



WEST SUSSEX ALC LIMITED

2nd Floor Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ
Company No. 8500914 Registered in England

Annual General Meeting of the West Sussex Association of Local Councils Limited.

**The AGM will be held on Wednesday 2nd December 2020
Commencing at 10:00am via Zoom**

Due to a Zoom capacity limit of 300 we are requesting that no more than two pre-booked representatives from each member Council attend the AGM and forum. Voting will be carried out by Zoom poll and a recording of the meeting and subsequent Q&A forum will be circulated to all member Councils.

Please book your place here: <https://www.surveymonkey.co.uk/r/SNMG3J6>

Joining instructions will be circulated by email shortly before the day directly to those that have completed a booking form.

The AGM will be followed by a Q&A forum (to finish by midday)

AGENDA

1. **(a) Election of President** - Michael Chater OBE will be proposed for re-election.
(b) Welcome by the President
2. **Apologies**
3. **Minutes of the Annual General Meeting** held on 3rd October 2019 to be approved and signed.
4. **Report from the Chairman of West Sussex ALC Limited on the Annual Report for 2019/2020**
5. **To Adopt the Accounts for the Year Ended 31 March 2020**
6. **To note the current Directors appointed by the District Associations, namely:**

Tony Nicklen	Adur District Association
Lilian Richardson	Arun District Association
Michael Warden	Arun District Association
Mike Beal	Chichester District Association
David Ribbens	Chichester District Association
Philip Baxter	Horsham District Association
Terry Oliver	Horsham District Association
Tony Steer	Mid Sussex District Association
Rodney Jackson	Mid Sussex District Association
Mark Mulberry	Company Secretary
Roger Taylor	Honorary Solicitor
7. **Election of Vice Presidents** – Lord Lytton DL and Dr John Godfrey DL will be proposed for re-election.
8. **Election of Representatives to the National Association 2020/2021** will be proposed as follows:

- (i) To elect a representative on the Council of NALC
- (ii) Cllr T Oliver, Cllr M Beal & Cllr L Richardson as voting representatives at the Annual General Meeting of NALC.

9. **Any other matters** - Questions and items for discussion to be notified to Mark Mulberry, Company Secretary by the 10th November 2020. mark@mulberryandco.co.uk

9.1 **Special Resolutions** - to be voted upon in accordance with the articles of association para 5.1 and Companies Act 2006 Section 283.

The following resolutions will be voted on as special resolutions only: -

- a) **Special Resolution in respect of the Current value for money study.**
 - It is **RESOLVED** that the Company Directors cease to progress the current value for money study
- b) **Special resolution in respect of the current strategic review.**
 - It is **RESOLVED** the Company Directors work constructively with SSALC to conclude the current strategic review which includes a value for money element.
- c) **Special resolution in respect of future engagement of Parish Councils in West Sussex.**
 - It is **RESOLVED** the company Directors establish a clear mechanism for engaging Parish Councils in West Sussex in studies that fall outside of the SSALC operational framework.
- d) **Special resolution in respect of the position of chairman and vice chairman of WSALC.**
 - It is **RESOLVED** that the current Chairman and Vice Chairman of WSALC stands down.



Mark Mulberry, WSALC Company Secretary
5th November 2020



**West Sussex ALC Ltd
Annual General Meeting
Form of proxy**

Please read explanatory notes below carefully before completing this form

NAME AND ADDRESS OF MEMBER COUNCIL:

Name of Member Council (IN BLOCK CAPITALS)

--

being a member of the Company appoint the chairman of the meeting or (see note 3)

	Name of Individual
--	--------------------

Its proxy to attend, speak and vote on its behalf at the Annual General Meeting of the Company to be held on 2nd December 2020 at 10am and at any adjournment of the meeting.

We direct our proxy to vote on the following resolutions as indicated by marking the appropriate box with an 'X'.

RESOLUTIONS	For	Against	Vote withheld
ORDINARY RESOLUTIONS			
Agenda Item 1: Election of President			
Agenda Item 3: Minutes of the Annual General Meeting			
Agenda Item 5: To Adopt the Accounts for the Year Ended 31 March 2020			
Agenda Item 7: Election of Vice Presidents			
Agenda Item 8: Election of Representatives to the National Association 2020/2021			

SPECIAL RESOLUTIONS			
Agenda Item 9.1 (a): Special Resolution in respect of the Current value for money study			
Agenda Item 9.1 (b): Special resolution in respect of the current strategic review			
Agenda Item 9.1 (c): Special resolution in respect of future engagement of Parish Councils in West Sussex			
Agenda Item 9.1 (d): Special resolution in respect of chairman and vice chairman of WSALC			

Signature: Proper Officer [Clerk] of Member Council	Date

Notes

FORM OF PROXY

1. As a member of the Company the Council or chairman of the parish meeting where there is no parish council is entitled to appoint a proxy to exercise all or any of the member's rights to attend, speak and vote at a general meeting of the Company. This is instead of a member's appointing its authorised representatives. You can only appoint a proxy using the procedures set out in these notes. This form of proxy confirms authority to demand or join in demanding a poll.

2. Appointment of a proxy does not preclude the Councils authorised representative(s) from attending the meeting and voting in person. If you have appointed a proxy and your authorised representative attends the meeting, your proxy appointment will automatically be terminated.

APPOINTMENT

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 chairman of the meeting, insert their full name in the box. If you leave this space blank, the chairman of the meeting will be appointed your proxy. Where you appoint as your proxy someone other than the chairman, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.

4. You may appoint more than one proxy to vote on your council's behalf. Each proxy must be appointed in the correct manner using the form attached. Each proxy must be authorised separately.

VOTING DIRECTIONS

5. To direct your proxy how to vote on the resolutions mark the appropriate box with an 'X'.

To abstain from voting on a resolution, select the relevant "Vote withheld" box. A vote withheld is not a vote in law, which means that the vote will not be counted in the calculation of votes for or against the resolution.

RETURNING YOUR FORM OF PROXY

6. To appoint a proxy using this form, the form must be:

- Completed and signed by the proper officer
- Sent or delivered to the Company Secretary at 9 Pound Lane, Godalming, Surrey, GU7 1BX or mark@mulberryandco.co.uk
- Received by Company Secretary no later than **Friday 27th November 5pm**

7. If you submit multiple valid proxy appointments, the appointments received last before the closing time for the receipt of proxies will take precedence.

8. Proxies may only be revoked by the Member Council's Proper Officer in writing by delivering a formal notice before the start of the meeting to the Company Secretary.