



Enfield Island Village Trust

Date: 15th November 2023

Dear Member of Enfield Island Village Trust,

Notice of EIVT Annual General Meeting on Tuesday 12th December 2023

Notice is hereby given that the Annual General Meeting of Enfield Island Village Trust will be held on Tuesday 12th December 2023, at the Community Centre, 40-42 Island Centre Way, EN3 6GS at 7:00pm. Please note that voting at the meeting is restricted to Members of EIVT who have no arrears only.

This year in addition to holding the meeting in person; we will be offering an online platform to attend if you'd prefer.

To join the AGM: Join Microsoft Teams

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 377 795 326 657

Passcode: xM79hW

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

If you intend to join the meeting using your phone or tablet, you will need to download the MS Teams app in advance.

To vote by poll –

<https://forms.office.com/Pages/ResponsePage.aspx?id=qNj1nsNNjEGxgwPTwvRLP6PnVmg3SiBPht7kPYFJHHRUN0U4SzhLWUQxOExRUDJStjBJOUQzME5UTC4u>

Voting will open one hour before the meeting and will close 15 minutes before the end of the meeting.

The Annual General Meeting will be held to transact the following business:

Agenda:

1. Welcome and quorum check
2. Introduction from Chair
3. Adoption of Minutes/Notes from the 2022 AGM – These will be made available online and paper copies at the meeting.

4. Accounts for the year ended 31st March 2023 – These will be made available online and paper copies at the meeting.
5. Election of new Trustees
6. Report from R&R Managing Agent
7. Report from Chair
8. Any other Business
9. Close

If we do not have a quorum I.e., at least 20 Members present in person or via proxy, then the meeting must be adjourned. This has indeed happened for the last two years. Therefore, as well as attending yourself, please urge your neighbours' who are Members to attend the meeting also.

If you cannot attend the meeting in person, but wish to have someone attend on your behalf, please complete the proxy form and submit it to the Trust by 5pm on Monday 11th December 2023.

We have vacancies for Trustees and very much welcome nominations especially from Women and Minor Ethnicities. If you would like an informal conversation about the role with one of the current trustees please let Loretta know by email loretta.moore@rendallandrittner.co.uk. Only Members without overdue rent charge debts may be elected as Trustees. The closing date for nominations is Friday 1st December 2023.

The last part of the meeting is an opportunity for Members to ask questions of the Trustees and Managing Agent. Please make sure that your questions are clear, specific, and brief.

We hope that you will be able to attend the meeting and look forward to seeing you soon. I and my fellow Trustees hope that you will be able to attend this meeting as we look forward to updating you on the Trust's recent past and immediate future and to answering your questions as best we can.

Thank you.

Yours sincerely

Tim Dingle
Chair of the Board of Trustees
Enfield Island Village Trust

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. You may appoint more than one proxy provided each proxy is appointed to exercise rights attached to different shares. You may not appoint more than one proxy to exercise rights attached to any one share.
4. 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.
5. You can appoint a proxy electronically by emailing the completed Proxy form to Loretta.moore@rendallandrittner.co.uk For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than 5pm on Monday 11th December 2023.

Form of Proxy – Annual General Meeting

I/we, a Member of **ENFIELD ISLAND VILLAGE TRUST** hereby appoint:

_____ (see note (1) attached) as my/our proxy to attend and vote for me/us on my/our behalf at the Annual General Meeting of the Trust to be held on Tuesday 12th December 2023 and any adjournment thereof.

Signed this _____ day of _____ 2023

Signature _____
(see notes (3) and (5) attached)

Full Name(s) _____

Address _____

NOTES TO FORM OF PROXY

- 1) If it is desired to appoint a proxy, insert in block capitals the name of proxy. A proxy need not be a Member of the Trust.
- 2) A proxy may attend, speak at, demand a poll and vote only at the meeting for which they have been appointed.
- 3) To be valid this Form of Proxy together with the power of attorney or other written authority (if any) under which it is signed, or a notarially certified office copy of such power or authority, must be deposited at the registered office of Enfield Island Village Trust, 40-42 Island Centre Way, Enfield, Middlesex, EN3 6GS **NO LATER THAN 48 HOURS BEFORE THE TIME SET FOR THE MEETING.**
- 4) In the case of a corporation this Form of Proxy should be executed under its Common Seal or under the hand of an Officer, attorney or other person duly authorised to sign the same.
- 5) Unless otherwise directed the proxy will abstain or vote as he thinks fit.
- 6) In the case of joint members, the vote of the senior member, whether in person or proxy, will be accepted to the exclusion of all other joint members. For this purpose, seniority will be determined by order in which the names stand in the register of Members in respect of all joint holding. **THE NAMES OF ALL JOINT HOLDERS SHOULD BE STATED.**
- 7) Any alteration to this Form of Proxy should be initialled

ENFIELD ISLAND VILLAGE TRUST
ELECTION TO BOARD OF TRUSTEES
NOMINATION FORM

Name of Nominee:

Address:

(For formal registration and
correspondence)

Tel No:

Email:

Relevant skills and experience (no more than 200 words)

You may provide information below about your skills and experience and why you wish to be a Trustee of Enfield Island Village Trust. Any information you provide here may be published on the Trust's website or used to prepare a candidate profile to help members to decide how to vote.

To be completed by the nominating Member

Nominated by:

Address:

Tel No:

Email:

Signature of nominating Member:

Date:

To be completed by the Nominee:

I hereby confirm that:

1. I am a Member of the Trust
2. I am eligible for election as a Trustee under the Articles of the Trust
3. I am/am not* a permanent resident of Enfield Island Village
4. I have/have not* previously served as a Trustee of Enfield Island Village Trust (please provide dates if you have previously been a Trustee)
5. I am a fit and proper person (as outlined in the guidance on the HMRC website at <https://www.gov.uk/government/publications/charities-fit-and-proper-persons-test/guidance-on-the-fit-and-proper-persons-test>)
6. I consent to be put forward for election to the Board of Trustees of the Trust
7. The information provided on this form is accurate

*Delete whichever is not applicable

Signature of Nominee:

Date: