

To All Members of Friends of Westonbirt

Dear Members,

Annual General Meeting – Wednesday 20th May, 6:00pm in the Great Oak Hall

We look forward to seeing as many members as possible at our AGM on 20 May. Please ensure that you bring your membership card with you for registration.

Whilst the business of the meeting will start at 6:00pm, we invite you to join us from 4:30pm for a special behind the scenes tour and talk, returning to the Great Oak Hall for refreshments before, at 6:00pm, we begin the formal part of the meeting.

Please find enclosed the following papers that you may want to look through before the meeting:

- Formal notice of the AGM with Agenda
- Minutes from the 2019 AGM
- A proxy form which you can use should you be unable to attend the AGM in person

The 2019 Annual Report and Accounts is being prepared. This will be available a few days prior to the AGM and paper copies will be handed out at the meeting.

Charity Trustees

This year we have no trustees due to retire, as required by our articles of association. However Christine Burt and Michael Howarth have both resigned as trustees and we thank them for all their work and support during their tenure.

Proxy Voting

We hold the right to include a proxy under section 324 of companies act 2006. If you are unable to attend the meeting please make your voice count by exercising your vote using the enclosed proxy voting form. You may choose as your proxy either the Chair of the meeting or a named friend you know will be attending. Your proxy is entitled to speak on your behalf in discussions, as well as voting on anything requiring a vote.

The completed form needs to be sent back to reach us by Sunday 17 May at the latest; this does not stop you coming to vote in person should you find that after all you are free. Do please read the notes on proxy form carefully before filling it in.

I look forward to seeing you on 20th May.

Mike Mintram
Chair of Trustees