



## ***NOTICE OF AGM***

### **SUNCROFT COMMUNITY DEVELOPMENT CLG**

**NOTICE IS HEREBY GIVEN** that the Annual General Meeting (AGM) of the Company will be held at the Suncroft Community Centre on Tuesday the 29th day of December 2020 at 7.30pm.

#### **AGENDA**

1. Minutes of 2019 AGM
2. Accounts & Financial Overview
3. Secretary Report
4. Review of Membership
5. 2020 / 2021 Board Nominations
6. Appointment of Auditor
7. Any Other Business

As required by our Constitution 1/3<sup>rd</sup> of the board is required to retire but is eligible for re-election. The retirees have indicated their wish to stand for re-election with the exception of appointed deputies, Chief Executive Officer and Community Liaison Officer.

Any nominations for the vacant board positions should be delivered by hand to the community centre on the proposal form, which can be downloaded from the company's website, no later than 7 days prior to the AGM. This should be accompanied by a signed application from the nominee and current Curriculum Vitae.

Please note that current Company Law requires that any such nominee be suitably qualified to act in the capacity of a Board Director. All nominations will be subject to scrutiny and referees will, as good practice requires, be contacted. Please note that the position of Company Director is a serious commitment and the role is heavily governed by The Companies Act 2014.

However as the current retiring members wish to stand for re-election the board is pleased to nominate them for re-election and will in this instance be seeking the membership's approval.

This notice complies with Company Resolution G1 filed 8<sup>th</sup> September 2016.

**BY ORDER OF THE BOARD**



## **COVID 19 Safety at the Suncroft Community AGM**

The health and safety of our Company Directors, Members and the wider community is our number one priority. As such the following COVID 19 response procedures have been implemented for our planned Annual General Meeting for Tuesday, December 29<sup>th</sup> 2020 at 19.30 hrs.

1. Maximum number of attendees will be 20 including Board Members
2. All attendees must pre book a seat by e-mail to [info@suncroftcommunity.ie](mailto:info@suncroftcommunity.ie). A confirmation response will be sent to you.
3. All Attendees must wear a mask at all times whilst inside the Community Centre.
4. Upon arriving at the Community Centre, all Attendees must wait at the entrance until the receptionist on duty advises it is safe to proceed
5. On entry, a sanitise station is immediately inside the door. All Attendees must sanitise hands before entering the centre.
6. Your temperature will be taken and you will be asked to leave your contact details should any contact tracing be required.
7. You will be directed to a seat and are requested to remain in that seat for the duration of the meeting.
8. At the end of the meeting you will be directed to the exit by the receptionist on duty
9. Kindly ensure you adhere to the above procedures for the safety of yourself and others around you.



**Martin Cooper**

Registered Office  
Suncroft Community Complex  
Churchview Lane  
R56 VP63  
Suncroft,  
Co. Kildare

Dated the 4<sup>th</sup> December 2020

Every Member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote on his/her behalf. A proxy need not be a member of the company.

To be valid, the form of proxy and the power of attorney or other authority (if any) under which it is signed must be deposited at the registered office of the Company, Suncroft Community Centre, Suncroft, Co. Kildare not less than 48 hours before the time of the meeting. Completion of the proxy does not preclude a member from subsequently attending and voting at the meeting in person.



**PROXY FORM**

I \_\_\_\_\_  
(Name/Affiliation)

being a member/members of Suncroft Development Group Ltd

hereby authorize the Chairman of the meeting

or \_\_\_\_\_  
(Name/Affiliation)

to serve as my proxy and to vote on my behalf at the Suncroft Community Development CLG AGM to be held on Tuesday the 29th day of December 2020 at 7.30pm.

This proxy is valid for:

All Matters voted on at the Meeting

Specific Issue/Matter (listed below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

This Form must be completed by hand by the voting member assigning the Proxy (not typed)