

The Kennet & Avon Canal Trust

Notice of Annual General Meeting

The 58th Annual General Meeting of The Kennet & Avon Canal Trust will be held at West Lavington Village Hall, Sandfield, West Lavington, Devizes, Wiltshire, SN10 4HL, **including the option to attend by electronic means (see note i below)**, on Saturday 19th September, commencing at 10.30 am, to conduct the following business.

Ordinary Resolutions (See note ii below):

1. To receive and adopt the **Council's Report and Accounts** for the year ended 31st December 2019.
2. To endorse the reappointment of Compass Accountants Ltd as Trust auditors.
3. To elect Members to be Trustees:
 - a. Chris Sims, David Fearn and Peter Turvey retire in accordance with Articles 32 and 33 of the Trust's Articles of Association. They, being eligible, are recommended for re-election by the Directors. (Note: The above persons make up the number of annual retirees required by Article 32 of the Trust's Articles of Association.)
 - b. Mr Graham Snook and Mr David Line retire in accordance with Article 37(2) of the Trust's Articles of Association. They, being eligible, are recommended for re-election by the Directors.

Special Resolutions (See note ii below):

1. To approve revisions to paragraphs 14 - 21 of the Articles of Association of the Kennet and Avon Canal Trust to allow attendance at General Meetings by electronic means and to reduce the quorum to ten persons, as published and notified to members in August 2020.

Copies of the draft minutes for the 2019 AGM, the Council's Report and Accounts, and the revised draft Articles of Association are available on the Trust website.

By Order of the Board of the Kennet and Avon Canal Trust



Daisy Mundy Company Secretary

4 August 2020

Notes:

- i. For those who prefer to attend the meeting by electronic means, guidance on how to join the meeting and the conduct of proceedings is attached to this letter.
- ii. A member entitled to attend and vote may appoint a proxy to attend and vote in his/her stead. A copy of the proxy form is attached to this letter.
- iii. Notes for guidance together with nomination forms are available from the Secretary by e-mailing secretary@katrust.org.uk or in writing to The Secretary, K&A Trust, Canal Centre, Couch Lane, Devizes, SN10 1EB. Closing date for receipt of valid nominations is noon on 5 September 2020.

iv. Members are requested to note that, due to COVID19 restrictions currently in place, numbers physically attending the AGM at the West Lavington Village Hall are limited to 30 and refreshments will not be available. For this reason, members also have the option to attend the AGM by online video link. If you would prefer to attend the AGM in person (as opposed to online), please inform Jen Furmage at bookings@katrust.org.uk , so that we can manage numbers accordingly.

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Guidance on the conduct of the AGM for those attending by electronic means.

1. Members should join the meeting using the following Zoom link:

<https://us02web.zoom.us/j/88093310718?pwd=a3hDMTBTczlwcHJvdERRQm50dUMvdz09>

2. The virtual meeting room will be opened at 10.00 to allow attendees to gain access in a timely manner prior to the commencement of the AGM at 10.30.
3. In order to facilitate the smooth running of the meeting, members attending by electronic means are invited to submit any questions on the Council's Report and Accounts and the revised Articles of Association to the Secretary (secretary@katrust.org.uk) in advance of the AGM. These will then be addressed during the proceedings of the AGM by the relevant Trustee. Members will also be invited to ask questions during the meeting at appropriate points in the proceedings.
4. Voting at the meeting will include online poll; this will be facilitated by the video conferencing functionality and the process will be explained to those attending prior to voting on the Ordinary and Special Resolutions. Results of the poll will be shared on screen with all those attending immediately after each vote.

PROXY FORM – KENNET AND AVON CANAL TRUST ANNUAL GENERAL MEETING

This form must be e-mailed to secretary@katrust.org.uk or posted to The Secretary, K&A Trust, Canal Centre, Couch Lane, Devizes, SN10 1EB no later than 7 days in advance of the Annual General Meeting (AGM).

I, the undersigned member of the Kennet and Avon Canal Trust, hereby constitute and appoint as the person designated to vote for me at the Annual General Meeting of the said Trust, to be held on for the transaction of any business which may legally come before the meeting, and for me and in my name, to act as fully as I could do if personally present and I herewith revoke any previous proxy heretofore given.

Name of the designated voter (please print): _____

Name of the absentee voter (please print): _____

Membership number of absentee voter: _____

Signature of absentee voter: _____

Date: _____