

Headway Northampton

to move forward, to stimulate and inspire



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27th of July 2016

To all members of Headway Northampton C.I.O

Dear Member,

Headway Northampton Annual General Meeting.

Monday, 5th September 2016.

Doors open at 5 PM meeting will commence at 6 PM.

Refreshments will be provided.

In accordance with the Headway Northampton Constitution, Notice of the Annual General Meeting has been sent out to all members, and advertised in the local and social media.

This letter is to confirm the position regarding the election of trustees.

All six trustees have offered themselves for re-election, and no expressions of interest were forthcoming from anyone else.

The voting paper is attached together with statements from each candidate. Please tick either, "Yes" or "No" against each name, if you are unable to attend the Annual General Meeting then return your voting paper in the enclosed stamped addressed envelope by Wednesday, 31 August 2016.

At least 50% of votes cast need to be in favour of a candidate for his or her appointment to be confirmed.

If of course, you are able to attend then please bring your voting papers with you. There will be an opportunity for candidates to answer any questions at the Annual General Meeting and for voting papers to then be completed and handed in.

The voting papers are numbered to ensure there are no duplicate votes cast.

Please note that the ballot remains confidential the ballot papers will be securely stored following the Annual General Meeting.



Whilst we deal with any other business and take refreshments, John Camp (our independent scrutineer) will count the votes and we can then announce the new committee.

Many thanks.

Yours sincerely

Christopher Greenwood
Chairman