



Notice of Annual General Meeting for Involve@Lincoln Limited

Dear Shareholders,

The first Annual General Meeting of the Society is **25th February 2021 at 14:00** – all shareholders are eligible to attend.

Due to the current restrictions in place, the meeting will be held virtually using Zoom. The Board are aware that this may not be possible for some of you, and additional provisions have been made for such circumstances. **Members intending to attend should advise the Secretary in advance so that they can be sent the Zoom meeting link.**

Attached to this letter is the agenda for the AGM.

Shareholders will be shown accounts for the year to 31st August 2020, from Community Assets Plus – the name of the Charity that ran the centre up to 31 August 2020 when it was transferred to Involve@Lincoln. Involve@Lincoln was, during this time, dormant save for the invitation for people to apply for shares and receiving those applications, and the accounts therefore contain no detail. For this reason, as per the agenda, the motion to retain profits from last year is a formality only.

The size of this society does not demand/justify a full audit. The motion to appoint independent examiners is in lieu of a future full audit. However the Directors are looking into commissioning an assurance review from auditors to provide shareholders with additional information that the Society is well managed and administered, which will be in addition to the minimum legal requirement

As per society regulations, all current directors will stand down from their position at this AGM. Those directors who are shareholders are currently nominated and are standing for re-election as Shareholder Directors. There are 2 additional nominations.

A brief biographical note on each candidate is attached.

For any Shareholder who would like to vote at the AGM, but is unable to attend, proxy voting forms are provided and must be returned to either the Secretary or a member of the Board prior to the date of the meeting.

If you have any questions about this process, please do not hesitate to contact the Society Secretary (details below). This position is due to become vacant this year and any Shareholder who would like to put themselves forward to take over this role would be very welcome.

Kind Regards,
Charles Cooke Society Secretary



Involve@Lincoln, 12 Mint Lane, Lincoln, LN1 1UD
8 February 2021
Community Benefit Society reg nr 8086

Involve@Lincoln Limited
charlesinvolve@gmail.com

07969 875464

1st Annual General Meeting
25 February 2021 at 2.00 pm By Zoom

Agenda

- 1. Apologies and Welcome**
- 2. Declarations of Conflict of Interest**
- 3. Governance report by the Society Secretary**
- 4. Report by the Chair**
- 5. Report by the Centre Manager with contributions from**
 - a. Renew Peer Support Group**
 - b. Lincoln Trauma Centre**
 - c. Mint Lane Cafe**
- 6. To receive the report and accounts for year ended 31 August 2020**
- 7. To note the letter of representation to Fawcett & Co**
- 8. Motion from the Board – That the requirement for Audit should be waived and independent examiners be appointed for the year to 31 August 2021**
- 9. Motion from the board – That profits to the last year end should be retained in the company as reserve.**
- 10. Election of Directors –**

Shareholders standing for election are – Martha Vahl, Jeanne Bain,
Michelle Freeman, Nigel Curry, Kim East, Michelle Roberts

Meeting closed, followed by

Open Forum for members views

Charles Cooke Society Secretary

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Shareholder Director Candidates 2021

Martha Vahl

Martha has been chairing the Boards of Community Assets Plus and Involve@Lincoln since the beginning. She has worked across Lincolnshire in mental health and disability on a range of projects and has been teaching and researching in community development, social innovation and operational research.

Jeanne Bain

Jeanne is well known in Lincoln as for 19 years she was the CEO at Development Plus, a community development charity, previously known as LCDP. She has also worked in human rights and equalities. She was a founder director of Community Assets Plus

Michelle Freeman

Michelle is a counsellor and holistic therapist, Director of the Lincoln Trauma Centre, who have been one of the main hirers of the centre for over 6 years. They provide counselling, befriending and therapeutic activity services. She is now also the Manager of the well-being centre. She is also a Director of Community Assets Plus

Nigel Curry

Nigel is a retired University professor with a specific interest in rural development, sustainable development, food systems and community development. He was author of the Lincoln Food Strategy and progenitor of the Lincolnshire Food Partnership. He is also a Director of Mint Lane CIC which runs the cafe in the centre and of Community Assets Plus.

Michelle Roberts

Michelle has been a user of mental health services for many years including Renew and Upbeat in the Centre, and has acted as a co-ordinator. She has served as a Governor at Lincolnshire Partnership NHS Foundation Trust.

Kim East

Kim has been attending the centre for over 30 years, in recent times as a member and coordinator for Renew and a member of Upbeat. He is passionate about the value of volunteering and helping others in coping with one's own mental health difficulties.



8 February 2021

**Ballot Paper
 Annual General Meeting 25 February 2021**

I/we _____ of _____, being Member and shareholder of the above named Society, hereby appoint the Chairman of the Meeting or

.....as my proxy, to vote in my name and on my behalf at the Annual General Meeting of the Company to be held on 25 February 2021. I direct my/our proxy to vote on the following resolutions as I/we have indicated by marking the appropriate box with an 'X'.

Agenda item 8	For	Against
Motion from the Board – That the requirement for Audit should be waived and independent examiners be appointed for the year to 31 August 2021		
Agenda item 9	For	Against
Motion from the board – That profits to the last year end should be retained in the company as reserve.		
Agenda item 10		
Election of Directors – All Directors must stand down at this time Shareholder directors proposed for election are	For	Against
Martha Vahl		
Jeanne Bain		
Michelle Freeman		
Nigel Curry		
Kim East		
Michelle Roberts		

Before signing please refer to notes over the page

Signed

date

**Ballot Paper issued and accredited by
 Charles Cooke, Society Secretary
 to whom it should be returned by 24 February 2021
 Involve@Lincoln Limited
 07969 875464 charlesinvolve@gmail.com**



Notes

1. A Member may appoint one or more proxies of his/her own choice to attend and on a poll vote his/her stead. If you wish to appoint someone other than the Chairman of the meeting, delete the words “the Chairman of the Meeting or” and insert the name of the proxy you wish to appoint. Where you appoint as your proxy someone other than the chair, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.
2. If the appointer is a corporation, this form must be under its common seal or under the hand of an officer or attorney duly authorised on its behalf.
3. In the case of joint members, the signature of any one member shall be sufficient but the names of all the joint members should be stated.
4. If this form is returned without any indication as to how the person appointed proxy shall vote, he/she may exercise his/her discretion as to how he/she votes or whether he/she abstains from voting.
5. To be valid, this form and any authority (if any) under which is executed (or a copy of such authority certificated notarially) must be completed and either lodged at 12 Mint Lane, Lincoln, LN1 1UD or emailed to charlesinvolve@gmail.com no later than 12.00 noon on the 24th February 2021.
6. 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.