



**TRINITY THEATRE AND ARTS CENTRE LIMITED**

**Notice of the Annual General Meeting**

The 2021 Annual General Meeting of Trinity Theatre and Arts Centre Limited ('the Company') will be held on Tuesday 22<sup>nd</sup> March 2022 at 6.00pm  
Trinity Theatre Auditorium

**AGENDA**

1. Apologies for Absence
2. Approval of the Minutes of the 2020 AGM
3. Election of Directors
4. Finance Report & presentation of the Accounts to 31 March 2021
5. Appointment of Auditors
6. Annual Report
7. AOB

**Only current members of the Company and invited guests may be  
admitted to the  
Annual General Meeting**



## 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 a proxy form is available from our website along with this notice. 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

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 or delivered to the Company at Trinity Theatre, Church Road, Tunbridge Wells TN1 1JP; and

received by the Company no later than 6pm on Tuesday the 8<sup>th</sup> March 2022

In the case of a member which is a company, the proxy form 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 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 method 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.

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 by sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to Trinity Theatre, Church Road, Tunbridge Wells TN1 1JP. 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 6pm on Tuesday 8<sup>th</sup> March 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.