

# CHEDBURGH MARQUIS COMMUNITY HUB LIMITED

## NOTICE OF FIRST ANNUAL MEMBERS MEETING

TO BE HELD AT 7:30PM ON THURSDAY 5<sup>TH</sup> DECEMBER 2019  
AT THE ERSKINE CENTRE, CHEVINGTON ROAD, CHEDBURGH, IP29 4UL

This will be the first Annual General Meeting of the Members of the Company, which is a registered Community Benefit Society (the "Society"), that was created to raise funds to purchase, refurbish, reopen and operate The Marquis of Cornwallis Public House in Chedburgh (the "Aims of the Society").

AGENDA: The business to be dealt with at the meeting will include:

- Presentation of the Report of the Chairman of the Management Committee of the Society, including plans for the current and future years.
- Presentation of the Annual Accounts for the Society's financial year ended 31<sup>st</sup> March 2019, including the Treasurer's Report.
- Deciding whether to dispense with professional audit of Annual Accounts.
- Declaration of the election of members to the Management Committee.

Afterwards there will be an opportunity for a general discussion on matters relating to the Aims of the Society.

Only members of the Society are entitled to attend and vote on the business of the meeting, and every member is entitled to one vote. You are a member of the Society if you own at least one share in the Society.

If anyone would like to become a member of the Society, please request a prospectus from the Society's Secretary by email to: [cmch.co.secretary@btinternet.com](mailto:cmch.co.secretary@btinternet.com) or by post to the Society's Registered Office at:  
The Old Post Cottage, Denston, Newmarket CB8 8PW.

An invitation for nomination of members who would like to stand for election to the Management Committee (the "Committee") was issued to all members of the Society on 1<sup>st</sup> November 2019. The closing date for returns was the 7<sup>th</sup> November.

The Society's rules for the composition of the Committee, elections to the Committee and a list of positions in the Committee are annexed to this Notice.

The accompanying Voting Slip contains the full final list of candidates. Every member can place one vote for or against each candidate. If a member wishes to vote on any of the other business of the meeting but is unable to attend, please also complete the preferred authority box appointing either a 3<sup>rd</sup> party or the Chairman. **All completed Voting Slips must be received no later than 12:00 noon on Thursday 5<sup>th</sup> December.**

Finally, it would be helpful if anyone intending to come to the meeting could, please, confirm their attendance to the Secretary by email to: [cmch.co.secretary@btinternet.com](mailto:cmch.co.secretary@btinternet.com) or by post to the Registered Office by 26<sup>th</sup> November.

**The Management Committee of the Society, 12<sup>th</sup> November 2019**

**ANNEX****Chedburgh Marquis Community Hub Ltd (the "Society") extracts from Society's Rules regarding the MANAGEMENT COMMITTEE (the "Committee")****START-UP PROVISIONS**

- 1 The first Members of the Society shall be those who signed the application for registration.
- 2 The first Members shall appoint the first Committee who shall serve until the first Annual Members' Meeting. At the conclusion of the first Annual Members' Meeting, all members of the first Committee shall retire. Those elected to replace them as members of the Committee shall take office immediately after the conclusion of the first Annual Members' Meeting, and the following provisions shall apply to them. One third of those so elected, who obtained the highest number of votes, shall serve until the conclusion of the fourth Annual Members' Meeting.
  - 4.2 One third who obtained the next highest number of votes shall serve until the conclusion of the third Annual Members' Meeting.
  - 4.3 The remainder of those so elected shall serve until the conclusion of the second Annual Members' Meeting.

**MANAGEMENT COMMITTEE****Composition**

The Committee shall comprise not less than three and not more than twelve persons, who shall mainly be elected by and from the Members of the Society. Not more than one quarter of the Committee may comprise persons co-opted by the Committee.

**Elections, appointments and removals**

Except as otherwise stipulated in the Start-Up Provisions, elected members of the Committee hold office from the Members' Meeting at which their election is declared until the conclusion of the third Annual Members' Meeting after that.

Co-opted members of the Committee serve until the next Annual Members' Meeting.

A person retiring from office is eligible for re-election or re-appointment.

The procedure for elections is decided by the Committee.

The minimum age for election or appointment to serve on the Committee is 18.

Every member of the Committee must comply with the Code of Conduct adopted by the Committee, which is available from the 'Our Documents' section of the "About" page of the Society's website:

<https://www.savethemarquis.co.uk/about>

A member of the Committee vacates their office immediately if they:

- Resign in writing to the Secretary;
- Cease to be a Member of the Society;
- Become bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986;
- Are removed from office by a resolution passed by a two-thirds majority of those voting at a meeting of the Committee on the grounds that, in the opinion of the Committee, they are in serious breach of the Committee's Code of Conduct or have not performed the duties which they agreed to perform or which they could reasonably have been expected to perform and that it is not in the interests of the Society that they continue in office.

**Executive roles**

The Society's Rules stipulate that the Committee elects from amongst themselves a Secretary, Chairperson, Vice-Chairperson (ad hoc when and if the Chairperson is absent or prevented by ill-health or otherwise from performing their duties), and a Treasurer. The outgoing Committee designated additional roles of General Manager, Administrator, Community Liaison and Business Liaison.

Those officers have such functions as the Rules or the Committee specify, and they hold office until they are removed or replaced by the Committee, or until they resign.

**Remuneration**

Members of the Committee are not entitled to any remuneration, but they may be reimbursed for reasonable expenses incurred in connection with the Society's business.

**Summary Comment**

The requirements of any individual Committee Member vary according to the particular position or role; but it is emphasised that being a Committee Member involves significant commitment and attendance at numerous meetings, all without any remuneration.

A complete copy of the Society's Rules (being Model Rules for Community Ownership sponsored by the Plunkett Foundation – version 4) is available from the 'Our Documents' section of the "About" page of the Society's website:

<https://www.savethemarquis.co.uk/about>

12<sup>th</sup> November 2019

The Company Secretary pp the Management Committee

Chedburgh Marquis Community Hub Ltd

Email: [cmch.co.secretary@btinternet.com](mailto:cmch.co.secretary@btinternet.com)