



Community Land Trust Network
7-14 Great Dover Street
London
SE1 4YR
Charity Number: 1156952
Website: www.communitylandtrusts.org.uk

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the

ANNUAL GENERAL MEETING 2021

Of the Community Land Trust Network will be held

**Online: Zoom link to be shared the week commencing 15th
November**

On Saturday 20th November 2021

Formal business will take place 12:45 to 13:30PM

for the transaction of the following business

1. Introduction and Apologies
2. Trustees annual report and annual statement of accounts
3. Resolutions
 - a. Adoption of Accounts
 - b. Auditors

4. Election of Trustees
 5. The next 12 months
 6. Any other business
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Explanatory Notes on Voting

Only full members can vote in the AGM (not Start Up or Associate members). If you are unsure of your membership status please email info@communitylandtrusts.org.uk

Each CLT has one vote. **Please choose one person from your CLT** so that only one person votes at the AGM - you do not need to notify us of this choice in advance.

There are two methods of voting:

1. A vote will be taken on the day by a simple show of hands, a member of staff will capture a screen grab of all attendees to verify the majority vote.
 - a. **If none of the people attending from your CLT have a webcam**, please submit your vote by method 2.
2. If you can't attend, you may request a proxy to vote on your behalf. Please email info@communitylandtrusts.org.uk to request a proxy form. Please use the subject line 'Proxy vote request for AGM'.

Explanatory Notes on Resolutions

Item 3

a) Adoption of Accounts

Burton Sweet, Community Land Trust Network's accountants, have now finalised the set of accounts covering the period to 1st April 2020 to 31st March 2021. These accounts need Member approval at the AGM before sending them to the Charity Commission.

The **Resolution** is therefore:

Community Land Trust Network accounts for the period ending 31st March 2021 are approved.

b) Resolution – Auditors

Burton Sweet have completed the set of Community Land Trust Network accounts to 31st March 2021. These accounts now need to be presented to the Charity Commission.

We are required to record through a formal resolution matters relating to the requirement to externally audit accounts. From a legal perspective, given our turnover for the last financial year is under £1M, there is no statutory requirement for auditing.

It is therefore recommended that the Community Land Trust Network do not appoint a qualified auditor for the year 2020-21

The **Resolution** is therefore:

External auditing of Community Land Trust Network accounts is not required for the financial year ending 31st March 2021.

Item 4 Election of Trustees

The following Trustees were co-opted by the board in January 2021 and as required by our constitution are now stepping down for re-election by our membership:

- Claude Colin Glen
- Julie Abbey-Taylor
- Nicholas John Boys Smith
- Paul David Kelly
- Peter Ian Duncan

Each year our constitution requires that a third of our existing board step down for election, not including co-opted Trustees. The trustees stepping down this year are:

- Cathy Bakewell (Chair)

- Helen Lawrence

Neither are seeking re-election.

Note as Cathy Bakewell is currently Chair and has retired. According to the constitution the trustees may elect one of their number to become the Chair. The trustees voted to elect Steve Hoey as the new chair.

The **Resolutions** are therefore.

- **Do you agree to elect Colin Glen to the board?**
- **Do you agree to elect Julie Abbey-Taylor to the board?**
- **Do you agree to elect Nicholas John Boys Smith to the board?**
- **Do you agree to elect Paul Kelly to the board?**
- **Do you agree to elect Peter Duncan to the board?**
- **Do you ratify the Board's election of Steve Hoey as Chair of the board?**

You can find biographies of the Trustees here: [Our Board](#)

Explanatory Notes on Joining Zoom

Our AGM will be held on Zoom. Here are some basic instructions on how to get the best experience:

1. You do not need a Zoom account to join the meeting.
2. All those who are registered for our AGM will receive the joining link and meeting ID and password the week of the event. Those who have registered will be sent a programme which will contain the links to all the different events of the day.
3. When you join the meeting you will be prompted to download software, we recommend that you do this in advance of the meeting here: <https://zoom.us/download>. Or you are able to join using your browser (Chrome, Firefox, Edge etc)
4. Once you click on the link, a pop up will appear prompting you to open the software. If you need further help then [follow these joining instructions in the help centre](#).

5. Once you have joined, you will see a preview of your video and be prompted to "Join with Video".
6. You will enter a virtual "waiting room" and the host will allow you in.
7. Once in the meeting, hover your mouse over the video screen. Look at the bottom left hand corner of the screen, you will see the buttons Mute and Unmute and to Stop and Start Video. You will be muted on entry.
8. You can practice joining a meeting, by [joining this test meeting via Zoom](#). Including [testing the video](#) and [testing the audio](#)
9. While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants. N.B. *If none of the people attending from your CLT have a webcam, please choose to vote via proxy see above.*
10. If you have problems on the day here are some useful articles:
 - a. [Troubleshooting your video](#).
 - b. [Troubleshooting audio problems](#).