



Annual General Meeting Policy and Procedures

Date of agreement: September 2017 tbc

Date of planned review: tbc

General statement of policy

Hexham BID Ltd, a company limited by guarantee number 10175021, will hold an Annual General Meeting (AGM) in accordance with the Companies Act 2006.

The purpose of the AGM is

- to allow members to hear reports from the Board on the achievements and work of the Company over the previous year
- To elect the Board for the next year
- To make any changes to the constitution

Procedures

1. Date and time

The annual general meeting shall be held on such date, time and place as the Board of Directors decides in accordance with Articles of Association and the Companies Act 2006.

2. Notice

Notice will be given by post and by electronic means to members of the Company 21 days in advance of the meeting. The notice will contain the date, time and location of the meeting, the agenda and supporting documents.

3. Agenda

The only business which may be dealt with at an annual general meeting is business which is in accordance with the Articles of Association of Hexham BID Ltd and is on the agenda for the meeting. The agenda will be prepared and circulated by the Company Secretary.

4. First year of operation of the Company

The Company was incorporated in May 2016. In accordance with the Companies Act 2006, the first AGM must be held within 18 months of incorporation. Thereafter meetings will be held annually.

5. Attendance

All members of the Company will be entitled to attend and vote at the AGM.

6. Report and Accounts

At each Annual General Meeting, the Board of Directors shall present to the meeting a report of the activities of the Company in the preceding financial year and the accounts of the Company for that year.

Copies of the report and accounts shall be available:

- at each annual general meeting; and
- on the Hexham BID website.

7. Nominations to the Board of Directors

Members may nominate themselves for the Board of Directors of the Company. The procedure for nominations shall be as set out by the Board of Directors from time to time.