

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting (**Meeting**) of the BCVA (**Company**) will be held at Celtic Manor Resort, Newport, Wales, NP18 2YA, on the 18<sup>th</sup> October 2024 2pm to transact the following business:

1. To approve the 2023 income and expenditure account and balance sheet.
2. To approve 5% increase in membership subscription rates for 2025.
3. To approve recommendation of the Board for the following:

Chairman	Kate Richards
Secretary	James Adams
Treasurer	John Blackwell
4. To elect 5 Board Members from the 5 nominations received
5. To confirm that the 2025 Annual General Meeting will be held in October 2025.

### **Registered Office**

17 The Glenmore Centre, Waterwells Business Park, Quedgeley, Gloucestershire, GL2 2AP

**Date of Notice:** 2<sup>nd</sup> September 2024

## NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

### Appointment of proxies

1. As a member of the Company, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting and you should have received a proxy form with this notice of meeting. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.

2. A proxy does not need to be a member of the Company but must attend the Meeting to represent you. Details of how to appoint the Chairman of the Meeting or another person as your proxy using the proxy form are set out in the notes to the proxy form. If you wish your proxy to speak on your behalf at the Meeting you will need to appoint your own choice of proxy (not the Chairman) and give your instructions directly to them.

3. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the Meeting.

### Appointment of proxy using hard copy proxy form

4. The notes to the proxy form explain how to direct your proxy how to vote on each resolution or withhold their vote.

To appoint a proxy using the proxy form, the form must be:

completed and signed;

sent by email to the Company at the following email address [agm@bcva.co.uk](mailto:agm@bcva.co.uk),  
and

received by the Company no later than **Monday 14<sup>th</sup> October 2024 at 10am.**

Any power of attorney or any other authority under which the proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

### Changing proxy instructions

5. To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

Where you have appointed a proxy using the hard-copy proxy form and would like to change the instructions using another hard-copy proxy form, please contact the BCVA office at 17 The Glenmore Centre, Waterwells Business Park, Quedgeley, Gloucestershire, GL2 2AP.

If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

## Termination of proxy appointments

6. In order to revoke a proxy instruction you will need to inform the Company using the following method:

By sending a signed copy notice clearly stating your intention to revoke your proxy appointment to [agm@bcva.co.uk](mailto:agm@bcva.co.uk).

In the case of a member which is a company, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company. Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.

The revocation notice must be received by the Company no later than **Monday 14<sup>th</sup> October 2024 at 10am.**

If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to the paragraph directly below, your proxy appointment will remain valid.

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.

## Communication

7. Except as provided above, members who have general queries about the Meeting should contact the BCVA office, 17 The Glenmore Centre, Waterwells Business Park, Quedgeley, Gloucestershire, GL2 2AP (no other methods of communication will be accepted).