



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

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## **NOTICE OF ANNUAL GENERAL MEETING**

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NOTICE is hereby given that the

### **ANNUAL GENERAL MEETING 2022**

Of the Community Land Trust Network will be held

#### **Online: Join Zoom Meeting**

<https://us02web.zoom.us/j/86854452553?pwd=SW54TTVTVGgyeE1MIQ2RXIHWBBDQT09>

**Meeting ID: 868 5445 2553**

**Passcode: 556698**

On Saturday 26th November 2022

Formal business will take place 11am to 11.30am

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](mailto: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 has 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](mailto: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 31<sup>st</sup> March 2021. The accounts have also been audited by Third Sector Accountancy. These accounts need Member approval at the AGM before they are signed by our Chair and the Auditor, then subsequently sending them to the Charity Commission.

The **Resolution** is therefore:

Community Land Trust Network accounts for the period ending 31<sup>st</sup> March 2022 are approved.

### **b) Resolution – Auditors**

We are required to record through a formal resolution matters relating to the requirement to externally audit accounts. From a legal perspective, our projected turnover for the current financial year is under £1M, therefore 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 2022-23.

The **Resolution** is therefore:

**External auditing of Community Land Trust Network accounts is not required for the financial year ending 31<sup>st</sup> March 2023 unless our turnover exceeds £1M.**

### **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:

- Claire White
- Kym Shaen-Carter

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:

- Claude Colin Glen
- Nicholas John Boys Smith

Both are seeking re-election.

The **Resolutions** are therefore.

- **Do you agree to elect Claire White to the board?**
- **Do you agree to elect Kym Shaen-Carter to the board?**
- **Do you agree to re-elect Colin Glen to the board?**
- **Do you agree to re-elect Nicholas John Boys Smith to the board?**

Biographies of the trustees are attached to the notice email and can also be found here:

<https://www.communitylandtrusts.org.uk/who-we-are/#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. The Zoom link is featured at the top of this notice. All those who are registered for our AGM will also receive the joining link and meeting ID and password the week of the event. The same Zoom link will be used for all events throughout 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. 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.

7. You can practise joining a meeting, by [joining this test meeting via Zoom](#). Including [testing the video](#) and [testing the audio](#)
8. 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.*
9. If you have problems on the day here are some useful articles:
  - a. [Troubleshooting your video](#).
  - b. [Troubleshooting audio problems](#).