



Hut 3,
Cultybraggan Camp,
Comrie,
PH6 2AB
12.1.2017

Dear Member,

COMRIE DEVELOPMENT TRUST – NOTICE OF ANNUAL GENERAL MEETING

You are invited to attend the AGM of the Comrie Development Trust, which will be held on Tuesday 31st January 2017, 7.30 pm, at the White Church, Comrie. Please accept this as the formal notice of the AGM, which will consider the following:

- ❖ AGM Agenda including the proposed Special and Ordinary Resolutions;
- ❖ Minutes of the Annual General Meeting held on 8 December 2015;
- ❖ Minutes of the Extraordinary General Meeting held on 25 October 2016.

Copies of the Annual Report and Financial Accounts for the financial year 2015/16 and the AGM and EGM Minutes are on the CDT website homepage or Minutes/Accounts section via: www.comriedevelopmenttrust.org.uk or at the Trust's office. If you would like to receive a print copy of the above, please telephone the office on 01764 670769 and leave a message for the staff, who are available there on Mondays and Thursdays.

If you are interested in becoming a Director of Comrie Development Trust or volunteering to assist with CDT activities, please complete one of the application forms at the end of this letter, or contact the office at Hut 3, Cultybraggan Camp (Monday or Thursday), by phone: 01764 670769, or email: cdt@comriedevelopmenttrust.org.uk; Completed application forms should be returned to the office by Monday 23rd January 2017.

If you require a proxy vote then forms can be obtained from the CDT office or the CDT website and must be returned by 7.30pm on Sunday 29th January 2017. Please note that Associate Members cannot vote or be considered for election as a Director.

Regarding the enclosed formal Notice, please note that a list of applications received for the position of Director will be posted on the White Church notice board and on the CDT website on Tuesday 24th January 2017 and announced at the AGM.

We look forward to seeing you on 31st January.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'William Levack', is written over a horizontal line.

William Levack

Vice Chair, Comrie Development Trust

Company Ltd by guarantee – Reg. in Scotland - Reg No SC305425 - Charity reg. no SC038596
Registered office – Hut 3, Cultybraggan Camp, Comrie, Perthshire, PH6 2AB Phone: 01764 670769
email: cdt@comriedevelopmenttrust.org.uk; Website: www.comriedevelopmenttrust.org.uk/

NOTES:-

1. Full Members (i.e. as opposed to Associate Members) shall have one vote and this may be given personally or by proxy. The appointed proxy (who need not be a Member of the Company) may exercise all or any of his/her rights to attend and to speak and to vote in his/her place. For those Full Members wishing to appoint a proxy, a completed proxy vote form must be lodged at the CDT office by 7.30pm on Sunday 29th January 2017. This should be dated and signed by the Full Member, and must clearly indicate the name and address of the person to be appointed as proxy (who need not be a Member of the Company). Proxy forms are available from the CDT office or from the website.
2. According to CDT Articles of Association, any Elected Director who was appointed by the directors (under article 65) in the period from the date of the last annual general meeting shall retire from office; this applies to Mark Lynch and Jon Williams, both of whom are standing for re-election. Fiona Davidson, William Levack, Sharon Rice Jones and Andrew Reid are all standing down from the Board, so there will be four vacancies on the CDT Board, and seven if the proposed amendment is passed with a two thirds majority.
3. Nominations are invited from Full Members to stand for election as a Director. To be valid, nominations must be in writing, dated, and signed by the Full Member who is seeking nomination, confirming that said Full Member is willing to be appointed. Nomination forms are included immediately after this Notice. In addition, they are available from the CDT office and on the CDT website and must be returned to the CDT office by Monday 23rd January 2017. A list of the candidates standing for election/re-election will be posted in the CDT office window and on the White Church notice board and on the CDT website on Tuesday 24th January 2017 and announced at the AGM. In the event that there are more individuals standing for election/re-election than there are vacancies, each Member attending the AGM will be asked to vote for his/her preferred candidates equivalent to the number of vacancies. The candidates with the highest number of votes up to the equivalent number of vacancies will be elected as Elected Directors.
4. There are also various other opportunities to support CDT activities in a wide variety of ways, and the Trust is looking for voluntary assistance in the CDT office, with camp maintenance, with estate management, and with the work of various Working Groups, including Heritage, Events and Sports, Business Development, Hillside/Woodland, and Orchard. Please complete and return your details on the volunteering form, also available from the CDT office or on the CDT website if you are willing to assist with this work, or you want to hear more about it.
5. Finally, please use the tear-off slip at the top of the volunteering form to let us know if your contact details have changed, including your most up-to-date email address, if you have one.

COMRIE DEVELOPMENT TRUST - BOARD OF DIRECTORS NOMINATION FORM

NAME OF NOMINEE (block capitals).....

ADDRESS.....

POST CODE_____ PHONE_____ e-mail_____

Please give a short description of your personal interest in involvement in the activities of Comrie Development Trust, and reasons for wishing to join the Board of Directors.

Please provide a brief summary of any relevant skills, experience or interests which you would bring to Comrie Development Trust.

I wish to be nominated for election to Comrie Development Trust's Board of Directors.

SIGNED BY NOMINEE.....

Comrie Development Trust – Helping with Our Work

CONTACT DETAILS

1. Please let CDT know by returning the top of this form if your contact details have changed

Name:

Address:

Contact Phone Number: E-Mail Address:

CDT ACTIVITY SUPPORT

2. Can you help with CDT’s future work, on the Board or Working Groups, or at the Camp?

Joining Comrie Development Trust Activities		
Tick for more information or interested to join	Want more information	Interested to join
	√	√
CDT Board		
CDT Work		
Office And Administrative Assistance		
Communications - Website And Social Media		
Cultybraggan Camp Maintenance		
Site And Estate Management		
Financial Planning & Financial Management		
CDT Working Groups		
Self Catering Development		
Business Development		
Heritage		
Events, Sports		
Orchard		
Hill ground/Woodland		
Environment, Renewables		

Form for return to the CDT office: Hut 3, Cultybraggan Camp, Comrie, Perthshire, PH6 2AB

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Annual General Meeting

7.30 p.m. 31 January 2017

The White Church, Comrie

Agenda

1. Welcome, introduction and apologies
2. Minutes for approval
 - a) Annual General Meeting held on 8 December 2015
 - b) Extraordinary General Meeting held on 25 October 2016
3. Chairperson's report for the year ended Chairperson's report for the year ended 31 March 2016
4. Treasurer's report, including the Annual Accounts for the year ended 31st March 2016
5. Special Resolution – Proposed Amendments to Memorandum and Articles of Association

In accordance with Articles 42 and 43 of Comrie Development Trust's Memorandum and Articles of Association, this Special Resolution approves changes to Articles 60, 61 and 90 as follows:

Number of Directors

60. The maximum number of Directors shall be 18, of whom no more than 15 may be Elected Directors and no more than 3 may be Co-opted Directors.

61. The minimum number of Directors shall be 6.

90. No business shall be dealt with at a meeting of the directors unless a quorum is present; the quorum for meetings of the directors shall (subject to article 91) be six.

6. Ordinary Resolutions (2)
 - a. To make appointments as a Director of the Company under Article 64 and re-appointments as Directors of the Company under Article 69.
 - b. To authorise the Directors to appoint the auditors of the Trust until the end of the next period for appointing auditors and to determine their remuneration.
7. AOCB
8. AGM Close

Additional Reports and Discussion

1. Planned developments
2. Recruitment – CDT Board and Working Groups (office and administration, estate management, business development, heritage, events and sports, site maintenance)