



Yealmpton Woodland Burial Association,  
C/O Community Centre,  
Stray Park,  
Yealmpton,  
PL8 2HF.

15th September 2024

## **NOTICE OF EXTRAORDINARY GENERAL MEETING**

Notice is hereby given that an Extraordinary General Meeting (**Meeting**) of The Yealmpton Woodland Burial Association (**Company**) will be held at Yealmpton Community Centre, Stray Park, Yealmpton, Plymouth, Devon, PL8 2HF on 29 October 2024 at 7.30pm.

You will be asked to consider and vote on the resolutions below. Resolution number 1 will be proposed as an ordinary resolution and resolution number 2 will be proposed as a special resolution.

### **ORDINARY RESOLUTION**

1. That the Company seek registered charity status, and subject to resolution number 2 being duly passed, the Board of directors be authorised to apply forthwith to the Charity Commission and take all such other actions as they consider necessary to enable the Company to become a registered charity.

### **SPECIAL RESOLUTION**

2. That the draft articles of association produced to the meeting\* and initialled by the Chair for the purposes of identification be adopted as the articles of association of the Company with immediate effect in substitution for, and to the exclusion of, the existing articles of association of the Company.

*\* A copy of the proposed new articles of association can be found on the Company's website at <http://woodlandburial.org.uk/> but a copy can be sent by post or by email to any members on request- please contact Geoff Craddock at the Company at Yealmpton Community Centre, Stray Park, Yealmpton, Plymouth, Devon, PL8 2HF or email Geoff Craddock at the following email address: [info@woodlandburial.org.uk](mailto:info@woodlandburial.org.uk)*

By order of the Board

*Susan Anderson*

.....  
Director

REGISTERED OFFICE: Yealmpton Community Centre Stray Park, Yealmpton, Plymouth, Devon, PL8 2HF

REGISTERED NUMBER: 08720211

15<sup>th</sup> September 2024

## **NOTES TO THE NOTICE OF EXTRAORDINARY GENERAL MEETING**

### **1. Appointment of proxies**

1. If you are a member or representative 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 with this notice of meeting. 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.
2. 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 their discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the Meeting.

### **Appointment of proxy by post**

3. 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 Yealmpton Community Centre, Stray Park, Yealmpton, Plymouth, Devon, PL8 2HF; and
- received by the Company no later than 5.30pm on 27 October 2024.

### **Appointment of proxies electronically**

4. As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by emailing a scanned copy of the completed proxy form to Terry Milam at the following email address:

[info@woodlandburial.org.uk](mailto:info@woodlandburial.org.uk)

For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than 5.30pm on 27 October 2024.

### **Termination of proxy appointment**

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

Sending an email to Terry Milam at the following email address:  
[info@woodlandburial.org.uk](mailto:info@woodlandburial.org.uk)

In either case, the revocation notice must be received by the Company no later than 7.30pm on 29 October 2024.

If you attempt to revoke your proxy appointment but the revocation is received after the time specified, your original proxy appointment will remain valid unless you attend the meeting and vote in person.

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**

6. Except as provided above, members who have general queries about the meeting should contact Terry Milam at the following email address: [info@woodlandburial.org.uk](mailto:info@woodlandburial.org.uk) (no other methods of communication will be accepted).