



The 2023 Lace Guild CIO Lace Day & AGM



Booking Form, Saturday 3 June 2023

Please complete a **separate** form for each person, including guests.

Photocopies are acceptable. Please keep a copy for your records.

Name: **Membership Number:**

Address:

.....

Telephone Number: **E-mail:**

Timetable for the day: (Event open from: 10am – 5pm)

Suppliers Event: 10am - 4pm

The Lace Guild CIO AGM: 11am -12pm

Lace Day Lunch: 12pm - 2pm

Lace & Chat: 1pm - 4.30pm

Taster / trouble-shooting sessions: 2pm – 3.30pm

NB. This is a new event for The Lace Guild CIO and therefore details may be subject to change, please refer to the website for any further details and updates.

Lace Day Lunch

There is a 3-course self-service lunch included in the day delegate rate.

NB. If you have any specific dietary requirements, please give details on a separate sheet or email: thelaceguild.exec3@gmail.com. Andrea Gaskell will liaise with the catering team. We have been assured that all dietary needs can be met.

All day Tea and Coffee and biscuits are available in the lounge during the day and are included in the day delegate rate.

Please make your cheque payable to 'The Lace Guild CIO'

Total Payment Due: Member Rate: £60

Total Payment Due: *Non-Member Rate: £80

**Non-Members wishing to attend may wish to consider taking out a Lace Guild Membership before booking.*

Please return to: AGM, The Lace Guild, The Hollies, 53 Audnam, Stourbridge West Midlands, DY8 4AE.

The discounted bed and breakfast rates are available from the venue to anyone attending the Lace Day & AGM.

Single occupancy @ £75.00+vat per night, promo code **LGAGMBB1**

Double/twin occupancy @ £90.00+vat per night, promo code **LGAGMBB2**

Please note information given on this form is used solely for the purpose of this event and will be deleted after the event.



**The Second Annual General Meeting
of The Lace Guild CIO**
to be held at 11am on Saturday 3 June 2023
at Scarman House, Warwick Conferences, CV4 7SH



Agenda

1. Chairman's Welcome
2. Apologies for Absence
3. Minutes of the First Annual General Meeting
4. Amendments
5. Chairman's Remarks
6. Trustees' Report
7. Finance overview
8. Adoption of the Trustees' Report & Statement of Financial Activity
9. Election of the Independent Examiner of the Accounts
10. Subscriptions for 2024/2025
11. Election of Trustees
12. Date and Place of 2024 AGM
13. Close of Business Meeting
14. Presentation of Awards and Open Forum

The Trustees will be recommending a change to subscription rates for 2023/2024 reflecting feedback from AGM 2022.

Under the Constitution, The Lace Guild CIO (Registration No 1195559) is managed by a Board of Trustees consisting of up to 12 members. At each AGM one-third of the charity trustees shall retire from office but they are eligible for reappointment for a further term of three years and may serve for a maximum of three terms.

The following continue to serve: Denise Smith, Christopher Evans, Andrea Gaskell, Amanda Binns, Christine Cooper

The following trustees will retire: Tessa Whitlock, Liz Muncey, Phil Baldwin.

The following trustees will be standing for re-election: Liz Muncey, Phil Baldwin.

Members are asked to confirm the appointment of Lizzie Foulon who joined the Board on 16 October 2022.

There are currently vacancies for 4 trustees.

Please register to attend the AGM by sending your membership number and email address to office@laceguild.org by Wednesday 31 May 2023.

Please note that following feedback from the AGM 2022, this AGM will be a hybrid event and therefore you can be involved either in person, online or via proxy (your proxy must be present either in person or online).

Proxy forms (included here) must be returned to The Honorary Secretary, Mr C Evans, c/o The Lace Guild, The Hollies, 53 Audnam, Stourbridge, West Midlands, DY8 4AE, or email to thelaceguild.secretary@gmail.com no later than **2pm on Wednesday 31 May 2023.**

The Trustees' Report & Statement of Financial Activity will be available on our website www.laceguild.org and copies will be emailed to those who register to attend the AGM.

Please contact us at office@laceguild.org or phone **01384 390739** if you would like us to send you a hard copy.



The Lace Guild

Charity Reg No 1195559

Museum Reg No RD1950

VAT Reg No 342 9046 61

The Hollies
53 Audnam
Stourbridge
West Midlands DY8 4AE
Tel: (01384) 390739

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to be held at 11am on Saturday 3 June 2023
at Scarman House, Warwick Conferences, CV4 7SH**

PROXY VOTING FORM

Full Name Membership No

Address

Email address.....

Please ensure that the details quoted above are correct. Don't forget to sign and date the form overleaf, scan and email it to the Honorary Secretary, Christopher Evans <thelaceguild.secretary@gmail.com>, **by no later than 2pm on Wednesday 31 May 2023**

Members voting by proxy may not vote in person at the Meeting.

Place an **X** in one of the first two boxes below to appoint either the Chairman of the Meeting or another member of The Lace Guild CIO to vote on your behalf, and then in the third box if you wish your proxy to vote for you in this way.

Please note that your proxy is legally bound to vote as you have directed except where you decide to give them the freedom to use your vote as they wish. Space is provided for you to comment on each item overleaf. Comments will be read out to members present at the meeting for consideration before each vote is taken.

- I want the Chairman of the Meeting to vote on my behalf in the resolutions and for candidates in the election of Board of Trustees Members as instructed below.

OR

- I want (Membership No.....)
to vote on my behalf provided that he/she/they is present at the Meeting.

If he/she/they is not able to attend the meeting, then the Chairman of the Meeting* /(Membership No.....)*
is authorised to vote on my behalf. (*Delete as appropriate)

AND

- I want my proxy to vote as they think fit on any unscheduled business.

(Please turn over)

Place an X in the relevant box in each section to indicate whether you wish to vote for, against or abstain from each of the following resolutions. Leave blank any sections where you want the Chairman or your proxy to vote as they see fit. Write in any comments in the boxes indicated.

Resolution	For	Against	Abstain
1. To adopt the minutes of the 1st AGM of The Lace Guild CIO <i>Comments (1)(Any amendments?)</i>			
2. To adopt the Trustees' Report & Statement of Financial Activity <i>Comments (2)</i>			
3. To elect Pandora Jayne Hancock as Independent Examiner of the Accounts. <i>Comments (3)</i>			
4. To increase subscriptions rates for 2024/25 (increase rates by a maximum of £5). Discussion to be had during the AGM meeting. <i>Comments (4)</i>			
5. To re-elect Liz Muncey and Phil Baldwin to the Board of Trustees. <i>Comments (5)</i>			
6. To confirm the appointment of Lizzie Foulon to the Board of Trustees (who joined the Board on 16 October 2022). <i>Comments (6)</i>			
Any Other Business <i>(This may be discussed but not voted on at the AGM)</i>			

Signed Dated2023