



Annual General Meeting on Wednesday 10 July 2019 at 7.00pm
To be held at Stratford Play House, Rother Street,
Stratford-upon-Avon

AGENDA

1. Welcome and opening remarks – Chair
2. Chief Executive's presentation – Sara Aspley
3. Financial overview – Clive Snowdon
4. To vote on the Ordinary Business of the meeting as set out in the Notice - Chair
5. Questions from the floor
6. Chair's closing remarks

ADDITIONAL INFORMATION FOR MEMBERS

Annual General Meeting Wednesday 10 July 2019

Time

The meeting starts at **7pm**. **Please bring your membership card with you.** This gives your membership number and helps us to register your attendance without any delay. If you have either lost or mislaid your card then bring your invitation letter with you. Guests are not allowed to attend as this is a private meeting. If you are asking someone other than the Chairman to attend as your proxy, they will need to bring suitable identification with them.

Members with special needs

There is an assisted hearing system available throughout the auditorium. Stratford Play House is accessible for wheelchair users. If you would like further information concerning facilities at the venue please contact the Town Trust on 01789 207111.

Parking is available in the Rother Street Car Park (P4). For this evening only it is free of charge between 6pm and 11pm.

Date and place of meeting if adjourned

Wednesday 25 July 2019 at 7pm at Stratford Play House, 14 Rother Street, Stratford-upon-Avon CV37 6LU.

Further Enquiries

If you have a query about the AGM or the contents of the enclosed documents, or would like to receive further copies of the documents enclosed, please contact Lynn Wilson via email: lynn.wilson@stratfordtowntrust.co.uk or by telephone on 01789 207107 or 207111.



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NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Stratford-upon-Avon Town Trust (a company limited by Guarantee) will be held at Stratford Play House, 14 Rother Street, Stratford-upon-Avon CV37 6LU, on **Wednesday 10 July 2019 at 7pm** for the purpose of considering and, if thought fit, passing the resolutions as set out herein.

1. To receive the report of the Trustees and the financial statements for year ended 31 December 2018, together with the report of the auditors.
2. To re-appoint Saffery Champness as auditors and to authorise the Trustees to fix their remuneration.

A Member may vote in person at the AGM or appoint a proxy to attend and vote on their behalf. Alternatively, the Member may appoint the Chairman of the meeting as his/her proxy. The proxy need not be a Member of the Town Trust. A proxy must be appointed in writing and the completed proxy form (enclosed) must be delivered to the Town Trust no later than 48 hours before the start time of the meeting.

If the Chairman declares that the meeting is to be **adjourned**, then it shall re-convene at **7pm on Wednesday 25 July 2019** at 14 Rother Street, Stratford upon Avon. The same arrangements for a re-convened meeting will apply as set out in the Notice.

By Order of the Board

Sara Aspley
Chief Executive

14 June 2019

Company Registration Number: 04222949

Company Registered Office:

14 Rother Street

Stratford upon Avon

Warwickshire

CV37 6LU



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**PROXY FORM FOR
STRATFORD-UPON-AVON TOWN TRUST (the "Trust")
ANNUAL GENERAL MEETING TO BE HELD ON
WEDNESDAY 10 JULY 2019 (and any adjournment thereof)**

To be valid this proxy form must be completed and delivered to the Trust offices at least 48 hours before the start time of the meeting. Completion and delivery of this proxy form will not preclude you from attending and voting at the meeting if you so wish.

I, ^(note 1) _____

Being a member of the Trust, membership number _____

Hereby appoint the chairman of the meeting, ^(note 2) or _____

of _____

to act as my proxy to attend and vote on my behalf at the Annual General Meeting of the Trust to be held at Stratford Play House, Stratford-upon-Avon, on Wednesday 10 July 2019 at 7.00pm and any adjournment thereof and to exercise all rights conferred on proxies under law, regulation and the Articles of Association of the Trust.

I wish my proxy to vote as indicated below in respect of the resolutions to be proposed at the meeting.

Please indicate how you wish your vote(s) to be cast by ticking the appropriate box next to each resolution ^(note 3).

	FOR	AGAINST
1. To receive the report of the Trustees and the financial statements for year ended 31 December 2018 together with the report of the auditors		
2. To re-appoint Saffery Champness as auditors and to authorise the trustees to fix their remuneration		

Signature _____

Date _____

PLEASE REFER TO NOTES OVERLEAF

Notes:

1. Please insert full name in BLOCK CAPITALS
2. A member of the Trust may appoint a proxy to attend and vote on your behalf. A proxy need not be a member of the Trust, but must attend the meeting in person in order to represent you. If a proxy other than the chairman of the meeting is preferred, cross out "Chairman of the meeting" and insert the full name and address of the proxy desired in the space provided. If no name is inserted the Chairman will act as your proxy. For ease of registration the proxy should bring suitable identification along to the meeting (e.g. Utility bill, driving licence or similar)
3. If this form is returned with no indication as to how your proxy is to vote on any particular matter, the person appointed will exercise his/her discretion as to whether he/she votes, and, if so, how and, unless instructed otherwise, he/she may also vote or abstain from voting as he/she thinks fit on any other business (including amendments to resolutions) which may properly come before the meeting.
4. 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.
5. To appoint a proxy using this form, the form must be:
 - Completed and signed;
 - Sent or delivered to the Trust at Stratford-Upon-Avon Town Trust, 14 Rother Street, Stratford-upon-Avon, CV37 6LU, or by email to lynn.wilson@stratfordtowntrust.co.uk and
 - Received by the Trust no later than 48 hours before the Annual General Meeting.
 - Any proxy forms received after this date shall be disregarded.
6. Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.
7. 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.
8. To change your proxy instructions simply submit a new proxy appointment using the methods 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.
9. In order to revoke a proxy instruction you will need to inform the Trust by sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment Stratford-upon-Avon Town Trust, 14 Rother Street, Stratford-upon-Avon, CV37 6LU. 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. The revocation notice must be received by the Trust no later than 48 hours before the Meeting.
10. If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to the paragraph 4 above, your proxy appointment will remain valid.

Annual General Meeting
Wednesday 10 July 2019

Your Questions

We listen to our members and welcome questions at our AGM. We will do our best to answer them in full at the meeting. To help us do this, please let us know what you would like to ask in the box below and send it to us by 1 July.

Your Question:

Name:

Membership number:

Once completed please return by **Monday 1 July 2019** to Lynn Wilson:
Stratford-upon-Avon Town Trust
14 Rother Street
Stratford-upon-Avon
CV37 6LU
or by email to lynn.wilson@stratfordtowntrust.co.uk



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PRIVACY STATEMENT

We would like to assure our members that we are handling and will continue to handle your data in accordance with the new regulations and, as always, in a professional manner.

Just to remind you, the only data we hold is your name, address, telephone number(s) and email address. We use this information to keep the membership database up to date so we can ensure that you receive appropriate notices, relevant correspondence, and newsletters.

If your details have changed please use the reply slip below to inform us.

Under no circumstances do we:

- Sell your contact information, or

- Pass details onto any third party

We really do value all our members and appreciate the interest you take in our work. However, if you wish to end your membership for any reason please return the reply slip below and we will remove your data accordingly.

A full copy of our Privacy Policy can be viewed on our website.



Please use this slip to update your information for our database.

If you would prefer to receive electronic communication please give your email address.

Name Membership No.

Address

.....

Email Address

Telephone:



I no longer wish to be a member of Stratford Town Trust.

Name (print): Date

Signature:

Address:

Membership No.