



# HERITAGE CENTRE BELLINGHAM

*Explore the Heritage  
of the Northern Borders*

**AGM 17<sup>th</sup> July 2024**

**Charity number: 1192769**

## PROXY NOTICE

**The Heritage Group Bellingham  
("The Charity")**

Name of member charity appointing proxy: \_\_\_\_\_

Address: \_\_\_\_\_

Before completing this notice, please read the explanatory notes attached.

I hereby appoint the (please select one)

Chairman of the Charity or

My nominee (who will be present at the AGM) \_\_\_\_\_ (please print nominee's name)

to vote on my behalf at the Annual General Meeting of the Charity to be held on Wednesday 17 July 2024 and at any adjournment of the meeting.

**Or** I return the signed voting form as a postal vote (Forms to be returned to the Chairman, Cornmill Cottage, Station Road, Bardon Mill, Northumberland NE47 7HY by Tuesday 16<sup>th</sup> July 2024).

You may also email this completed form to [info@bellingham-heritage.org.uk](mailto:info@bellingham-heritage.org.uk)

The Heritage Centre, Station Yard, Woodburn Road, Northumberland, NE48 2DG

<https://bellingham-heritage.org.uk> 01434 220050

Facebook BellHC Twitter: @BellinghamHer

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## PROXY/POSTAL VOTING FORM

For the AGM of the Heritage Centre Bellingham, to be held on 17<sup>th</sup> July 2024.

This notice is to be used in respect of the resolutions mentioned below as follows:

Ordinary Resolutions	For	Against	Abstain
1 To receive the annual accounts and reports for the financial year ended 31 December 2023.			
2 The following Trustees and Committee Members are due to retire in accordance with the Constitution and submit themselves for re-election:			
2.1 Steve Gibbon (Chairman) Trustee			
2.2 Wesley Turnbull (Vice Chairman) Trustee			
2.3 Katrine Anderson (Treasurer) Trustee			
2.4 Anne Galbraith CBE (Governance, Secretary) Trustee			
2.5 Stan Owen (Exhibitions, Historian) Trustee			
2.6 Nicola Bell Committee Member			
2.7 Dr. Máire West Committee Member			
2.8 Dr. David Baines Committee Member			

*\*mark the appropriate box with an 'X'*

(Clare Craig, as shop manager and volunteer co-ordinator) is co-opted to the committee and does not require to stand for election.)

***Unless otherwise instructed, the proxy may vote on the resolutions set out above as he or she thinks fit or abstain from voting.***

I direct that the charity's proxy may vote (or abstain from voting) as he or she thinks fit on any other matter which may properly be put to the meeting.

Signed: \_\_\_\_\_

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

**PLEASE NOTE YOU MUST SIGN AND DATE THIS FORM FOR IT TO BE ELIGIBLE.**

If this is a postal vote please return this completed page to: The Chairman, Cornmill Cottage, Station Road, Bardon Mill, Northumberland NE47 7HY (Postal proxy votes must arrive by 16<sup>th</sup> July 2024)

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## Notes to the Proxy Notice

1. As a member of the Charity you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Charity. You can only appoint a proxy using the procedures set out in these notes.
2. 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.
3. A proxy must attend the meeting to represent you. To appoint as your proxy a person other than the Chairman of the meeting, insert their full name where indicated. If you sign and return this proxy notice with no name inserted, the Chairman of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chairman, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the Chairman and give them the relevant instructions directly.
4. To direct your proxy how to vote on the resolutions, mark the appropriate box with an "X". If no voting indication is given, your proxy will vote or abstain from voting at his or her discretion. Your proxy may vote (or abstain from voting) as he or she thinks fit in relation to the limited range of additional resolutions which may be put before the meeting. These include for example:
  - 4.1 resolutions to deal with procedural aspects of the meeting such as the calling of a poll or a decision to adjourn;
  - 4.2 resolutions proposing amendments to the resolutions listed in the notice of the meeting, but note, the circumstances in which amendments can be made are very limited.
5. To appoint a proxy a hard copy of this notice must be:
  - 5.1 completed and signed by you;
  - 5.2 sent by post or delivered to the Charity at The Chairman, Cornmill Cottage, Station Road, Bardon Mill, Northumberland NE47 7HY; and
  - 5.3 received no later than 16<sup>th</sup> July 2024.
6. As an alternative to this hard copy form, you can appoint a proxy by e.g. completing and signing this form and scanning it to the Charity at [info@bellingham-heritage.org.uk](mailto:info@bellingham-heritage.org.uk) . Your email should contain your name and address for identification purposes. For an electronic proxy appointment to be valid, your appointment must be received by the Charity no later than 16<sup>th</sup> July 2024.

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7. Any power of attorney or any other authority under which this proxy notice is signed (or a duly certified copy of such power or authority) must be included with the proxy notice.
8. If you wish to change your instructions, you can submit another notice. The appointment received last before the latest time for the receipt of proxies will take precedence.
9. To revoke your proxy instructions, send notice to the address at 5.2 or 6 above clearly stating that the instructions are revoked and ensure that the notice is received by the Charity no later than 16<sup>th</sup> July 2024.
10. Communications relating to proxies in respect of the meeting may only be sent to the addresses at 5.2 or 6 above. No other forms of communication will be accepted by the Charity.

**Steve Gibbon**, Chairman, [steve@stevegibbon.co.uk](mailto:steve@stevegibbon.co.uk) 01434 344383

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