

Dear Member

## ANNUAL GENERAL MEETING | 7 OCTOBER 2020

As a member of the Devon Association of Local Councils Ltd you are invited to attend the Annual General Meeting taking place on Wednesday 7 October 2020, at 10.00am. The meeting will be held remotely by Zoom due to ongoing risks associated with COVID-19. Unfortunately, the conference which usually adjoins the AGM has been cancelled.

### Who can attend the AGM?

Each member council may appoint one person to act as its representative to attend, to speak and vote at a general meeting. Its representative must be a councillor holding office in the council, or an appointed person designated at a council meeting to represent the council. A parish meeting representative must be either the chairman or a local government elector of the parish designated at a parish meeting to represent it at meetings of the company.

Each member council may appoint one additional person as its representative to attend and speak. That person may be a councillor, clerk or other employee of the council.

**Polite request:** We ask that member councils consider sending just their voting representative this year. This will assist us to manage voting in a large meeting in remote meeting setting.

### Proxy Voting

All member councils are able to use the Form of Proxy to indicate their position for motions on the agenda. **Polite request:** We ask that all members, regardless of whether they send a representative to the meeting or not, use the Form of Proxy to indicate their preferred candidates for appointment to the Board of Directors only, appointing the Chairman of the meeting as the proxy, to assist us to collating the votes for each candidate.

### Register to attend

All representatives are required to register in advance for this meeting. Register your place using the following link: <https://us02web.zoom.us/meeting/register/tZwsce6orzsiG9Wo6fdMqLVRA15DuRIiDUTP>

As part of the registration process you will be required to indicate if you are a voting or non-voting representative. After registering, and following admin approval, you will receive a confirmation email containing joining instructions.

We hope that your council will be represented at the AGM.

Kind regards

**Cara Stobart**, County Officer  
Devon Association of Local Councils Ltd