



ANNUAL GENERAL MEETING (AGM) PACK

8th September 2025

Notice of the Annual General Meeting

Dear Resident,

We are delighted to invite you to the **Annual General Meeting** for Leybourne Grange Management CIC on **Tuesday 23rd September, 6:30pm (from 6.00pm for registration and refreshments) 2025 at The Sports Pavilion**, Bannister way. Please read in full the important information below that relates to the General Meeting.

This is your AGM Pack which includes a copy of the final CIC Income Accounts together with the draft minutes of the informal community meeting (mtg not quorate) held on 24th September 2024 and the EGM on January 21st January 2025.

We welcome your attendance at the AGM, where we will present the 2024 Accounts for both the Service Charge and CIC. We will also be providing a summary of our priorities for the remainder of the year, as well as providing an update on progress against our Business Plan over the last nine months.

Unfortunately, we are unable to provide the full *draft* Service Charge accounts with your AGM notice today. We intended to send them to you prior to the AGM but on reflection feel they would be better presented in person at the AGM.

We hope you will accept our apologies for any inconvenience caused.

Leaseholders And Voting Rights

You may remember that in 2024 we received clarification that leaseholders **CAN** vote at the AGM, this position remains the same with our amended Articles of Association, approved in January 2025 and we welcome leaseholders to attend this meeting to cast your vote.

We would like to remind residents though that Housing Association tenants **CANNOT** vote as the membership of the CIC resides with the Housing Association. This is enshrined in the Community Trust Declaration. Housing Association tenants are, however, very welcome to attend the AGM too, hear of the CIC's work and meet the directors and staff team.

The AGM and Directors

When you purchased your property on Leybourne Chase, you agreed to contribute to the upkeep of community facilities through payment of the Service Charge, follow certain rules, and participate in managing the company, either as a Member or as a director.

To conduct any business at our AGM, we need approximately **27 households to attend** (final quorum number to be confirmed before the start of the meeting). Your participation is crucial – so please attend and register to vote. At the AGM, you will be able to approve the previous minutes, receive and note the 2024 accounts, hear about the Board's plans, and share your ideas or concerns in an informal session after the meeting. Please note, it is intended to re-appoint the same auditors and therefore no vote is required on this matter.

The AGM is a great chance to meet the directors and get to know them as fellow residents. The staff employed by the Board of Directors will also be present to answer any questions you may have and are looking forward to meeting you. This year, we are delighted to have Len Mayatt onboard, the new Community Operations Manager. Len will be present and is looking forward to meeting you.

Tatum Michaels-Carter from Preim will be attending remotely. Tatum apologies for this but has to out of the country for personal reasons. We are very grateful to her, however, for attending remotely. She will be at The Residents Surgeries to be held the following week. Please see below for further information.

We are always keen to hear from residents who may be interested in becoming directors to broaden the skills base of the Board, bring local passion, ideas and views to the table and provide greater resilience and capacity to support the governance of LGM CIC. If you are interested, please talk to one of the directors at the AGM or email SallyAnne Logan at chair@leybournechase.org. We are really keen to enhance our Board and would really like to hear from residents from any walk of life, with a real passion for Leybourne Chase and who want to support our community. There are lots of benefits to you too as an individual in getting involved, from giving something back to your community and learning new skills to making new friendships.

Appointing Directors

No directors have left since the last Annual General Meeting or been appointed so this action is not required this year. However, should you wish to find out more about each of the directors, further information can be found on our website;

Directors Who Have Resigned Since September 2024	Active Directors
None	Nic Bowler (active)
	Greg Ward (active)
	Clare Leyden (active)
	Malcolm White (active)
	Manoj Koothur (active)

SallyAnne Logan is the Independent (non-voting) Chair (appointed by the Board January 2024). She is not a director registered at Companies House and has no voting rights. Her role is to coordinate LGM CIC governance, providing advice, support and capacity to the Board of directors.

Voting

Each household is entitled to one vote. While the first person listed on the register (alphabetically by first name) is technically the voter, either registered resident can vote if both agree. However, if you are **in debt to the CIC AND legal proceedings are under way to recover that debt**, (Service Charge or other debt), you **cannot** vote. In order to vote, you must clear the debt by 5pm on 22nd September and have provided evidence to the CIC that you have done so.

We need approximately **27 households** (exact number to be confirmed before the start of the AGM) at the meeting to be quorate. Proxy votes do not count towards this number. Please register your attendance via email (len@leybournechase.org) to help us ensure we can hold a valid AGM.

Even if we don't reach the quorum, the meeting will continue informally covering the same business.

If you live in a shared ownership property, you can vote as a Member. Unfortunately, tenants of Housing Associations cannot vote because their Housing Association is the registered Member. However, **all** residents are welcome to attend the AGM and input into the discussions.

Finally, if you have any questions you would like to raise at the AGM, please email them to us beforehand (len@leybournechase.org) so that we can give you a full response on the evening.

