

West Faversham Community Centre  
ME13 7RH

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Tuesday 30<sup>th</sup> January 2024

**Dear Member of the West Faversham Community Association**

Notice is hereby given that the Annual General Meeting of the West Faversham Community Association will be held at the West Faversham Community Centre, Bysing Wood Road, Faversham, Kent ME13 7RH on Thursday 14<sup>th</sup> March 2024 for the following purposes:

1. To receive and approve the minutes of the previous Annual General Meeting.
2. Updates from the Chairman & CEO
3. To receive and approve the Annual Report of the Board of Trustees giving an account of the work and activities of the Association during the period ended 31<sup>st</sup> March 2023.
4. To receive an update on the Association's finances
5. To re-elect Margaret Abram, Gabrielle Kay, Chris Parker, Pamela Hoile, Joanne Wintle-Smith, and Trevor Abram, as Directors who have been nominated for re-election by the Board of Directors of the Association, as elected Directors of the Association.
6. To elect, Alison Reynolds and Carole Jackson who have been nominated by the Board of Directors of the Association, to be elected as a Director of the Association.
7. To appoint Matthew Lightfoot of Burgess Hudgson LLP to be the Independent Examiner of the Association's accounts for the forthcoming year and to report to members thereon.
8. To consider any other business

The trustees and our leadership team will be available from 5pm to show members around the centre, show you some of the changes we have under way and give you an update on some the services we run in the community.

By order of the Board.

Yours sincerely



Trevor Abram  
Chairman

Note 1a

A member entitled to attend and vote at the Meeting is entitled to appoint a proxy to attend and vote instead of him. A proxy need not also be a member.

Note 1b

Official proxy forms are available for members unable to attend the meeting and do not have a representative attending the meeting in person. Only official proxy forms will be valid for voting by members not attending or sending a proxy in person.

Proxy forms must arrive at the centre by March 7<sup>th</sup> for validation.

Note 2

While the meeting is open to all, the legal position is that the people entitled to vote at the meeting are as follows:

1. Full members of the Association who are 18 years of age or over and have paid their annual subscription.
2. One representative of the bodies affiliated to the Association who have paid their annual subscriptions
3. One representative of the body of associate members of the Association.
4. One representative for each of the Statutory Authorities which are Swale Borough Council and Faversham Town Council

Note 3

Copies of the Annual Report and Financial Statements of the Association for the period ended 31st March 2023 will be available on the day of the meeting and are available in advance from the Reception Desk at the Centre.

If you would like copies of the accounts prior to the date of the AGM to allow you to exercise your vote by proxy please email [director@westfavershamca.org](mailto:director@westfavershamca.org) or call 01795 537321 and ensure you speak to the Duty Manager.