Agenda, below, and the associated resolutions. For simplicity we are keeping the Agenda as compact as possible. If you approve all the resolutions please simply reply to this email saying: **"Being a member of UTCE Ltd I appoint the Chairman as my proxy to vote for me on my behalf at the AMM of UTCE to be held at 7pm on Tuesday 18th August 2020"**. If you only wish to vote in favour of some of the resolutions please make this clear.  
  
**TO JOIN THE MEETING BY ZOOM**  
Please reply to this email stating that you have the technological capability for a zoom meeting and requesting a meeting ID and password. It would be helpful if those requesting Zoom access to the meeting could also apply to vote by proxy -- this means that we will still have your vote if the technology fails to work perfectly.  
  
It is the responsibility of the Management Committee to satisfy the members that the AMM is conducted with due regard to representing the membership. If you have any comments or queries about the procedure for the meeting it would be helpful if you could get in touch as soon as possible.

**AGENDA**  
(Documents referred to are available to members only as a download on <http://broughtonvillagestore.co.uk/amm-docs/> password: UTCE2020AMM)

* Chairman's welcome and report.
* Presentation of the accounts and Treasurer's report.
* Election of the UTCE Management Committee.
* Any other business (if any member has a pressing concern please get in touch before the meeting).
* Closing remarks.

**RESOLUTIONS**

1. to receive and adopt the Chairman's report.
2. to receive and adopt the accounts and the Treasurer's report.
3. to exercise the Society's right under the Community Benefit Societies Act 2014 NOT to appoint an auditor (please read the Treasurer's report).
4. to re-elect the following office bearers Christopher Lambton (chairman); Simon Edwards (Secretary); Donald Stewart (Treasurer); David Younger (committee member).
5. to accept the resignation of the following committee members: Tony Butcher; Amanda Robertson.
6. to elect the following committee member: Jen McBeth (in her capacity as shop manager).

I look forward to receiving your replies. Please get in touch if anything is unclear.  
  
Christopher Lambton  
Chairman UTCE Ltd