

We are pleased to let you know that the Todmorden Learning Centre and Community Hub (TLCCH) AGM will be held at 18:30 on Monday 18<sup>th</sup> November at the Fielden Centre, Burnley Road, Todmorden. The meeting will be open to all but only members will be able to vote. The meeting will report on progress and light refreshments will be available. Please note that any business you wish to discuss must be brought to the attention of the Chair prior to the meeting, and by 5pm on the 13<sup>th</sup> November at the latest for inclusion on the calling notice provided the Chair considers it appropriate to the meeting.

As part of the AGM process, the election of two trustees is being started now with an invitation to nominate suitable candidates. In order to ensure a fully democratic process in accordance with the Constitution, the process take place as follows

5 <sup>th</sup> November 2019	Nominations for prospective candidates can be sent in.
13 <sup>th</sup> November 2019 (5pm)	Last date/time for submission of nominations
18 <sup>th</sup> November 2019 (6:30pm)	AGM

If you would be interested in standing as a trustee and want to discuss this with an existing board member please do get in touch as soon as possible, meanwhile please find attached information for nominees and nomination forms.

Members will be able to vote in person at the AGM. If you would like a proxy-vote please contact the secretary in writing at TLC, Rm 10, Todmorden College, Burnley Rd, or preferably to [secretary@tlchub.org.uk](mailto:secretary@tlchub.org.uk) at least two days before the 18<sup>th</sup> of November naming your proxy, who must be a member. The results of the ballot will be announced at the AGM.

It is important that the following is read by all potential nominees and nominators. This is extracted from the Community Benefit Society Act 2014.

***A registered society's registered rules bind the society and all its members and all persons claiming through them to the same extent as if —***

- a) ***each member had subscribed the member's name and affixed the member's seal to the rules, and***
- b) ***there were contained in the rules a covenant on the part of each member and any person claiming through the member to observe the rules (subject to the provisions of this Act).***

Members of Community Benefit Societies have rights and responsibilities. These are linked; one does not exist without the other. The rights are about voting and about helping to steer the Society by acting in the interests of the community that the Community Benefit Society serves. The responsibilities are to support the Board in doing the best job it can to serve the community in achieving the objects of the society. This does NOT mean agreeing with everything the Board does, but it does mean acting in an adult way, expressing opinions politely and calmly, and using the dispute procedure within the Constitution if disagreement cannot be resolved. Going to the press and/or using social media may bring the Society into disrepute and damage its reputation, and it is the responsibility of members not to do this.

Agenda follows below:

# **Todmorden Learning Centre and Community Hub Ltd**

## **ANNUAL GENERAL MEETING**

Monday 18<sup>th</sup> November 2019 at 18.30 pm at The Fielden Centre, Ewood Lane, Todmorden

### **AGENDA**

- c) Welcome
- d) Introductions - Board
- e) Election to the Board
  - a. Statements from candidates
  - b. Voting (ballot papers distributed on the night)
- f) Chair's Annual Report on behalf of the board followed by questions and open discussion
- g) Discussion and voting on any members' motions received
- h) Announcement of ballot result
- i) The receipt of the accounts and balance sheet and the report of the Auditors
- j) Close of meeting

Members of the board will be available for discussion after the close of the AGM.

In order to ascertain numbers attending for the purpose of catering, it'd be helpful if you can please RSVP to [enquiries@tlchub.org.uk](mailto:enquiries@tlchub.org.uk).