



August 8, 2023

Dear Sir/Madam,

Please find enclosed notification of the Dorking Business Improvement District (BID) Annual General Meeting on **Wednesday, 27th September at 6pm**. The meeting will be held at: Dorking Quakers Meeting House Butter Hill, South St, Dorking RH4 2LE.

The following forms are included in this notification:

- Agenda
- Proxy form
- Membership Application Form
- Director Nomination Form

Please email confirmation of your attendance to info@dorkingtowpartnership.co.uk.

Any questions, comments or feedback, please feel free to contact me at any time: kathy@dorkingtowpartnership.co.uk or 07377 096892.

Kind Regards,

Kathy Kyle
Dorking BID Manager
07377 096892

DORKING TOWN PARTNERSHIP LTD

156 SOUTH STREET DORKING SURREY RH4 2HF

 hellodorking.com  info@dorkingtowpartnership.co.uk     @hellodorking  07377 096892

BACS DETAILS Sort Code: 40-19-22 Account: 61604570

COMPANY REGISTRATION NO: 9936170 VAT REGISTRATION NO: 271 4780 93



Notice of Annual General Meeting

Agenda

1. Chairman's Statement
2. BID Manager Report
3. Presentation of the financial statements of Dorking Town Partnership
4. AOB

Please be aware you are only entitled to vote at the Annual General Meeting if you are a BID levy payer, have completed your membership paperwork and received confirmation of your acceptance as a member. You can apply for membership at <https://dorkingtowpartnership.co.uk/voluntary-levy-form/> no later than 8th September, 2023.

Notice is hereby given that the Annual General Meeting (**Meeting**) of the DORKING TOWN PARTNERSHIP Limited (**Company**) will be on 27th September, 2023 at 6pm.

By order of the Board
Andrew Fuller, Director and Chairman.
156 South Street Dorking RH4 2HF
August 2023

Notes to the Notice of Annual General Meeting

1. Appointment of proxies

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1. If you are a member 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 shareholder 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. You may appoint more than one proxy provided each proxy is appointed to exercise the rights attached to a different vote or votes held by that member. To appoint more than one proxy, please contact the company Director Andrew Fuller at 156 South Street Dorking RH4 2HF. You will need to state clearly on each proxy form the vote in relation to which the proxy is appointed. Failure to specify the vote to which each proxy appointment relates will result in the proxy appointment being invalid. If you wish your proxy to speak on your behalf at the meeting you will need to appoint your own choice of proxy (not the chairman) and give your instructions directly to them.

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.

Appointment of proxy by post

4. 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 Andrew Fuller, Director at 156 South Street Dorking RH4 2HF and
- received by the Company no later than 8th September 2023.

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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.

Appointment of proxies electronically

5. As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by emailing the Dorking BID at info@dorkingtowpartnership.co.uk who will email upon receipt to confirm. For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than 8th September 2023 at 5pm.

This email address should not be used for any other purposes unless expressly stated.

Changing proxy instructions

7. Members may change proxy instructions by submitting a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments 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 Andrew Fuller at 156 South Street Dorking RH4 2HF.

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 appointment

8. 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. 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

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duly certified copy of such power or authority) must be included with the revocation notice.

- Sending an email to info@dorkingtowndpartnership.co.uk.

In either case, the revocation notice must be received by the Company no later than **8th September 2023 at 5pm.**

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

9. Except as provided above, members who have general queries about the meeting should contact the Dorking BID at info@dorkingtowndpartnership.co.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.

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DORKING TOWN PARTNERSHIP LIMITED (Company)
Form of proxy

Before completing this form, please read the explanatory notes

I/We [FULL NAME[S] IN BLOCK CAPITALS]

being a member of the Company appoint the Chairman of the meeting or (see note 3)

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as my/our proxy to attend, speak and vote on my/our behalf at the Annual General Meeting of the Company to be held on 27th September at 6pm 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 you wish to appoint multiple proxies, please see note 4 below. Please tick here if you are appointing more than one proxy: []

Signature	Date

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 info@dorkingtowndpartnership.co.uk



 @hellodorking
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Notes

Form of proxy

1. As a member of the Company you are entitled to appoint a proxy or proxies to exercise all or any of your rights to attend, speak and vote at an annual general meeting of the Company. 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.

