

BUCKINGHAMSHIRE LOCAL ENTERPRISE PARTNERSHIP LIMITED
Company number 11912208

Notice of Annual General Meeting

NOTICE IS HEREBY GIVEN that the 2023 Annual General Meeting of Buckinghamshire Local Enterprise Partnership Ltd will be held from 9.30am on Friday 17 November 2023, the meeting to be held in the Diamond Room, Buckinghamshire Council offices, The Gateway, Gatehouse Road, Aylesbury, Bucks HP19 8FF for the purpose of considering and, if thought fit, passing the following resolution which will be proposed as Ordinary Resolution number 1.

1 Receiving the Reports and Accounts for the period ended 31 March 2023

Resolution 1: THAT the meeting receives the report of the Directors and the accounts of the Company for the period ended 31 March 2023.



Andrew M. Smith
Director and Chair

Dated: 25 October 2023
Registered Office: Westcott Business Incubation Centre, Westcott Venture Park, Westcott, Aylesbury, Buckinghamshire HP18 ONX

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 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 another person as your proxy using the proxy form are set out in the notes to the proxy form.
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 using hard copy proxy form

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;
 - scanned and emailed to sarah@buckslep.co.uk for the attention of the Company Secretary; and
 - **received by the Company no later than forty-eight hours before the meeting.**
5. 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.

Appointment of proxy by joint members

6. In the case of joint holders, where more than one of the joint holders purports to appoint a proxy, only the appointment submitted by the most senior holder will be accepted. Seniority is determined by the order in which the names of the joint holders appear in the Company's register of members in respect of the joint holding (the first-named being the most senior).

Changing proxy instructions

7. 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 applies in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

Buckinghamshire Local Enterprise Partnership, Westcott Business Incubation Centre,
Westcott Venture Park, Westcott, Aylesbury, Buckinghamshire HP18 ONX.

T: 01494 927132 E: info@buckslep.co.uk

www.buckslep.co.uk

8. 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

9. In order to revoke a proxy instruction you will need to inform the Company by sending a signed notice clearly stating your intention to revoke your proxy appointment to sarah@buckslep.co.uk marked for the attention of the Company Secretary. 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.
10. In either case, the revocation notice must be received by the Company no later than forty-eight hours before the meeting.
11. 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.
12. 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.

Communication

13. Except as provided above, members who have general queries about the Meeting should contact sarah@buckslep.co.uk (no other methods of communication will be accepted).