

Hartwell Primary School Co-Operative Limited

Notice of Annual General Meeting And Explanatory Material

In accordance with the rules of the Hartwell Primary School Co-Operative Limited and section 204 of the Co-Operatives Act 1996 the Annual General Meeting will be held on:

Date: Monday 29 October 2018

Time: 7.00pm

Location: Hartwell Primary School, Milverton Road, Camberwell

Agenda Items:

1. Financial Statements

To receive from the Board the audited financial statements of the Co-Operative for the financial year ended 30 June 2018 including the balance sheet, trading account, profit and loss account, statement of cash flows, and the state of affairs at the end of the year.

2. Election of Directors of the Co-Operative

In accordance with the rules of the Co-Operative the Board wishes to advise members that the following Directors will be retiring from office at the Annual General Meeting:

Andrew Major
David Stockdale
David Palfreeman

Nominations for the vacant Director positions have been received from:

Andrew Major
Jenny Martin
Sarah Wright

All nominees are current or former members of the Hartwell Primary School Council.

3. Other business

There is no other business proposed to be conducted at the Annual General Meeting.

Voting at the Annual General Meeting

Members of the Co-operative may vote at the Annual General Meeting in person or by proxy. For members wishing to vote by proxy, please complete the attached proxy form and return the completed proxy form to the School Office no later than 5pm on Monday 29 October 2017.

Hartwell Primary School Co-Operative Limited

Proxy Form

For use at the Annual General Meeting of the Hartwell Primary School Co-operative ("Co-operative") to be held on Monday 29 October 2018 at 7:00 pm ("Meeting").

I, (Name):

Of (Address):

Being a member of the Co-operative, hereby appoint the Chair of the Meeting, or

..... (state name of appointed proxy¹)

as my proxy to vote for me and on my behalf as indicated below at the Meeting (please indicate with a "x" in the spaces provided how you wish your votes to be cast²).

Resolution	For	Against
1. Approval of financial statements of the Co-operative for the year ended 30 June 2018.		
2. (a) Appointment of Andrew Major as a director of the Co-operative.		
2. (b) Appointment of Jenny Martin as a director of the Co-operative.		
2. (c) Appointment of Sarah Wright as a director of the Co-operative.		

Please complete and return this proxy form to the School Office no later than **5pm** on **Monday 29 October 2017**.

Signature:

Date:.....

¹ Any person nominated as a proxy must also be a member of the Co-operative.

² If a duly signed proxy form is returned but does not contain specific voting directions, the proxy may vote at his or her discretion