

# Tavistock

BUSINESS IMPROVEMENT DISTRICT

## Tavistock BID Ltd

Bedford Chambers, Bedford Square  
Tavistock PL19 0AD

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30th August 2019

**Notice of the eighth Annual General Meeting of the members of the Tavistock BID Ltd.  
To be held at the Bedford Hotel on Wednesday 23 October 2019 at 6.00pm**

### AGENDA

1. Minutes of previous AGM 17 October 2018 (available on the BID website under Board Meetings, or available from the Registered Office, details above)
2. Matters arising
3. Chairman's report.
4. Approval of Accounts for the year ended 31 August 2019 – copies will be made available at the meeting or may be obtained from the Registered Office in October
5. Appointment of Directors:  
Penny Samuels and Robert Oxborough retired during the year.  
Brett Kinsman-Daw was appointed during the year and offers himself for re-election.  
Colin Kirk-Potter was appointed during the year and offers himself for re-election.  
Andrew Baker retires by rotation but is not seeking re-election.

A number of vacancies therefore exist for additional directors. Please send nominations (signed by nominee, proposer and seconder, all of whom must be BID Members) to the registered office not less than 2 days before the AGM. Late nominations will **NOT** be accepted at the AGM.

6. Projects for the forthcoming year (BID Manager)
7. Any other business

*By order of the board*

Andrew Baker FCA – Company Secretary

To assist in the arrangements, it would be greatly appreciated if you could advise Janna Sanders, the BID manager by email to [janna@tavistockbid.co.uk](mailto:janna@tavistockbid.co.uk) if you plan to attend.

### Notes

1. Only members may attend or vote. **Please bring this agenda** as evidence that you are a BID Member
2. Members may appoint a proxy to vote on their behalf. The proxy should bring a letter signed by the member on their business letterhead authorising the proxy to vote on the member's behalf.
3. If more than one representative attends from a BID Member, only one may speak or vote at the meeting. The speaking/voting representative must be nominated when signing in at the start of the meeting.
4. A member occupying more than one premises only has one vote.