

# EXTRAORDINARY GENERAL MEETING (EGM) PACK

# Notice of EGM

Dear Resident,

The Board of Directors is calling for an EGM to propose and seek Member vote to a new set of Articles of Association (draft attached).

The **EGM** for Leybourne Grange Management CIC will be held on **Tuesday 21st January 2025, 6.30pm (from 6pm for registration). The EGM will be held as a hybrid meeting meaning residents can attend online or by attending in person at The Sports Pavilion**. The meeting should take no longer than one hour.

Below is important information that relates to the EGM, including how to register to attend the EGM electronically. We ask therefore that you read this Pack in full.

The current Articles as drafted are out of step with current best practice and provide for challenges in pursuing the effective and efficient management of our community organisation. The new Articles deal with the high level of quorum currently required for Board meetings and for General Meetings of our membership, alongside other. In early January we will release information on the changes proposed and why we are proposing to make them so that all residents have the opportunity to consider the merits of the changes ahead of the EGM and seek clarification from the Board.

We require **59 households** plus our affordable housing Member, Clarion to attend the EGM in order to be quorate and to then hold the vote. It is therefore vitally important that as many Members as possible attend. Further to the AGM in September, where we were again unable to reach quorum, we have listened to feedback from residents about the timing of the meeting and the difficulties this presents to many of our residents. We hope that a hybrid meeting goes some way to resolving these barriers and will enable many more of you to attend.

# Your Commitment to LGM CIC

When you purchased your property on Leybourne Chase, you agreed to contribute to the upkeep of community facilities, follow certain rules, and participate in managing the company, either as a Member or as a director.

To conduct any business at an EGM, we need at **least 59 households to attend**. Your participation is crucial - please attend and register to vote.

We are also looking for more directors and would like to have seven to eight resident directors on the Board. If you’re interested, please talk to one of the directors at the EGM or email SallyAnne Logan at chair@leybournechase.org. We are especially interested in someone from a legal or financial background and who is equally passionate about supporting our community. Please note anybody appointed as a director must always act in the best interests of the CIC.

# Voting

Each household is entitled to one vote. While the first person listed on the register (alphabetically by first name) is technically the voter, either registered resident can vote if both agree. Proxy votes don't count toward our quorum of 59 households so your support in attending the meeting would be greatly appreciated.

We will send out communications soon to register your attendance. Even if we don't reach the quorum, the meeting will still discuss the proposed changes and update those present on priority work for the CIC in 2025.

If you live in a shared ownership property, you **can** vote as a Member. Unfortunately, tenants of Housing Associations **cannot** vote because their Housing Association is the registered Member. However, all residents are welcome to attend the EGM and input to the discussions.

Finally, if you have any questions you would like to raise at the EGM, please email them to us beforehand (events@leybournechase.org) so that we can give you a full response on the evening.

Yours faithfully,

Nic Bowler, Clare Leyden, Malcolm White, Greg Ward and Manoj Koothur

**Directors of The Board of LGM CIC**

**If you wish to appoint a proxy**

As a Company Member you are entitled to appoint a proxy to attend and cast your vote at the EGM. Please use the form below to do so.

A proxy does not need to be a Member of the Company but must attend the meeting to represent you. In this case they can attend in person or through the online link (details to be provided soon). You can only appoint a proxy using the procedures set out in the notes and by using the proxy form below. To assist, the proxy form below provides the option to appoint the Company Secretary as your proxy.

If you do not give your proxy an indication on how to vote on any resolution, your proxy may vote or abstain from voting at their discretion.

**LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMP ANY**

**(“the Company/CIC”)**

**REGISTERED OFFICE ADDRESS:**

82 Hawley Drive, Leybourne, West Malling, Kent ME19 5FL

**EXTRAORDINARY GENERAL MEETING**

Notice is hereby given that an Extraordinary General Meeting is called and will take place at the **Sports Pavilion Bannister Way, ME19 5SA AND as a HYBRID meeting on Tuesday 21st January 2025 at 6.30pm**

**The meeting will consider the following items:**

1. To receive and vote on an amended set of Articles of Association (draft attached)
2. Provide an update on LGM CIC priorities for 2025

**Registering to attend the AGM**

Further information will be released shortly.

The proxy voting form is on the next page which you can also email to [events@leybournechase.org](mailto:events@leybournechase.org) or post to the Community Centre, 82 Hawley Drive, Leybourne, West Malling, ME19 5FL. It must arrive by **5pm on Monday 20th January** **2025.**

Company Number: 6977866

A Company Limited by Guarantee Registered in England

**LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY**

**(“the Company/CIC”)**

**COMMUNITY INTEREST COMPANY LIMITED BY GUARANTEE PROXY FORM**

**Before completing this form, please read the explanatory notes below**

I /We [INSERT FULL NAME[S] IN BLOCK

CAPITALS]

being a member of the Company appoint the Company Secretary or (see note 3) ........................................................................

as my/our proxy to attend, speak and vote on my/our behalf at the Extraordinary General Meeting of the Company to be held at 18.30 on 21st January 2025 at the Sports Pavilion, Bannister Way, ME19 5SA AND as a hybrid meeting.

I/We direct my/our proxy to vote on the following resolutions as I/we have indicated by marking the appropriate box with an 'X' (see note [6] below).

|  |  |  |
| --- | --- | --- |
| **RESOLUTION** | **FOR** | **AGAINST** |
| **To Approve and Accept the Amended Articles of Association** | | |
|  |  |  |

Signed by:

Company Member name: .................. ............................................

SIGNATURE OF INDIVIDUAL MEMBER ...... ........................................................

Date: .....................................................

Where two or more Members exist, either Resident may complete the attached with the agreement of the other Resident.

**NOTES**

1. As a member of the Company you are entitled to appoint a proxy or proxies to exercise all or any of your rights to attend, speak and vote at a general meeting of the Company. You can only appoint a proxy using the procedures set out in these notes.
2. 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 and vote, your proxy appointment will automatically be terminated.
3. A proxy does not need to be a member of the Company but must attend the meeting to represent you. If you wish to appoint a proxy other than the Company Secretary, delete "Company Secretary" and insert their full name in the space provided. If you leave this space blank, the Company Secretary will be appointed your proxy. Where you appoint as your proxy someone other than the Company Secretary, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.
4. To direct your proxy how to vote on the resolutions mark the appropriate box with an "X". If no voting indication is given, your proxy will vote or abstain from voting at their discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the meeting, including a motion to adjourn.
5. To appoint a proxy using this form, the form must be:
   1. Completed and signed by you or your attorney duly authorised in writing;
   2. Sent or delivered to the Company at Leybourne Grange Management Community Interest Company,

Community Centre, 82 Hawley Drive, Leybourne, West Malling, ME19 5FL; or

* 1. Sent by attaching a scanned copy of the signed document to an email and sending it to Leybourne Grange Management Community interest company (events@leybournechase.org); and
  2. Be received by the Company no later than **17.00 on 20th January** **2025.**