NEWBURY

BUSINESS IMPROVEMENT DISTRICT

31st October 2024

Dear Member

Annual General Meeting – 10th December 2024

I am pleased to inform you of the details of our Annual General Meeting ("AGM") which we are holding at The Chequers Hotel 4.30pm to 5.30pm. The formal notice of the AGM is attached, together with the Year End Accounts for 2023/24, which are to be sent to you as a member of the company. Please note that these accounts are not for general public circulation. Abbreviated accounts are filed at Companies House, in due course, and are available to members of the public on request.

If you would like to vote on the resolution(s) but can not come to the AGM, please fill in the proxy form sent to you with this notice and return it to the CEO as soon as possible. The Company Secretary must receive it by 4pm on Friday 22nd November 2024.

We very much hope that you can come along to the meeting and look forward to seeing you.

Yours sincerely

Warwick Heskins

Warwick Heskins, CHAIR, Newbury BID CIC

NEWBURY

BUSINESS IMPROVEMENT DISTRICT

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Company will be held at The Chequers Hotel, Newbury at 4.30pm on 10th December 2024 for the following purposes:

1. To receive the draft accounts: directors' report and auditors' report for the year ending 31st May 2024.
2. To re-appoint the company's accountants/auditors Ross Brookes to serve until the conclusion of the next general meeting at which accounts are laid before members, and to authorise the directors to fix their remuneration.
3. To re-elect Chair, Vice-Chair and other responsible representatives to the Board of Directors of Newbury BID CIC.

By Order of the Board

Warwick Heskins

Warwick Heskins

Chairman

Registered Office:

4-8 Broadway House

Broadway

Newbury, RG14 1BA

31st October 2024

NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

Rights to appoint proxies

1. As a member of the Company, you are entitled to appoint another person as your proxy to exercise all or any of your rights to attend, speak to and vote at the Meeting.
2. You may give your proxy an indication of how to vote on any resolution. If not, your proxy will vote (or abstain from voting) as he/she thinks fit.
3. The notes to the proxy form explain how to direct your proxy on how to vote on each resolution.
4. To appoint a proxy using the form, the form must be:
    a. Completed and signed.
    b. Sent or delivered to the Company at Broadway House, Northbrook Street, Newbury no later than Friday 22nd November 2024 at 4pm.

Changing proxy instructions

5. 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.
6. 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 appointment

7. 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. 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.

8. The revocation notice must be received by the Company no later than Friday 22nd November 2024 at 4pm.
9. 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.