APPOINTMENT

3. A proxy does not need to be a member of the Company but must attend the meeting to represent you. If you wish to appoint a proxy other than the chairman of the meeting, insert their full name in the box. If you leave this space blank, the chairman of the meeting will be appointed 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. You may appoint more than one proxy provided each proxy is appointed to exercise rights attached to different votes. You may not appoint more than one proxy to exercise rights attached to any one vote. To appoint more than one proxy, you may copy this form OR email info@dorkingtowndpartnership.co.uk. If you are appointing more than one proxy, please indicate in the box next to the proxy holder's name the number of votes in relation to which they are authorised to act as your proxy and indicate by ticking the relevant box that the proxy appointment is one of multiple appointments being made. Multiple proxy appointments should be returned together in the same envelope.

VOTING DIRECTIONS

5. 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 will vote (or abstain from voting) as he or she thinks

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fit in relation to any other matter which is put before the meeting, including a motion to adjourn.

RETURNING YOUR FORM OF PROXY

6. To appoint a proxy using this form, the form must be:

- Completed and signed;
- Sent or delivered to the Company at 156 South Street Dorking RH4 2HF; and
- Received by the Company no later than 8th September 2023 at 5pm.

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

8. As an alternative to completing this hard-copy proxy form, you can appoint a proxy electronically by completing this form and returning to info@dorkingtowpartnership.co.uk. For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than 8th September 2023 at 5pm.

9. 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. For details of how to change your proxy instructions or revoke your proxy appointment see the notes to the notice of meeting.

10. You may not use any electronic address provided in this proxy form to communicate with the Company for any purposes other than those expressly stated.

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Applicant Name
Address

Date

Dear XXX

Invitation to apply for membership of Dorking Town Partnership Limited (the Company)

Dorking Town Partnership Limited is a company limited by guarantee. As such, it has members rather than shareholders, who are each entitled to:

- Receive a copy of the company's annual accounts;
- Attend general meetings and cast a vote;
- Elect directors by voting at the members' meeting; and
- Vote on any significant changes to the company, its purpose, its name or how any profit is applied.

Any profit made by the company will be retained as a contribution towards the cost of activities in future years. You will not, therefore, be entitled to receive any dividend or other distribution from the company, including if the company is wound up.

The company's constitution is contained in the articles of association. A copy of the articles is available on the website at dorkingtowpartnership.co.uk

If the company is wound up, the maximum you commit to paying towards the company's debts is £1. This is the guarantee you would make upon becoming a member, as described in the articles of association, and applies for the time you are a member or within 12 months.

If you wish to apply for membership, you should complete, sign and date the enclosed Letter of Application and return it to the above address. Please do not hesitate to contact me if you have any queries.

Yours sincerely

Andrew Fuller
Chairman

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Applicant Name

Address

Date

Dear Sirs

Application for Membership of Dorking Town Partnership Limited (the Company)

I, the undersigned of the above address, wish to apply to become a member of the above company and agree to be bound by the provisions of the company's articles of association.

In particular, I agree to guarantee the debts of the company up to a maximum amount of £1 if the company is wound up while I am a member or within 12 months after my membership ends.

Subject to my application being successful, I authorise you to enter my name in the company's register of members.

Yours faithfully

[signature]

[print name]

Please return to the address below or electronically to info@dorkingtowpartnership.co.uk

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Dorking BID Nomination Form

<p>NAME OF PERSON STANDING FOR ELECTION: (Must be, or be a representative of, an eligible business ratepayer)</p>	
<p>NAME AND ADDRESS OF COMPANY OR ORGANISATION: (Must have premises within BID area)</p> <p>If you do not have premises within the BID Area, please complete this Voluntary Levy Payer form.</p>	
<p>BUSINESS SECTORS: (Please tick all boxes that apply to you)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Retail (large) <input type="checkbox"/> Retail (small) <input type="checkbox"/> Professional & financial services <input type="checkbox"/> Hospitality, food and drink <input type="checkbox"/> Health and personal care <input type="checkbox"/> Charitable <input type="checkbox"/> Other sectors <input type="checkbox"/> Night-time economy <input type="checkbox"/> Leisure and tourism
<p>WHY DO YOU WISH TO STAND? (In no more than 200 words, please explain your reasons for nomination and why you are committed to the success of the BID)</p>	

Signature

Date

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