

Thanet Volunteer Bureau Company No: 05392093

Notice of Annual General Meeting

Notice is hereby given that the Annual General Meeting (**Meeting**) of Thanet Volunteer Bureau Limited (**the Company**) will be held at Deal Town Hall, High Street, Deal, CT14 6TR on Thursday 27th September 2018 at 12.00 noon.

You will be asked to consider and vote on the resolutions below. Resolution 1 will be proposed as a special resolution and resolutions 2 to 4 will be proposed as ordinary resolutions.

RESOLUTIONS

1. THAT the draft articles of association produced to the meeting and attached to this resolution be adopted as the articles of association of the Company in substitution for, and to the exclusion of, the Company's existing articles of association, with effect from and subject to the completion of transfer agreements between the Company and (i) Volunteer Centre Shepway; and (ii) the Trustees of Dover District Volunteer Centre.

2. Approve the DRAFT Company Yearend accounts for the period 1.4.2017-31.3.2018

3. Approve the appointment of Kreston Reeves Ltd as Independent Examiners of accounts for the financial year 2018/2019

4. Approve the appointment of the Management Committee to include at least one member (former or existing) of a Volunteer Centre from each of the following districts: - Folkstone & Hythe District, Dover District, Thanet District.

Members standing for election are: Elizabeth Somers-James (Thanet District), Sally Hinchliffe (Thanet District), Xanthe Pitt (Thanet District), Mark George (Dover District), Eddy Pugh (Dover District), John Sutton (Folkstone & Hythe District), Heather DeSousa (Folkstone & Hythe District)

Members of the three Volunteer Centres attending the AGM are invited to witness the signing of the Transfer Agreements between Thanet Volunteer Bureau and Dover District Volunteer Centre and Thanet Volunteer Bureau and Shepway Volunteer Centre. The signing will be followed by light buffet and refreshments.

RSVP kerry.smith@thanetvolunteerbureau.co.uk or Tel 01843 609332

(If you are a volunteer or Member Org who would like to attend from Thanet but need transport to get there on the day please let us know so that we can plan arrangements with you).

By order of the Board of Thanet Volunteer Bureau

Kent Innovation Centre, Thanet Reach Business Park, Millennium Way, Broadstairs CT10 2QQ

Date: 13th September 2018

Notes to the notice of annual general meeting

Entitlement to attend and vote

1. Only those members registered in the Company's register of members shall be entitled to attend, speak and vote at the meeting.

Attending in person

2. If you wish to attend the meeting in person, please notify the Company Secretary at the above address, confirming your attendance.

Appointment of proxies

3. If you are a member who is entitled to attend and vote at the meeting, you are entitled to appoint one or more proxies to exercise all or any of your rights to attend, speak and vote at the meeting and you should have received a proxy form with this notice of meeting. 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 these notes and the notes to the proxy form.

4. You may appoint more than one proxy provided each proxy is appointed to exercise the rights attached to a different share or shares held by that member. To appoint more than one proxy, contact the Company Secretary.

5. Members can appoint a proxy or proxies and give proxy instructions by returning the enclosed proxy form by post (see note 6).

Appointment of proxy by post

6. The notes to the proxy form explain how to direct your proxy how to vote on each resolution or withhold their vote.

To appoint a proxy using the proxy form, the form must be:

- completed and signed; and
- sent or delivered to the Company Secretary at the Company's registered office before the start of the proposed meeting.

In the case of a member which is a company, the proxy form must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company.

Any power of attorney or any other authority under which the proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

If you have not received a proxy form and believe that you should have one, or if you require additional proxy forms, please contact the Company Secretary.

Termination of proxy appointment

7. You may change a proxy instruction but to do so you will need to inform the Company Secretary in writing.

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, your proxy appointment will automatically be terminated.

Corporate representatives

8. A corporation which is a member can appoint one or more corporate representatives who may exercise, on its behalf, all its powers as a member provided that no more than one corporate representative exercises powers over the same share.