

Company Number: 09223395

Registered Office  
Lincolnshire County Council  
County Offices  
Newland  
Lincoln  
Lincolnshire  
LN1 1YL



**GREATER LINCOLNSHIRE LEP LIMITED (Company)**

**NOTICE OF GENERAL MEETING**

Notice is hereby given that a General Meeting (Meeting) of the members of the Company will be held via MS Teams on the 8<sup>th</sup> day of February 2021 at 2.00pm to consider and, if thought fit, transact the following:-

1. to re-appoint the Accountants of the Company by ordinary resolution;
2. to receive and adopt the accounts of the Company for the accounting period from 1st April 2019 to 31st March 2020 together with the reports thereon of the directors and the auditors of the Company; and
3. To approve the amended articles of associations for the Greater Lincolnshire LEP company.

By order of the Board

Pat Doody  
Chair  
Greater Lincolnshire LEP Limited

Lancaster House  
36 Orchard Street  
Lincoln  
LN1 1XX

Dated 4<sup>th</sup> January 2021

## NOTES TO THE NOTICE OF THE MEETING

### Appointment of Proxies

1. As a member, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting. You can only appoint a proxy using the procedures set out in these notes.

A proxy does not need to be a member of the Company but 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 in the box on the proxy form. If you sign and return the proxy form with no name inserted in the box, 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.

### Appointment of proxy using hard copy proxy form

2. The proxy form explains how to direct your proxy how to vote on the resolution or withhold their vote.

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

- completed and signed;

If sent by post or delivered by hand, sent or delivered to the Company at Kate Storey, Greater Lincolnshire LEP Limited, Lancaster House, 36 Orchard Street, Lincoln, LN1 1XX; and

- **be received no later than 23:59hrs on Wednesday 3<sup>rd</sup> February 2021.**

In the case of a member which is a company, the proxy form 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 proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

### Electronic appointment of proxies

3. As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically. In order for an electronic proxy appointment to be valid your appointment must be received by the Company **no later than 23:59hrs on Wednesday 3<sup>rd</sup> February 2021.** and you must include a high-resolution scan of the proxy form, duly completed and signed.

The e-mail address for which to send an electronic proxy appointment is [greaterlincslep@lincolnshire.gov.uk](mailto:greaterlincslep@lincolnshire.gov.uk). Please note that the Company cannot be held

responsible for a failure in the transmission beyond its control. Where you are aware of a delivery failure (and subsequent attempts do not remedy the situation), you should revert to sending a hard copy of the proxy by post within 24 hours of the original attempt, to the address set out above.

### Changing proxy instructions

4. To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) 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 Kate Storey at the Company by email at [greaterlincslep@lincolnshire.gov.uk](mailto:greaterlincslep@lincolnshire.gov.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 appointments

5. In order to revoke a proxy instruction you will need to inform the Company using one of the following methods:
  - By sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to Kate Storey, Greater Lincolnshire LEP Limited, Lancaster House, 36 Orchard Street, Lincoln, LN1 1XX. 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.
  - By sending an e-mail to [greaterlincslep@lincolnshire.gov.uk](mailto:greaterlincslep@lincolnshire.gov.uk).

In either case, the revocation notice must be received by the Company no later than **09:00hrs on Friday 5<sup>th</sup> February 2021.**

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.

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 Kate Storey at [greaterlincslep@lincolnshire.gov.uk](mailto:greaterlincslep@lincolnshire.gov.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.



**GREATER LINCOLNSHIRE LEP LIMITED (Company)**  
**PROXY FORM**

[Name

Address]

I/We being [a] member(s) of the Company, appoint the Chairman of the Meeting or

to be my/our proxy to vote on my/our behalf at the Meeting of the Company to be held on the **8<sup>th</sup> day of February 2021** or at any adjournment of that Meeting.

I/We direct my/our proxy to vote on the following resolution as I/We have indicated by marking the appropriate box with an 'X'.

RESOLUTION	FOR	AGAINST
<b>Ordinary</b>		
1. To re-appoint the Accountants of the Company		
2. To receive and adopt the accounts for the accounting period 1 April 2019 to 31 March 2020		
3. To approve the amended articles of associations for the Greater Lincolnshire LEP company.		

If no indication is given, my proxy will vote or abstain from voting at his or her discretion and I authorise my proxy to vote (or abstain from voting) as he or she thinks fit on any other matter which is properly put before the Meeting.

Date:

Signature of Member(s): .....

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