

**Updated** 10 September 2020

NOTICE OF THE ANNUAL GENERAL MEETING

To safeguard our Members during the Covid 19 pandemic and in line with temporary legislation introduced by the Government, our annual general meeting will take place via Microsoft Teams at **10am on Wednesday 30th September** 2020.

To join the meeting:

Once you have confirmed your attendance Laura Baldock will issue a meeting link where you can select **Join Microsoft Teams Meeting**, that will open a web page, where you will see two choices: ‘Download the Windows app’ and ‘Join on the Web’ please choose the option that works best for you.

You can join a Teams meeting from any device, whether or not you have a Teams account.

You will be admitted to the meeting from 9.50am so that we can commence promptly at 10am

Please use password **BHAGM2020** to access AGM papers and to confirm your attendance or send your apologies **by 24 September** at:

[**https://www.broadlandgroup.org/agm/**](https://www.broadlandgroup.org/agm/)

In line with our environmental and digital commitments, we aim to make the AGM a paperless event. However, we appreciate that some Members may prefer a hard copy. If this is the case for you, or if you have any other queries, please contact Laura Baldock on 01603 750 279 or at Laura.Baldock@broadlandgroup.org.

If you cannot attend and wish to appoint a proxy to vote on your behalf, you can do so via the web page. If you would rather do this in writing, please contact Laura so she can send you a proxy form.

If you wish to raise a question at the meeting, please provide your query to us in advance. This will enable our Board Members and Executive Directors to provide answers at the meeting and avoid the need to adjourn and re-convene.

Yours faithfully



**Sarah Wyatt**

Head of Governance/Group Company Secretary

01603 750 276

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