

West Worthing Club C.I.C.

Notice of Annual General Meeting – 2nd April 2022

Notice is hereby given that the Annual General Meeting (**AGM**) of West Worthing Club C.I.C. (**the Company**) will be held at West Worthing Club, Titnore Way, Worthing, BN13 3RT on Saturday 2nd April at 4.30pm to transact the usual business of the AGM and to vote on the following resolutions proposed by the Directors:

1. the receipt of the Company's Accounts and the Treasurer's Report as to the financial position of the Company and the appointment of Hodson's as our accountants.
2. the receipt of a report from the Board as to the activities of the Company (including a discussion on the introduction of Padel Tennis).
3. the continued co-option of Elizabeth Sparkes as a director.

In addition to the formal business, we will also present the Ray Little Awards for tennis and squash for 2021.

NOTES TO THE NOTICE OF 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 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 the proxy form must be:

- completed and signed.
- sent by email to info@wwc.org.uk or delivered to the Company at West Worthing Club, Titnore Way, Worthing BN13 3RT; and
- received by the Company no later than 7pm on 1st April 2022.

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.

Appointment of proxy by joint members

5. In the case of joint holders, where more than one of the joint holders' purports to appoint a proxy, only the appointment submitted by the most senior holder will be accepted. Seniority is determined by the order in which the names of the joint holders appear in the Company's register of members in respect of the joint holding (the first- named being the most senior).

Changing proxy instructions

6. To change your proxy instructions simply submit a new proxy form using the method set out above. Note that the cut-off time for receipt of proxy forms also apply in relation to amended instructions; any amended proxy instructions received after the relevant cut-off time will be disregarded.

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

Termination of proxy appointments

7. In order to revoke a proxy instruction you will need to inform the Company by sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment either by email to info@wwc.org.uk or to West Worthing Club, Titnore Way, Worthing BN13 3RT. 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 noon on the 1st April 2022.

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.