If you are unable to attend or have additional questions to ask, there will be a **Resident Surgery** with Len Mayatt and Tatum Michaels Carter from Priem at the Community Centre on the **10th October between 10 and 4pm**. To book a slot, please email len@leybournechase.org.

Yours faithfully,

Nic Bowler
Director of The Board of LGM CIC

If you wish to appoint a proxy

As a Company Member you are entitled to appoint a proxy to attend and cast your vote at the AGM. Please use the form below to do so.

A proxy does not need to be a Member of the Company but must attend the meeting to represent you. You can only appoint a proxy using the procedures set out in the notes and by using the proxy form below. To assist, the proxy form below provides the option to appoint the Company Secretary as your proxy.

If you do not give your proxy an indication on how to vote on any resolution, your proxy may vote or abstain from voting at their discretion.

**LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY
("the Company/CIC")**

REGISTERED OFFICE ADDRESS:
82 Hawley Drive, Leybourne, West Malling, Kent ME19 5FL

ANNUAL GENERAL MEETING

Notice is hereby given that the General Meeting is called and will take place at the **Sports Pavilion Bannister Way, ME19 5SA on Tuesday 23rd September 2025 at 6:30pm**

The meeting will consider the following items:

1. Approval of the minutes from the 24th September 2024 (informal community meeting) and EGM on 21st January 2025
2. To receive and note the 2024 annual accounts (CIC and *draft* Service Charge) and the report of Directors
3. To receive a presentation of LGM CIC projects and activities delivered in 2024 presented by Nic Bowler, Director of the Board of Directors of LGM CIC
4. To receive a presentation (delivered remotely) from Tatum Michaels Carter, the Estate Manager from Preim Ltd, relating to progress on the delivery of services on site and the priorities for the remainder of 2025
5. To receive a presentation on the priorities for the remainder of 2025 and progress on the delivery of Year 1 of the three-year business plan presented by SallyAnne Logan, Independent Chair of the Board, Mark Dodson, Interim Management Finance Consultant and Len Mayatt, Community Operations Manager.

Registering to attend the AGM

Please email Len Mayatt at len@leybournechase.org to register your attendance. This will help us gauge numbers for the event.

The proxy voting form is on the next page which you can also email to len@leybournechase.org or post to the Community Centre, 82 Hawley Drive, Leybourne, West Malling, ME19 5FL. It must arrive by **6pm on Monday 22nd September 2025**.



Company Number: 6977866
A Company Limited by Guarantee
Registered in England

LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY

("the Company/CIC")

COMMUNITY INTEREST COMPANY LIMITED BY GUARANTEE

PROXY FORM

Before completing this form, please read the explanatory notes below

I /We.....[INSERT FULL NAME[S] IN BLOCK
CAPITALS]

being a member of the Company appoint the Company Secretary or (see note 3)

as my/our proxy to attend, speak and vote on my/our behalf at the General Meeting of the Company to be held at 18.30 on 23rd September 2025 at the Sports Pavilion, Bannister Way, ME19 5SA.

I/We direct my/our proxy to vote on the following resolutions as I/we have indicated by marking the appropriate box with an 'X' (see note [6] below).

RESOLUTION	FOR	AGAINST
Vote to approve the minutes of two LGM CIC Members meetings (24th September 2024 and 21st January 2025)		
Minutes of 24 th September 2024 (informal community meeting)		
Minutes of 21 st January 2025 (EGM)		

Signed by:

Company Member name:

SIGNATURE OF INDIVIDUAL MEMBER

Date:

Where two or more Members exist, either Resident may complete the attached with the agreement of the other Resident.

NOTES

1. As a member of the Company you are entitled to appoint a proxy or proxies to exercise all or any of your rights to attend, speak and vote at a general meeting of the Company. You can only appoint a proxy using the procedures set out in these notes.
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person and vote, your proxy appointment will automatically be terminated.
3. A proxy does not need to be a member of the Company but must attend the meeting to represent you. If you wish to appoint a proxy other than the Company Secretary, delete "Company Secretary" and insert their full name in the space provided. If you leave this space blank, the Company Secretary will be appointed your proxy. Where you appoint as your proxy someone other than the Company Secretary, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.
4. To direct your proxy how to vote on the resolutions mark the appropriate box with an "X". If no voting indication is given, your proxy will vote or abstain from voting at their discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the meeting, including a motion to adjourn.
5. To appoint a proxy using this form, the form must be:
 - a. Completed and signed by you or your attorney duly authorised in writing;
 - b. Sent or delivered to the Company at Leybourne Grange Management Community Interest Company, Community Centre, 82 Hawley Drive, Leybourne, West Malling, ME19 5FL; or
 - c. Sent by attaching a scanned copy of the signed document to an email and sending it to Leybourne Grange Management Community interest company (len@leybournechase.org); and
 - d. Be received by the Company no later than **18.30 on 22nd September 2025.**