



LEYBOURNE CHASE
COMMUNITY

ANNUAL GENERAL MEETING (AGM) PACK

Notice of AGM and Notification of Appointment of Directors

Dear Resident,

We are delighted to invite you to the **AGM** for Leybourne Grange Management CIC on **Tuesday 24th September, 6pm (from 5.30pm for registration and food) at The Sports Pavilion**. Below is important information that relates to the AGM and we ask that you read it in full.

This is your AGM Pack and a copy of the Income Accounts which relate to the 2023 financial year are included in this Pack.

Unfortunately, it has not been possible to conclude the work relating to providing you with an amended set of Articles. This work is necessary to help our organisation run more efficiently and effectively and deal with the high level of quorum currently required for Board meetings and for General Meetings of our membership.

The work will be concluded over the next couple of months, following which we will hold an Extraordinary General Meeting (EGM) to enable you, our Members, to vote. We will be in touch soon with a date for a resident briefing and input session as well as the date for the EGM.

In the meantime, we would welcome your attendance at the AGM in September, where we will present the 2023 Accounts and ask you to formally appoint the new directors of the Board. We will also let you know of our priorities over the coming few months as we prepare for the new financial year and develop a three-year business plan.

For those who attend the AGM, we are offering two burgers (vegan option available) per household to a maximum of fifty households. Any food provided over this limit will need to be purchased by yourselves. There will be complementary drinks available.

Leaseholders And Voting Rights

You may remember that in March 2024 we received advice from Anthony Collins Solicitors (ACS) informing us that leaseholders were unable to vote due to the membership rights residing with the freeholder only. We have since asked ACS to confirm that this advice was accurate. The complexities of our Community Trust Declaration and our Articles mean that upon further analysis and consideration, ACS has advised that leaseholders **CAN** vote.

Anthony Collins Solicitors has apologised to the Directors for this and any inconvenience and upset it caused to our residents.

What has been made clear, however, is that Housing Association tenants **CANNOT** vote as the membership of the CIC resides with the Housing Association. This is enshrined in the Community Trust Declaration, but we will look to see if there is a way through this by considering this matter as part of the amendments to the Articles. If this is not possible, we will continue to value the input of all our residents in helping to participate in and shape our community.

The AGM and Directors

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 our AGM, we need at **least 59 households to attend**. Unfortunately, we didn't reach quorum in March 2024, but we're hoping to do so in September. Your participation is crucial - please attend and register to vote. At the AGM, you can review the 2023 accounts, vote for new directors, hear about the Board's plans, and share your ideas or concerns in an informal session after the meeting.

Since March 2024, we have welcomed four new directors, bringing our Board to five. David Harris resigned in June and we appreciate his service to LGM CIC. The AGM is a great chance to meet the directors and get to know them as fellow residents.

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 AGM or email SallyAnne Logan at chair@leybournechase.org. We are especially interested in someone with legal knowledge and who is equally passionate about supporting our community.

Appointing Directors

Our Members (residents) must formally appoint any **new** Directors at an AGM by nominating and then voting on their appointment. To do so means that we require a quorate AGM. More information about each of the directors can be found on our website;

Directors Who Have Resigned Since March 2024	Active and New Directors
David Harris (resigned June 2024)	Nic Bowler (active)
	Greg Ward (appointed June 2024)
	Clare Leyden (appointed June 2024)
	Malcolm White (appointed June 2024)
	Manoj Koothur (appointed June 2024)
	SallyAnne Logan, Independent (non-voting) Chair (appointed by the Board January 2024)

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.

We need 59 households at the meeting to be quorate. Proxy votes don't count toward this number. Please register your attendance via the QR code or by email to help us ensure we can hold a valid AGM. Even if we don't reach the quorum, the meeting will still discuss the accounts and our plans for the coming months.

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 AGM and input to the discussions.

Finally, if you have any questions you would like to raise at the AGM, 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
Director 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 AGM. 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. 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 COMPANY ("the Company/CIC")

REGISTERED OFFICE ADDRESS:

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

ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting is called and will take place at the **Sports Pavilion Bannister Way, ME19 5SA on Tuesday 24th September 2024 at 6pm**

The meeting will consider the following items:

1. To nominate and vote on the appointment of the new directors of the CIC
2. To receive a presentation of LGM CIC projects and activities delivered in 2023 presented by Nic Bowler, Director of the Board of Directors of LGM CIC
3. To receive a presentation from Tatum Michaels Carter, the Estate Manager from Preim Ltd, on progress on the delivery of services on site and the priorities for the remainder of 2024
4. To receive the 2023 annual accounts and the report of Directors
5. To receive a presentation on the priorities for the remainder of 2024 and progress towards the development of a three-year business plan presented by SallyAnne Logan, Independent Chair of the Board and Mark Dodson, Interim Management Finance Consultant

Registering to attend the AGM

Please email Stephanie Papie at events@leybournechase.org to register your attendance. This will help us gauge numbers for the event.

The proxy voting form is on the next page which you can also email to events@leybournechase.org or post to the Community Centre, 82 Hawley Drive, Leybourne, West Malling, ME19 5FL. It must arrive by **5pm on Monday 23rd September 2024**.

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 Annual General Meeting of the Company to be held at 18.00 on 24th September 2024 at the Sports Pavilion, Bannister Way, ME19 5SA.

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
Vote for the appointment of EACH of the following resident members to be directors;		
Greg Ward		
Manoj Koothur		
Malcolm White		
Clare Leyden		

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:
 - a. Completed and signed by you or your attorney duly authorised in writing;
 - b. Sent or delivered to the Company at Leybourne Grange Management Community Interest Company, Community Centre, 82 Hawley Drive, Leybourne, West Malling, ME19 5FL; or
 - c. 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
 - d. Be received by the Company no later than **17.00 on 23rd September 2024.**