

Our Bury St. Edmunds

Business Improvement District

Notice of Annual General Meeting

Notice is hereby given that Annual General Meeting of BSE BIDCO Limited, company number 09480444 (trading as Our Bury St Edmunds), will be held at The Guildhall, Bury St Edmunds IP33 1PY on Tuesday 10th September 2024 at 18:30 to transact the following business:

1. Attendance, apologies, and introductions (David Marjoram, *Chair*)
2. Approval of the minutes of the AGM on Thursday 15th June 2023 (David Marjoram, *Chair*)
3. Presentation of the Annual Accounts for 2023-2024 (Prepared by Michael Ford, *Jacobs Allen Chartered Accountants*)
4. Passing of the Resolutions of the Meeting (David Marjoram *Chair*):
 - a. Reappointment of directors
 - b. Appointment of new directors:
 - c. To approve and adopt the final accounts for the financial year ending 31st March 2024.
5. Report from the CEO (Mark Cordell, *CEO*)
6. Questions from BID members (David Marjoram, *Chair*)
7. End of Meeting

By order of the Board

BSE BIDCO Limited (company number 09480444)
2nd Floor 2 Woolhall Street, Bury St Edmunds, Suffolk, IP33 1LA

8th August 2024

Annual General Meeting on Tuesday 10th September 2024 at 18:30

NAME OF MEMBER:

ADDRESS:

I/We being a member of the company appoint the Chair of the meeting or (see note 2)

as my/our proxy to attend, speak and vote on my/our behalf at the General Meeting to be held on Tuesday 10 September 2024 at 18.30 and at any adjournment of the Meeting.

I/We direct my/our proxy to vote on the following resolutions as I/we have indicated by marking the appropriate box with an 'X'. If no indication is given, my/our proxy will vote or abstain from voting at his or her discretion and I/we authorise my/our proxy to vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is properly put before the meeting.

RESOLUTIONS	For	Against
(a) Re-appointment of directors		
(b) Appointment of new directors		
(c) Approve and adopt the 2023-2024 accounts		

Signature:

Name:

Position:

(...if signing on behalf of a business)

Date:

Notes to the Notice of Annual General Meeting and Proxy Form

1. As a member of the company, you are entitled to attend in person or appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting in accordance with the procedures set out in these notes.
2. 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 Chair of the meeting, insert their full name in the form. If you sign and return the proxy form with no name inserted in the box, the Chair of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chair, 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 Chair and give them the relevant instructions directly.
3. 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.
4. To appoint a proxy using the proxy form, the form must be:
 - completed and signed.
 - sent or delivered as a hardcopy to the registered address of the company or emailed to; mark.cordell@ourburystedmunds.com and
 - received by the company no later than 48 hours before the Meeting.
5. 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 a duly authorised person.
6. 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. 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.
7. In order to revoke a proxy instruction you will need to inform the company in writing no later than 48 hours before the Meeting.
8. 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.
9. Except as provided above, members who have general queries about the Meeting should contact Mark Cordell on 01284 766258 or mark.cordell@ourburystedmunds.com