

Sherwood Community Association CIO



Annual General Meeting 11 October 2026

Proxy Ballot Form (PART 1) Authorisation

*(To be received by SCA CIO's Office **by 2.00pm on Friday 9 October 2026 in a sealed envelope marked "Confidential – Proxy Vote"**)*

Name of registered Voting Member _____

Address _____

Before completing this form, please read the explanatory notes attached.

I, being a Member of the Charity, appoint the **Chair** of the meeting **OR** the following **named person** *(please delete as necessary)*:

_____ *(name of your proxy)* as my proxy to exercise all or any of my rights to attend, speak and vote on my behalf at the Annual General Meeting of the Charity to be held at Sherwood Community Centre, Woodthorpe House, Mansfield Road, Sherwood, Nottingham NG5 3FN on 11 October 2026, and at any adjourned meeting.

I direct my proxy to vote on the Trustee resolutions as I have indicated, by marking the appropriate box with an **X**. If no indication is given, my proxy will vote or abstain from voting at their discretion.

I authorise/do not authorise *[please delete one]* my proxy to vote/abstain from voting *[please delete one]* as they think fit, in relation to any other matter which is properly put before the meeting.

Signature _____ Date _____

- *If you are appointing the Chair as your proxy, then enclose the ballot form (PART 2) separately in a sealed envelope - either completed with your choices or blank for Chair to complete - and insert that envelope into a second envelope, together with your signed authorisation proxy form (PART 1). Your unopened ballot form (PART 2) will then be added to the ballot box.*
- *If you wish your named proxy to vote in person at the meeting on your behalf, or at their discretion, still RETURN THE AUTHORISATION FORM (PART 1), but give the voting form (PART 2) to your proxy beforehand, either with your choices indicated, or blank for them to complete at the meeting. All votes to be completed by the named proxy on the day must be posted in the ballot box by 2.15pm at the meeting on Sunday 11th October.*
- *In either case, the signed AUTHORISATION FORM (PART 1) must be returned by Friday 3rd October, indicating you will vote by named proxy.*

Privacy Statement

In accordance with Data Protection Law (GDPR) (25 May 2018) Sherwood Community Association CIO will not pass the information provided to any organisation other than the Charity Commission

This information will be kept securely and only kept for as long as is necessary. It will be disposed of securely when no longer needed.

Notes to the proxy form

1. As member of the Charity you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Charity
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy but then attend the meeting in person, your proxy appointment will automatically be cancelled.
3. A proxy does not need to be a Member of the Charity, but must attend the meeting to represent you. To appoint as your proxy a person other than the Chair of the meeting, insert their full name on the authorisation form. (PART 1) If you sign and return this authorisation form with no name inserted in the space indicated, the Chair of the meeting will be deemed to be your proxy.
4. Where you appoint as your proxy someone other than the Chair, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to speak on your behalf, you will need to appoint someone other than the Chair and give them the relevant instructions directly.
5. To direct your proxy how to vote on the resolutions, mark the appropriate box with an "X". You should retain a copy for your records, but give the original marked copy (PART 2) to your proxy to vote at the meeting.
6. If no voting indication is given, your proxy will vote, or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting if you have authorised this.
7. To appoint a proxy using this form, the authorisation form (PART 1) must be
 - a. completed and signed
 - b. sent or delivered to

The Administrative Assistants
Sherwood Community Association CIO
Sherwood Community Centre
Woodthorpe House
Sherwood
NG5 3

AND

- c. received by the Charity (i.e. via the Community Centre Office) no later than **2.00pm on Friday 9 October 2026, in a sealed envelope marked "Confidential – Proxy Vote"**



Proxy Ballot Form (PART 2)

*(To be received by SCA CIO's Office **by 2.00pm on Friday 9 October 2026 in a sealed envelope marked "Confidential – Proxy Vote"**)*

Please note: Honorary Officers must also be elected as Trustees first in order to be elected to the Honorary Officer Roles.

Please write X in the appropriate column next to the names of those nominated.
Abstentions will not be counted, merely noted for the record.

	For	Against	Abstain
To appoint Tracey Louise Holland (known as Louise Holland) as Trustee of the Association			
Additionally , to appoint Tracey Louise Holland (known as Louise Holland) as Chair of the Association			
To appoint Eva Codrington as Trustee of the Association			
Additionally , to appoint Eva Codrington as Treasurer of the Association			
To appoint Hannah Malhotra (also known as Hannah Fries) as Trustee of the Association			
Additionally , to appoint Hannah Malhotra (also known as Hannah Fries) as Secretary of the Association			
To appoint Valerie Hunter as Trustee			
Additionally , to appoint Valerie Hunter as Membership Secretary of the Association			
To appoint Ross Anderson as Trustee of the Association			
To appoint Jorge Hills as Trustee of the Association			