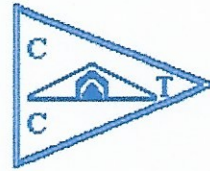


Coombeswood Canal Trust

Hawne Basin, Hereward Rise, Halesowen, West Midlands B62 8AW
Telephone 0121 550 1355



Registered Charity No. 1088978
Company Registered No. 04181961

email: coombeswood@btconnect.com
website: www.hawnebasin.org.uk

16 March 2021

Dear All,

Please find enclosed or attached the notice for our delayed 2020 AGM.

We had hoped that we may get to a slightly less restrictive situation to hold the AGM, but I am afraid we have run out of time. We need to file the accounts for year 2019 / 20 by the end of April.

Accordingly, in line with many other organisations we are having to hold a virtual and pared down AGM.

There will be no opportunity to attend the meeting in person only to view the proceedings online.

To "attend" you will need to email the trust at the above address including your name and postal address so we can confirm membership (email addresses do not always give an obvious name!). This will enter you onto the AGM mailing and attendance list.

We will reply to the email address with a link to attend the meeting, we will also include any documents required for consultation. We will ask for your approval for previous minutes, accounts, and appointment of auditor. This is the point you can input any queries enabling us to respond to all with answers ahead of the meeting.

When the meeting goes live there will be "Participants" and Attendees". Participants will be those normally on the front table and will have live microphone and video. Attendees will be everyone else who should be able to see and hear but will be on audio mute. There will be a "chat" function to communicate or ask questions as we go.

To facilitate communication, we have put a two-week cut off in place prior to the meeting for Matters Arising, Nominations and AOB.

I know this is not ideal and we have fingers crossed for a more normal AGM later this year for the 2020/21 financial year.

Yours Sincerely,

A handwritten signature in blue ink that reads 'Richard Woodward'. The signature is fluid and cursive.

Richard Woodward,
Chair, Coombeswood Canal Trust