

THIS EMAIL CONCERNS THE FOURTH ANNUAL MEMBERS'
(SHAREHOLDERS) MEETING OF
UPPER TWEED COMMUNITY ENTERPRISE LTD

The FOURTH Annual Members' Meeting (AMM) of UTCE Ltd will be held on Thursday 14th September 2023 at 7pm in the small Village Hall in Broughton. We look forward to seeing as many of you as possible – we need at least 25 shareholders to engage with the meeting in order for the AMM to be quorate. If you are unable to attend please vote by PROXY, details below.

TO JOIN THE MEETING IN PERSON

You can simply turn up – doors open from 6.40pm. The meeting will start promptly at 7.00pm. It would be a great help if those intending to attend could reply to this email stating their intention to do so. We will ask all attendees, whether or not members, to sign a register. Members are welcome to encourage non-member friends and relatives to attend.

VOTING

Only members are eligible to vote. We will ascertain who of those present are members by a show of hands, and proceed with voting on that basis. We trust that non-members will refrain from voting.

TO VOTE BY PROXY

Please read the Agenda, below, and the associated documents and 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 FOURTH AMM of UTCE to be held at 7pm on Thursday 14th September 2023". If you only wish to vote in favour of some of the resolutions please make this clear. You may receive this email if you are a supporter of the shop who did not become a member by buying shares. Non-members are welcome to read the documents but are not eligible to vote.

AGENDA

Documents referred to are available to members as protected downloads on <http://broughtonvillagestore.co.uk/amm4-docs/> password: UTCE2023AMM

- Welcome; apologies.
- Minutes of the Third AMM on 15th September 2022
- Chairman's report
- Presentation of the accounts and Treasurer's report.
- Election of the UTCE Board
- Any other business (if you have a pressing concern please get in touch before the meeting).
- Closing remarks.

RESOLUTIONS

1. to approve the minutes of the 3rd AMM
2. to receive and adopt the Chairman's report.
3. to receive and adopt the accounts and the Treasurer's report.
4. to exercise the Society's right under the Community Benefit Societies Act 2014 NOT to appoint an auditor.
5. to re-elect the following office bearers and members to the Board of UTCE Ltd:

Christopher Lambton (Chairman); Simon Edwards (Secretary); Donald Stewart (Treasurer), Jen McBeth (in her capacity as shop manager), Camilla Younger, Bill Sheridan

SECOND SHARE ISSUE CERTIFICATES

The Board has decided that to save postage and printing costs we will preferentially issue share certificates as electronic pdf. These will be emailed to shareholders over the next few months. Printed certificates will be available on request.

I look forward to receiving your replies. Please get in touch if anything is unclear.

Christopher Lambton
Chairman UTCE Ltd
07879 470920