Thursday 11th January 2024

Company Number: 10402695

THE CITY OF LANCASTER GYMNASTICS CLUB

Notice of Annual General Meeting 2024

Notice is hereby given that the Annual General Meeting (the “Meeting”) of The City of Lancaster Gymnastics Club (the “Company”) will be held at The City of Lancaster Gymnastics Club, Lancaster Leisure Park, Lancaster LA1 3LA on 7th February 2024 at 7pm.

You will be asked to consider and vote on the ordinary resolutions below.

Ordinary Resolution

1. THAT pursuant to the Company’s Articles of Association the annual report and accounts for the year ended 31 August 2023 (the “Accounts”) be approved.
2. THAT pursuant to the Company’s Articles of Association the retirement as a Director of Mr Paul Thompson and the re-appointment of a replacement Director for a four-year period (the “replacement”) be approved.

By order of the Board

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Director/Company Secretary

Lancaster Leisure Site

Wyresdale Road

Lancaster

United Kingdom

LA1 3LA

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

Notes to the Notice of Annual General Meeting

Appointment of proxies

# If you are a member who is entitled to attend and vote at the meeting, you are entitled to appoint one or more proxies to exercise all or any of your rights to attend, speak and vote at the meeting and you should have received a proxy form. A proxy does not need to be a member of the Company but must attend the meeting to represent you. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.

# 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.

# Members can:

## Appoint a proxy or proxies and give proxy instructions by returning the enclosed proxy form by post (see note 5).

## Register their proxy appointment electronically (see note 6).]

Appointment of proxy by post

# The notes to the proxy form explain how to direct your proxy how to vote on each resolution.

# To appoint a proxy using the proxy form, the form must be:

## completed and signed.

## sent or delivered to the Company at Lancaster Leisure Site, Wyresdale Road, Lancaster, United Kingdom, LA1 3LA; and

## received by the Company no later than 28th January 2024 @ 5pm.

# 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.

# If you have not received a proxy form and believe that you should have one, or if you require additional proxy forms, please contact Marie Gardner at the Club or by email to directors@cityoflancastergymnastics.co.uk

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Appointment of proxy by joint members

# In the case of joint holders, where more than one of the joint holders completes a proxy appointment, 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

# Shareholders may change proxy instructions by submitting a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

# Where you have appointed a proxy using the hard-copy proxy form and would like to change the instructions using another hard-copy proxy form, please contact Marie Gardner at the Club or by email to directors@cityoflancastergymnastics.co.uk

# 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 appointment

# A member may change a proxy instruction but to do so you will need to inform the Company in writing by sending a signed hard-copy notice clearly stating your intention to revoke your proxy appointment to the Company. 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.

# In either case, the revocation notice must be received by the Company no later than 28th January 2024 at 5pm.

# 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.

Corporate representatives

# A corporation which is a member can appoint one or more corporate representatives who may exercise, on its behalf, all its powers as a member provided that they do not do so in relation to the same shares.

Communication

# Except as provided above, members who have general queries about the meeting should contact Marie Gardner at the Club or by email to directors@cityoflancastergymnastics.co.uk

#  (no other methods of communication will be accepted).

# You may not use any electronic address provided either:

## in this notice of annual general meeting; or

## any related documents (including the proxy form),

## to communicate with the Company for any purposes other than those expressly stated.