

21 December 2021

NOTICE OF AGM

NOTICE IS HEREBY GIVEN that the annual general meeting (the AGM) of the members of Support 4 Sight will be held by video conferencing at 11am on 6 January 2022 to transact the following business:

**As ORDINARY BUSINESS**

Resolution 1: To adopt / receive the Annual Report for Financial Year

ended 31 March 2021

Resolution 2: To re-elect JOHN THOMPSON as a Trustee of SUPPORT 4 SIGHT under 14.1 and 16 of the Constitution

Resolution 3: To re-elect MELVIN CATON as a Trustee of SUPPORT 4 SIGHT under 14.1 and 16 of the Constitution

**AS SPECIAL BUSINESS**

Resolution 4: To amend paragraph 3 of the Constitution by deleting the text in red beneath:

The Charity’s objects are the relief of persons with a visual impairment in Essex and surrounding areas and in particular:



(1)   To give information, advice, guidance, and support to blind, partially sighted and deafblind people ~~and those with acquired sight loss,~~ their families and carers;

~~(2)    To support people with sight loss with information about technology and equipment that enables them to meet their needs and to offer advice and assistance with the implementation of the new technology.~~

~~(3)    To allow people with sight loss to visit our centres to gain information and support to meet their needs; and to visit people at home who are unable to travel to visit us.~~

(4)    To offer services which enhance the quality of life and social involvement of people with sight loss.

This Notice has been made available on the Charity’s website and may be accessed at the URL [URL].

**Attached are**:

1. The agenda for this meeting
2. The Annual Report for Financial Year ended on 31 March 2021

**Important Notes:**

In light of the COVID-19 situation and pursuant to the relevant order under the COVID-19 (Temporary Measures) Act 2020, the following arrangements will be adopted for the Annual General Meeting:

1. A member will not be able to attend the Annual General Meeting in person. A member may only attend the Annual General Meeting by observing and listening to the proceedings of the meeting by electronic means. The details are attached in Appendix 1
2. A member may submit questions to the charity via post or email (janinecollier1976@icloud.com). The questions must reach the charity at least 2 days prior to the Annual General Meeting;
3. All substantial and relevant questions will be addressed by the Board and/or management prior to, or at, the Annual General Meeting.
4. A member may only vote by appointing the chairman of the meeting as the member’s proxy to vote at the meeting by depositing with the Charity an instrument of appointment (also known as “the proxy form”) by electronic mail to janinecollier1976@icloud.com. The completed proxy form must reach the Charity at least 24 hours before the time for holding the Annual General Meeting. A copy of the proxy form is attached in Appendix 2. In appointing the chairman of the meeting as a proxy, a member must give specific instructions with regards to voting, or abstentions from voting, in the form of proxy, failing which the appointment may be treated as invalid.

With Kind Regards.

Janine Collier

Chair of the Board of Trustees

**APPENDIX 1: Joining details for AGM**

Janine Collier is inviting you to a scheduled Zoom meeting.

Topic: SUPPORT 4 SIGHT AGM

Time: Jan 6, 2022 11:00 AM London

Join Zoom Meeting

https://us02web.zoom.us/j/2652726128?pwd=MU9Qbnl1MS9SZzFxamgrdGg3UkJCdz09

Meeting ID: 265 272 6128

Passcode: S4S

One tap mobile

+442080806591,,2652726128#,,,,\*481624# United Kingdom

+442080806592,,2652726128#,,,,\*481624# United Kingdom

Dial by your location

 +44 208 080 6591 United Kingdom

 +44 208 080 6592 United Kingdom

 +44 330 088 5830 United Kingdom

 +44 131 460 1196 United Kingdom

 +44 203 481 5237 United Kingdom

 +44 203 481 5240 United Kingdom

 +44 203 901 7895 United Kingdom

Meeting ID: 265 272 6128

Passcode: 481624

Find your local number: https://us02web.zoom.us/u/kdEh3lBfC4



**APPENDIX 2: PROXY FORM**

Name of member appointing the proxy:………………………………………

Address: …………………………………………………………………………

…………………………………………………………………………………….

I, being a member of SUPPORT4SIGHT, appoint the Chairman at the meeting as my proxy to exercise all or any of my rights to attend, speak, and vote on my behalf at the Annual General Meeting to be held on 6 January 2022 by video conferencing and at any adjourned meeting.

I direct my proxy to vote on the following resolutions as I have indicated by marking the appropriate box with an X. If no indication is given, my proxy will vote or abstain from voting at his or her discretion and I authorise my proxy to vote (or abstain) as he or she thinks fit in relation to any other matter which is properly put before the meeting.

**ORDINARY RESOLUTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **For** | **Against** | **Withheld** |
| To adopt receive the Annual Accounts  |  |  |  |
| To re-appoint John Thompson to the Board of Trustees |  |  |  |
| To re-appoint Melvin Caton to the Board of Trustees |  |  |  |

**SPECIAL RESOLUTION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **For** | **Against** | **Withheld** |
| To amend paragraph 3 of the Constitution  |  |  |  |

**SIGNATURE**………………………………. **DATE**……………………..

**AGENDA**

**06.01.2022**

1. Apologies
2. Chair’s Report
3. Treasurer’s Report including Resolution 1
4. Re-election of Trustees, including Resolutions 2-3
5. Special Resolution 4
6. Any other business

