

To all members of Sydenham Lawn Tennis and Croquet Club Ltd

This is to give notice of the Club's 44th AGM on **Thursday 15 December 2020 at 8.00pm.**

Due to the Covid restrictions and in accordance with the Corporate Governance and Insolvency Act 2020, the meeting will take place virtually using the Zoom video conferencing. Instructions on how to attend and how to vote, whether you can attend the meeting or not, are on this notice below. All voting will take place by poll, rather than a show of hands, whether or not you attend the meeting.

Agenda

1. Introduction
2. To receive the Accounts for the year ended 31 March 2020 and the Directors' Report
3. Special Business: to consider four Special Resolutions to include resolutions to:-
 - A. build a new tennis court where the croquet lawn is currently situated
 - B. remove the objects clause from the Articles of Association
 - C. amend the articles to allow remote meetings
 - D. to approve the revised Articles of Association
4. To elect Directors (see Directors' Report)
5. To elect a Bar Committee (see Directors' Report)
6. To elect a Club President (see Directors' Report)
7. Any Other Business

Documents attached

1. The Accounts for the year ended 31 March 2020
2. The Directors' Report, incorporating the Chair's Report
3. The proposed Special Resolutions
4. The current Articles of Association showing the proposed amendments
5. The Club's 2020 business plan
6. Appendix I to the 2020 business plan

If you can attend the AGM by Zoom

In order for the AGM to take place, it is essential that the quorum of 17 members is met. The directors hope that many more than 17 members will attend.

How to join the meeting

To attend the meeting you will need a Zoom link. For security reasons this link is not attached to this notice. To attend the meeting please send an email to info@sltcc.co.uk at least 24 hours before the meeting is due to take place – namely 8.00pm on 2nd December 2020. You will then be sent a link to the meeting.

To attend the meeting, you just need to click on the Zoom link. If you have not already downloaded the Zoom Client app on your pc, laptop or phone, you will need to do so before the meeting and join using this app. The voting option will only work if you have accessed the meeting this way.

How to vote at the meeting

All members who attend the meeting by Zoom, will be able to vote by using the Zoom polling facility at the appropriate time during the meeting. Instructions as to how to use this voting system will be given at the meeting. As already stated, you will need to have downloaded and joined the meeting using the Zoom Client app to be able to use the voting option.

Alternatively, members who attend the meeting can vote by proxy up to 24 hours before the meeting – see instructions below. Each member is only entitled to one vote so members can only use one form of voting. Only one vote will count.

How to ask questions before or at the meeting

Members will be able to ask questions at the meeting but, due to the limitations of remote video conferencing, members are requested, if possible, to send in written questions before the meeting by email to info@sltcc.co.uk. The directors and Club Manager will endeavour to answer all questions at the meeting.

Instructions as to how to ask questions at the meeting will be given at the meeting.

If you cannot attend the AGM by Zoom or wish to vote before the meeting

A member entitled to attend and vote at this meeting may appoint a proxy in their place if they wish to do so.

A proxy form is attached to this notice. In this form a member may appoint the Chair of the meeting, or a specified person, who must be in attendance at the meeting, to vote in their place. The form enables each member to indicate their views on how the proxy should vote. If no views are stated then the proxy may vote as he/she sees fit.

The proxy form should be delivered to the Club Secretary, Simon Taylor, by post or by hand to his pigeon hole in the foyer, or by email to info@sltcc.co.uk, not less than **24** hours before the meeting.

We will also be sending out with this notice an online proxy form. Instead of using the copy of the form attached to this notice, you may use the online form to vote up to **24** hours before the meeting. All voting from members using this form will be collected electronically by the Club.

Any proxy votes submitted after 8.00 pm on 14 December, either on the hard copy of the form, or the online form will not be counted.

Yours sincerely

Simon Taylor
Club Secretary

1 November 2020

PROXY FORM

I/We: _____
being a member of Sydenham Lawn Tennis and Croquet Club Ltd:

Hereby appoint the Chair of the meeting/or*: _____

of: _____

as proxy to vote for me/us on my/our behalf at the AGM on 15 December 2020 and at any adjournment thereof.

**Delete Chair of the Meeting if you wish to nominate someone else.*

This form may be used to advise the proxy of your views on the following Special Resolutions and appointments:- (Strike out whichever is not desired.)

Special Resolutions

Resolution A: For/ Against
Resolution B: For/ Against
Resolution C: For/ Against
Resolution D: For/ Against

Rotation of Directors

To re-elect Katharine Beaudry as a director: For/Against
To re-elect Simon Taylor a director: For/Against

New Directors

To elect Keith McMillan as a director: For/Against
To elect Jane Sheridan as a director: For/Against.

Bar Committee

To re-elect the following members to the Bar Committee
Simon Taylor: For/Against
Keith McMillan: For/Against
Paulius Kriksciunas: For/Against

President of the Club

To elect Shelagh Brooks as the President of the Club: For/Against

Unless otherwise instructed, the proxy may vote as he/she sees fit

Name in block letters _____

Signature(s) _____

Date: _____ 2020