

## Agenda

1. Welcome and introductions
2. Apologies
3. Minutes of the Annual General Meeting of UKMSA on Tuesday 13<sup>th</sup> January, 2021
4. Trustees' Report
5. Accounts year ending 31<sup>st</sup> March 2021
6. Appointment of Independent Examiner
7. Resolution
  - a. Proposal to modify the constitution to allow for electronic and hybrid General Meetings of the Association
8. Trustee Elections
9. Any other relevant business

Copies of the minutes of the last AGM, the Trustees' Report, Resolution and annual accounts for the year ended 31 March 2021, are available to members on the UKMSA website.

# PROXY VOTING FORM

Please complete in BLOCK CAPITALS

**I** ..... (your name)

**On behalf of** ..... (Men's Shed name)

..... (Shed Address)

.....

being a member of UK Men's Sheds Association 'UKMSA' appoint the Chair of the

meeting or ..... (Delete if appropriate and insert proxy name)

to vote on our behalf at the Annual General Meeting of the UKMSA to be held at 6.30pm on Wednesday 3<sup>rd</sup> November 2021 via Zoom and at any adjournment of the meeting, on the following resolutions as indicated by an 'X' in the appropriate box.

Resolution to:	For	Against	Abstain
1 Approve the minutes of the 4 <sup>th</sup> AGM held on Tuesday 3 <sup>rd</sup> September 2019			
2 Appoint Wright Vigar as Independent Examiner			
3 Resolution to modify the constitution to allow for electronic and hybrid General Meetings of the Association as circulated			
4 Re-appoint Jo Phillips, John Jarvis as Trustees of UKMSA.			

Signed ..... (Individual Shed representative)

Date signed .....

Please return form by email, to arrive no later than noon (1200hrs) on Tuesday 2<sup>nd</sup> November, 2021. Proxy voting forms received after that date cannot be accepted. The Shed must also be a member of UKMSA.

By Email: [admin@ukmsa.org.uk](mailto:admin@ukmsa.org.uk) (Clearly mark "AGM Proxy Vote" in subject line)

### Notes to the Proxy Notice

1. As a member of the Charity you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Charity. You can only appoint a proxy using the procedures set out in these notes.
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.
3. A proxy does not need to be a member of the Charity but must attend the meeting to represent you. To appoint as your proxy a person other than the Chairman of the meeting, insert their full name where indicated. If you sign and return this proxy notice with no name inserted, the Chairman of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chairman, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the Chairman and give them the relevant instructions directly.
4. To direct your proxy how to vote on the resolutions, mark the appropriate box with an "X". If no voting indication is given, your proxy will vote or abstain from voting at his or her discretion. Your proxy may vote (or abstain from voting) as he or she thinks fit in relation to the limited range of additional resolutions which may be put before the meeting. These include for example:
  - 4.1 resolutions to deal with procedural aspects of the meeting such as the calling of a poll or a decision to adjourn;
  - 4.2 resolutions proposing amendments to the resolutions listed in the notice of the meeting, but note, the circumstances in which amendments can be made are very limited.
5. To appoint a proxy [using this notice] a hard copy of this notice must be:
  - 5.1 completed and signed by you;
  - 5.2 sent by email to [admin@ukmsa.org.uk](mailto:admin@ukmsa.org.uk) (Clearly mark "AGM Proxy Vote" in subject line) and
  - 5.3 received by the Charity no later than noon (1200hrs) on Tuesday 2<sup>nd</sup> November, 2021.
6. Please note you cannot appoint a proxy by email message or telephone. The proxy form must be completed and signed.
7. Any power of attorney or any other authority under which this proxy notice is signed (or a duly certified copy of such power or authority) must be included with the proxy notice.
8. If you wish to change your instructions, you can submit another notice. The appointment received last before the latest time for the receipt of proxies will take precedence.
9. To revoke your proxy instructions, send notice to the address at 5.2 above clearly stating that the instructions are revoked and ensure that the notice is received by the Charity no later than noon (1200hrs) on Tuesday 2<sup>nd</sup> November, 2021.
10. Communications relating to proxies in respect of the meeting may only be sent to the addresses at 5.2 above. No other forms of communication will be accepted by the Charity.