



Notice is hereby given
by the Directors of Special Needs And Parents Limited of the

ANNUAL GENERAL MEETING

Tuesday 14th July 2020

The SNAP Centre, Pastoral Way, Warley, Brentwood

To follow current Government guidance this year's AGM will be held via Zoom
7.00pm

AGENDA

1. Welcome
2. Apologies for Absence
3. To approve the Minutes of the Annual General Meeting held on 26th June 2019
4. Matters Arising from the Minutes
5. To receive and adopt the Trustees' Report and Accounts for the year ended 31st December 2019
 - a) Chairman's Report
 - b) Management Report
 - c) Finance Report
6. To re-appoint Lee Elsworth ACA FCCA of Tiffin Green Chartered Accountants as independent examiner
7. Re-election of trustees who have served more than five years
8. Any Other Business
9. Close of AGM

SNAP Special Needs And Parents

The SNAP Centre • Pastoral Way • Warley • Brentwood • Essex • CM14 5WF
Telephone: 01277 211300 • Email: info@snapcharity.org • Website: www.snapcharity.org
Registered Charity No. 1077787 • Company No. 3805837

PROXY FORM

for use at

SNAP Annual General Meeting 7.00pm Tuesday 14th July 2020



I, being a member of SNAP Special Needs And Parents Ltd, hereby appoint SNAP Chair Mandy Carr or _____ (please see note 3 below) as my proxy to attend and, on a poll, to vote for me and on my behalf at the SNAP Annual General Meeting to be held at 7.00pm on Tuesday 14th July and at any adjournment thereof. I direct that my vote(s) be cast on the specified Resolutions as indicated by an 'X' in the appropriate boxes.

Resolutions	For	Against	Vote withheld
To receive and adopt the Trustees' Report and Accounts for the year ended 31st December 2019			
To re-appoint Lee Elsworth ACA, FCCA of Tiffin Green Chartered Accountants as independent examiner			
Re-election of trustees who have served more than five years			

Signature _____ Print Name _____

Date _____

Notes

- 1) This proxy form must be lodged with SNAP Special Needs And Parents Ltd, The SNAP Centre, Pastoral Way, Warley, Brentwood Essex CM14 5WF or via email to info@snapcharity.org no later than noon on Monday 13th July 2020
- 2) Any alterations to this form should be initialled.
- 3) To appoint one or more proxies of your choice, strike out the name of "SNAP Chair Mandy Carr" and substitute the name(s) of your chosen proxy or proxies in the space provided and initial the alteration. A proxy need not be a SNAP member.
- 4) Your proxy may vote as he or she chooses on any resolution for which you do not give an instruction and on any amended resolutions or other procedural issues that might arise at the meeting.
- 5) The "vote withheld" option is provided to enable you to abstain on any particular resolution. However, it should be noted that a "vote withheld" is not a vote in law and will not be counted in the calculation of the proportion of votes "for" and "against" a resolution.
- 6) The appointment of a proxy does not prevent members from attending the meeting in person and voting.

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